

**EAGLE PEAK RANCH PROPERTY OWNERS ASSOCIATION
RESOLUTION 2015-05**

Records Management Policy

PURPOSE

This Records Management Policy establishes guidelines for identifying, retaining, storing, protecting and disposing of the Association's Documents. This policy reflects requirements of CRS 38-33.3-317 (Association Records).

This Records Management Policy may not be all inclusive, and accordingly must be tailored to meet the specific and changing needs of the Association. The retention periods set forth herein are general guidelines based on the current retention periods set forth in federal, state, and local statutes and regulations (none of which explicitly address Home Owner Associations).

DOCUMENT OWNER

The Document Owner is the Association Office or Position that is responsible for a specific document. Document Owners are responsible for consolidating copies (electronically or hard copy) and managing documents in their respective Document Categories in accordance with the requirements of this Record Management Policy.

AVAILABILITY OF ASSOCIATION RECORDS

Association records are to be made available to members or their authorized agents by examination or copying upon request. The Association (Document Owner) may require written requests for documents at least ten days prior to inspection or production of documents. Additionally, a 15 cent per page charge for copies may be required at the discretion of the Association.

DOCUMENT MANAGEMENT

Document Owners are responsible for maintaining orderly records and should take reasonable steps to ensure electronic files are backed up. While off-site and or fireproof storage may be advisable, it is not a requirement.

The Secretary shall oversee an annual purge of files after the expiration of their retention period. The annual purge of expired files shall be completed within the first quarter of each calendar year. All Documents to be purged or destroyed pursuant to this Document Management Policy shall be shredded, or permanently deleted electronically, if stored in an electronic format.

CHANGES TO THIS POLICY

Changes made to this policy are the responsibility of the Association. Notice of Policy revisions should be sent to Property Owners via email.

Definitions:

Association – the Association is the governing body of the Eagle Peak Ranch Property Owners Association, the Board of Directors.

Eagle Peak Ranch – Document Inventory

Document Name/Category	Owner	Retention	Description/Notes
Financial Records	Treasurer	7 yrs	Invoice, Receipts, Correspondence, QuickBooks
Minutes of all Meetings	Secretary	7 yrs	Announcements, Agendas, Minutes, Actions/Votes
Board Communication	Secretary	7 yrs	Communication and decisions made without a meeting
Owners List	Secretary	Perm.	Names, addresses, email, phone numbers of members. <u>INTERNAL ASSOCIATION USE ONLY.</u>
Articles of Incorporation	Secretary	Perm.	Original Incorporation Filing (filed with State)
Declaration	County	Perm.	Plats, Maps, Surveys
Covenants	Secretary	Perm.	(Filed with Fremont County)
By-Laws	Secretary	Perm.	Current By Laws
State of Colorado Incorporation Registration	Secretary	Perm.	Annual Incorporation Report
Colorado HOA Registration	Secretary	Perm.	Annual HOA registration
Contracts	Secretary	Contract Term+4 yrs	Cattle Lease
Communication to Owners	Secretary	Ownership +4 yrs	Communication Board to/from Owner
Architectural Control	EP ACC Chair	Ownership +4 yrs	Documents & Correspondence for the ACC
Insurance Policies	Treasurer	Perm.	Documents & Correspondence

Board of Director's Certification: the undersigned, respectively being the Board members of Eagle Peak Ranch Property Owners Association, a Colorado nonprofit association, certify that the foregoing Resolution 2015-05 was approved and adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors of the Association on July 11, 2015, and in witness thereof, the undersigned have subscribed their names.

By: [Signature] Date: July 11, 2015

By: [Signature] Date: 7/11/2015

By: _____ Date: _____