

NORTHRIDGE AT CROSS HOLLOW HILLS OWNERS ASSOCIATION, INC.

RECORD RETENTION RESOLUTION

BE IT RESOLVED that the following procedure shall govern all requests for access to the association records.

1. The Association's Secretary shall act as records custodian and maintain the official records of the Association under the direction of the secretary. In the event of a termination of any management company, the property management company shall turn over all records to an Association officer within 30 days of termination.
2. For purposes of this policy, the term "public records" shall include all governance-related, financial, and policy records of the Association and shall not include individual owner ledgers or enforcement actions unless written authorization or subpoena to disclose such documents is provided.
3. **The following records shall be permanently maintained in electronic or print format by the Association or its Manager:**
 - A. Minutes of all Board and owner meetings.
 - B. All actions taken by the Board or members without a meeting.
 - C. All actions taken by a Committee of the Board in place of the Board on behalf of the Association.
 - D. All waivers of the notice of meetings of members, the Board or any Committee of the Board.
4. **The following records shall be maintained at the Association's or Manager's principal office:**
 - A. Articles of Incorporation
 - B. Bylaws
 - C. Declaration of Covenants, Conditions and Restrictions (including amendments)
 - D. Board Resolutions
 - E. Rules and Regulations
 - F. Minutes of all owner meetings and records of any actions taken by owners without a meeting in the past three years;
 - G. All written communications to owners generally in the past three years;
 - H. A list of the names and addresses of the current Board and its officers;
 - I. The most recent annual report delivered to the Division (if any); and
 - J. All financial statements, audits or reviews required by Utah Code, Section 16-6a-1606, conducted in the last three years. Specifically, (1) the Association's most recent annual

financial statements, if any; and (2) the Association's most recently published financial statements, if any.

Consistent with this Section 4(J) above, no later than 15 days after the day on which the Association receives a written request of any member, the Association shall mail to the member the above items (1) and (2), if any.

5. **All requests for information must be in writing and shall state:**

- A. The name of the person or entity making the request.
 - B. The purpose of the request.
 - C. A description of the records to which access is being requested, with sufficient specificity in the identification of the requested records so that the records can be located without speculation as to the record being sought.
 - D. Contact information which can be used to arrange for delivery or inspection of records.
 - E. A list of 3 preferred meeting dates and times. Such dates and times shall be during regular business hours and at least five business days, but not more than 15 business days from the date of the request.
6. If a requested record contains both information subject to public access and information not subject to public access, access shall be granted to only those portions subject to public access. Any record or portion of a record not subject to public access will be removed.
7. The requestor shall reimburse the costs of copying records at 10 cents per page and \$15 per hour. There is no charge for only inspecting the public records (defined above). The fees are only for requests for copies of records. Copies shall be available for pick up no more than five business days following the written request.
8. If any request for access to public record is denied by the records custodian, whether the denial is by an actual denial being issued or by a response which is deemed to constitute a denial, the requestor may ask the Board to review the decision and order the records custodian to release the records.

Date: _____

ATTEST:

NORTHRIDGE AT CROSS HOLLOW HILLS OWNERS ASSOCIATION, INC.

President

Secretary

RECORD RETENTION SCHEDULE

This record retention schedule shall serve as a guideline and is not an exclusive list. Some of the records below may not currently exist but are listed in the event they exist in the future. The Board shall use its best judgment in determining the retention period for any record not mentioned below. The records described below shall be kept for as long as indicated. Once their retention period has expired, the Board may destroy the documents.

Description of Record	Retention Period
Articles of Incorporation:	Permanent
Declaration of Covenants, Conditions, and Restrictions (including amendments):	Permanent
Corporate or Association Bylaws:	Permanent
Association Plat Maps:	Permanent
Resolutions adopted by the Board of Directors relating to the characteristics, qualifications, rights, limitations, and obligations of members or any class or category of members:	Permanent
Minutes of all meetings of the Board of Directors:	Permanent
Minutes of all meetings of members:	Permanent
Record of all actions taken by the members or Board of Directors without a meeting:	Permanent
A record of all actions taken by a Committee of the Board of Directors in place of the Board of Directors on behalf of the Association:	Permanent
Record of all waivers of notices of meetings of members and of the Board of Directors or any Committee of the Board of Directors:	Permanent
Architectural Modifications- Approved and Disapproved:	Permanent
Architectural Guidelines (current and past):	Permanent
Association or Community Rules:	Current and Past 3 Years
Ownership/Membership Records showing the names and number of (or percentage of) votes of each member:	To be kept current and up-to-date.
All written communications to members generally as members:	3 years
Enforcement letters to members:	1 year
Ballots/Proxies from votes taken:	1 month past the close of voting
Contracts that cost less than \$5,000 in a single 12-month period: Contracts that cost more than \$5,000 in a single 12-month period:	1 year 6 years

Collection communications to members and related documents:	1 year
A list of the names and business or home addresses of current directors and officers:	To be kept current
A copy of the most recent annual report delivered to the Division under Section (U.C.A.§16-6a-1607), if any:	Current and Past 4 Years
Copies of Insurance Policies:	Current policy and Past 3 years
Litigation Documents:	For the duration of the litigation plus 1 year
All financial statements a member can request under UCA §16-6a-1606 (that show in reasonable detail the assets and liabilities and results of the operations of the Corporation):	3 years