

## RESOLUTION 10-09

### RECORD RETENTION POLICY FOR Roxborough Park Foundation

- SUBJECT:** Record retention policy.
- PURPOSE:** To set forth approximate length of time that Association records will be kept in the Association file before they are discarded or otherwise destroyed.
- AUTHORITY:** The Declaration of Amended Covenants, and Restated Protective for Roxborough Park Foundation.
- EFFECTIVE DATE:** January 1, 2011
- RESOLUTION:** The Association hereby gives notice of its adoption of a Resolution setting forth approximate lengths of time that Association records will be retained. The resolution adopted is as follows:

<u>Association Record</u>	<u>Time Frame</u>
<u>Financial Records</u>	
*Audit Reports	Permanently
*Federal & State income tax returns	Permanently
*Personal property tax returns	Permanently
*Budgets	1 year
*Bank Statements	Permanently
*Deposit tickets	6 years
*Cancelled checks	6 years
*Cash receipts and cash disbursement journals	6 years
*Bank reconciliation's	6 years
*Payroll records	6 years
*General ledgers	6 years
*Owner ledgers	While owner resides in community + 6 yrs.
<u>Business Records</u>	
* Contracts	Greater of 6 years or warranty period
*Insurance policies	Permanently
*Vender Invoices	6 years
*Written correspondence between Association and Venders	6 years
*Personnel Files	6 years

\*Photographs 6 years

Association Transaction Records

\*Governing documents (including the Declaration, Bylaws, Articles of Incorporation, and any amendments Thereto) Permanently

\*Periodic reports filed with the Secretary of State 1 year

\*Resolutions Permanently

\*Meeting minutes (membership and Board) Permanently

\*Videotapes and audiotapes of board meetings Until minutes approved 30 days

\*Proxies and ballots (generally) 30 days

\*Proxies or ballots for document amendments Permanently

\*Deeds, easements and other real property records Permanently

\*Records of all action taken by owners or the BOD by written consent or ballot ballot in lieu of meeting (i.e. ballots from elections done either electronically or by mail. Permanently

\* Records of all actions taken by a Committee on behalf of the association Permanently

\* Records of all waivers of all owner and BOD meeting notices Permanently

\* Litigation Files 6 years after resolution of litigation

Communications

\*Written communications to the owners generally (including meeting or other notices sent via e-mail, facsimile and regular mail) Permanently

\*Communications between Association and non-owner, non-vendor parties 6 years

\*Correspondence to members individually (not including enforcement letters) 6 years after sale of unit

\*Enforcement letters (including covenant violation letters) 6 years after sale of unit

\*Owner complaints (written) 6 years after sale of unit

\*Architectural requests 6 years after sale of unit


\*Any correspondence between Association and Member not otherwise

Listed	6 years after sale of unit
* Informational E-mails between Board members and Manager	Not Saved
* Attorney-client privileged Communications (unless it is an opinion Letter or similar document	6 years or Permanently

Miscellaneous

*Miscellaneous documents (not otherwise listed herein)	At Board's discretion
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Adopted this 28th day of December, 2010.

  
Herb Livingston, President

  
KC VanNiman, Secretary