

COLORADO'S TIMBER RIDGE HOMEOWNERS ASSOCIATION RECORDS RETENTION POLICY

Effective Date: May 12, 2008

In accordance with the Colorado Common Interest Ownership Act, The Board of Directors of the Association desires to adopt a uniform and policy to address retention of Association records.

The Association hereby adopts the following schedule for retention its records:

Permanent Records	Retain For 4 Years	Retain For 1 Year
<ul style="list-style-type: none">• Original Enabling Documents<ul style="list-style-type: none">CC&RsBylawsArticles of Incorporation• Amended Enabling Documents• Developer Disclosure Statements• Deeds• Title Insurance Policies• Board Minutes• Executive Session Minutes• Members Meeting Minutes• Committee Meeting Minutes• Committee Reports• Legal Settlement Agreements• Client/Attorney Privileged Information• Annual Tax Returns• Letter granting tax exempt status• Tax ID Number• Annual Financial Audits• Annual General Ledgers• Annual Budgets• Reserve Fund Allocation and Current Balance• Approved Building Plans and Additions/Modifications• Applications & Improvement Change Requests• Approvals/Denials of Improvement Requests• Notice of Violations of Improvement Controls	<ul style="list-style-type: none">• Ballots, Proxies and Check-in Sheets• Board Meeting Notices• Member Meeting Notices• Approved Capital Expenditures Exceeding \$1,000.00• Bank Statements & Cancelled Checks• Paid Bills• Monthly General Ledgers• Accounts Receivable Lists• Deposit Slips• Dues billings and Collection documents• Financial Audit & Reviews• General Correspondence• Insurance Claims (if any)• Time Cards (if any)• Payroll Tax Returns (if any)	<ul style="list-style-type: none">• Bank Reconciliations• Meeting Agendas• Monthly Financial Statements• Miscellaneous correspondence (especially if situation has been resolved or action complete)

Retain Until Superseded*

- Contracts
 - Loan Documents (if any)
 - Listings of Rules
 - Special Rules Interpretations
 - CC&R Violations
 - Funding Studies
 - Warranties & Guarantees
 - Equipment list
 - Equipment Maintenance Records
 - Original Insurance Policies
 - Membership List
 - List of Current Board of Directors and Officers
 - Employment Contracts (if any)
 - Personnel Files (if any)
- Superseded documents should be **dated** and transferred to the “**Retain for Four Years**” Category

IN WITNESS WHEREOF, the undersigned certify that this Records Retention Policy was adopted by resolution of the Board of Directors of the Association on this 12th day of May, 2008.

COLORADO’S TIMBER RIDGE HOMEOWNERS
ASSOCIATION, a Colorado non-profit corporation,

By: /s/ Barbara Parada _____
Its President

ATTEST:

By: /s/ David Strathdee _____