

GLEN OAKS AT CASTLE PINES NORTH
COMMUNITY ASSOCIATION, INC.

Record Retention Policy

Adopted December 27, 2005

The following policy has been adopted by the Glen Oaks at Castle Pines North Community Association, Inc. ("Association") pursuant to the provisions of C.R.S. 38-33.3-209.5, at a regular meeting of the Board of Directors.

Purpose: To establish a policy for the retention of Association records; to establish the availability of records on the website; to establish the current version of Association records; and to establish where Association records are stored.

WHEREAS, The Colorado Common Interest Ownership Act requires the Association to maintain and make available financial and other records of the Association: C.R.S. 38-33.3-317 gives all Owners the right to examine and copy the financial and other records of the Association for a proper purpose; C.R.S. 38-33.3-209.4, requires the Association to make disclosures to Owners regarding the Association's identity, financial and other records; and C.R.S. 38-33.3-223

NOW, THEREFORE, IT IS RESOLVED that the Association does hereby adopt the following policy governing the retention of Association records:

1. Policies and procedures for inspecting and copying Association records are set forth in the Policy for Inspection and Copying of Association Records.
2. The Association's website contains a directory of available records, including links directly to the records, or information on how to request the record.
 - a. Association Website: **<http://www.cpnhoa.org/newHOAPages/commonPages/home.php?hoa=204>**
3. The Association's records are stored with the President of the Board of Directors or in another location as indicated in Appendix I: records & Documents: Retention & Storage. The Association does not have a full-time office staff or an outside management company; it is operated by the Board of Directors. Therefore, the Association does not maintain regular business hours at a principal office location. Appointments may be made by contacting the Board of Directors.
4. The Association reserves the right to pursue any individual for damages or injunctive relief or both, including reasonable attorneys' fees, for abuse of these rights, including, but not limited to, use of any records for a purpose other than what is stated in the Record Inspection Request.

Appendix I: Records & Documents: Retention & Storage

*Availability of records: Many association records and documents are available on the Association's web site. Records shall also be made available according to the provisions in the Association's policy for Inspection and Copying of Association Records. Permanent records are stored with the President of the Board of Directors.

A) Association Governing Documents

Storage	Website	Document	
Permanent	Yes	Declaration of Covenants, Conditions and Restrictions	Date: December 31, 1986 Recorded: Douglas County Reception Number: 8630773, Book: 691, Page: 388
Permanent	Yes	Articles of Incorporation Document forming the Glen Oaks at Castle Pines North Community Association, Inc., a nonprofit corporation.	Date: January 9, 1987 Filed: Secretary of State, January 13, 1987 Document #: 19871706328
Permanent	Yes	By-Laws Operational rules for the Glen Oaks at Castle Pines North Community Association, Inc.,	Revised: January 15, 1987 Original: Association

B) Association Policies & Procedures

Storage	Website	Document	
Permanent	Yes	Adoption and Amendment of Policies	Adopted: Dec. 27, 2005

Permanent	Yes	Collection Policy	Adopted: Dec. 27, 2005
Permanent	Yes	Conduct of Meetings Policy	Adopted: Dec. 27, 2005
Permanent	Yes	Hearing & Enforcement Policy	Adopted: Dec. 27, 2005
Permanent	Yes	Director Conflict of Interest Policy	Adopted: Dec. 27, 2005
Permanent	Yes	Inspection and Copying of Association records	Adopted: Dec. 27, 2005
Permanent	Yes	Record Retention Policy	Adopted: Dec. 27, 2005
Permanent	Yes	Reserve Fund Investment Policy	Adopted: Dec. 27, 2005

C) Meeting Minutes & records of Actions

Storage	Website	Record
Permanent	Yes	Minutes of all meetings of Owners and the Board.
Permanent	Yes	A record of all actions taken by the Owners or the Board by written ballot or written consent in lieu of a meeting.
Permanent	Yes	A record of all actions taken by a committee of the Board in place of the Board on behalf of the Association.
Permanent	Yes	A record of all waivers of notices of meetings of Owners and of the Board or any committee of the Board.
Permanent	Yes	Resolutions adopted by the Board

D) Financial Documents

Storage	Website	Record or Document
Current	Yes	Most recent annual report.
Permanent	Yes	All financial audits or reviews
Current	Yes	Operating Budget for current Fiscal year
Permanent	Yes	Annual Balance Sheet, including prior year's reserve.
Permanent	Yes	Annual Income and Expenditures Statement
Current	Yes	List of Current Assessments, both regular and special

E) Other Documents

Storage	Website	Record or Document
Current	Yes	Annual Disclosure to Owners
Current	Yes	A list of the names and business or home addresses of the Association's current directors and officers. (Online: Names and email addresses and neighborhood Directory: telephone numbers and addresses)
By Request	No*	A record of Owners in a form that permits preparation of a list of the names and addresses of all Owners.
Permanent	No*	All written communications to Owners generally as Owners.
Current	No*	List of all Insurance policies.

*Documents which are not available online may be requested according to the Association's Policy for the Inspection and Copying of Association records.

Glen Oaks at Castle Pines North
Community Association, Inc.

By: _____
President

Attest

Secretary

This Policy was adopted by the Board of Directors on the 27th day of December 2005, effective the 1st day of January 2006, and is attested to by the Secretary of Glen Oaks at Castle Pines North Community Association, Inc.

Secretary