

Castle Pines North Master Association

**Record Retention Policy**

Adopted December 8, 2005

The following policy has been adopted by the Castle Pines North Association, Inc. (“Association”), which is commonly known as the Castle Pines North Master 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 explained 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: [www.cpnhoa.org](http://www.cpnhoa.org)
3. The Association’s records are stored at the Manager’s office, the Association’s principal office, or in another location as indicated in Appendix I: records & Documents: Retention & Storage. In general, records are stored in the following locations:
  - a. The current fiscal year’s records are stored at the Manager’s Office.
  - b. Prior year’s records are stored at the Association’s principal office.

Castle Pines North Community Center  
7402 Yorkshire Drive  
Castle Rock, CO 80108

The Association does not have a full-time office staff or an outside management company; it is operated by an independent team of part-time contractors. Therefore,

the Association does not maintain regular business hours at this principal office location. Appointments may be made by contacting the Association.

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.

Castle Pines North Association, Inc.

By: Maureen B. Schul  
President

Attest

L. E. John  
Secretary

This Policy was adopted by the Board of Directors on the 8th day of December 2005, effective the 1st day of January, 2006, and is attested to by the Secretary of the Castle Pines North Association, Inc.

L. E. John  
Secretary

## Appendix I: Records and Documents: Retention and 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.

### A) Association Governing Documents

Storage	Website	Document
Permanent	Yes	<b>Declaration of Covenants Conditions and Restrictions</b> Date: 10/22/1984 recorded: Douglas County Reception Number: 338149. Book & Page: 544-664
Permanent	Yes	<b>Articles of Incorporation</b> Document forming the Master Association, a nonprofit corporation. Date: 1/4/1999 Filed: Secretary of State Document #: 19991000068
Permanent	Yes	<b>By-Laws</b> Operational rules for Master Association. Revised: 1/27/2000 Original: CPN Master Association
		<b>Design Guidelines</b> CPN Master Association Design Review Committee document explaining the DRC's design review procedures and recommendations for good design in CPN. Date: 2/24/1986 Original: CPN Master Association
Permanent	Yes	<b>Planned Unit Development Guide for CPN</b> Douglas County Zoning Regulations for the CPN Planned Development. Date: 12/13/1988 Reception: 8830921. Book & Page: 831-772 Filed: Douglas County

### B) Association Policies & Procedures

Storage	WebSite	Document
Permanent	Yes	<b>Adoption and Amendment of Policies</b> Adopted: Dec. 8, 2005
Permanent	Yes	<b>Collection Policy</b> Adopted: Dec. 8, 2005
Permanent	Yes	<b>Conduct of Meetings Policy</b> Adopted: Dec. 8, 2005
Permanent	Yes	<b>Homeowner Input Guidelines</b> Adopted: Dec. 8, 2005
Permanent	Yes	<b>Hearing &amp; Enforcement Policy</b> Adopted: Dec. 8, 2005
Permanent	Yes	<b>Director Conflict of Interest Policy</b>

		Adopted: Dec. 8, 2005
Permanent	Yes	<b>Inspection and Copying of Association records</b> Adopted: Dec. 8, 2005
Permanent	Yes	<b>record Retention Policy</b> Adopted: Dec. 8, 2005
Permanent	Yes	<b>Reserve Fund Investment Policy</b> Adopted: Dec. 8, 2005

### C) Meeting Minutes & records of Actions

Storage	WebSite	record
Permanent	Yes	Minutes of all meetings of Owners, Delegates and the Board.
Permanent	Yes	A record of all actions taken by the Owners, Delegates 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, Delegates 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.

**F) Other Documents**

<b>Storage</b>	<b>WebSite</b>	<b>record or Document</b>
Current	Yes	Annual Disclosure to Owners
Current	Some*	A list of the names and business or home addresses of the Association's current directors and officers. Online: Names and CPN email 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 and the delegate district in which they are entitled to vote.
Current	No*	A list of Delegates, showing the number of votes each Delegate is entitled to vote.
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.