

**RESOLUTION  
OF THE  
VILLAGES AT COTTON RANCH HOMEOWNER'S ASSOCIATION, INC  
(herein the Association)**

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| <b>SUBJECT:</b>        | Adoption of a Policy and Procedure regarding the inspection and copying of Association Records (herein Records). |
| <b>PURPOSE:</b>        | To provide notice of the Association's adoption of a uniform and systematic procedure to for Records.            |
| <b>AUTHORITY:</b>      | The Declaration, Articles, and Bylaws of the Association and Colorado Law.                                       |
| <b>EFFECTIVE DATE:</b> |  |
| <b>RESOLUTION:</b>     | The Association Board of Directors (herein Board) here by adopts the following policy and procedures             |

The publication of this Resolution on the Association website and an informational letter to all owners shall be considered as notice to owners. Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning. The term Board shall is synonymous with Executive Board and the term Declaration is synonymous with Covenants, Conditions and Restrictions. This Policy and Procedure may be amended by the Board. The Board reserves the right to deviate from these procedures if in its sole discretion such deviation is reasonable under specific, documented, and unique circumstances.

Many records from previous Association meetings, operations and events are not available, because they were not kept and cannot be produced.

**Records Retention:** The following Association records shall be kept on a going forward.

Permanent retention: Meeting minutes, governing documents, tax, proxies, and budgets.

7 year retention: Assessments, contracts, legal proceedings, and settled insurance claims.

4 years retention: newsletters, election ballots, and other Association operations, and correspondence

No retention: working papers, draft documents, emails, etc. pertaining to the normal operations of the Association.

Paper and electronic records will be destroyed at the end of their retention period.

The Association may destroy paper records once they are available in electronic form on the Association's website.

**Inspection and Coping Records:** Downloading and printing of Association records from the Association website is available at no charge. If an Owner requires paper records the records may be obtained at Owners expense, which shall be charged at \$0.25 per page and \$25/hour for document search, retrieval and printing. Owner may schedule an appointment with the bookkeeper, Board or others at a mutually convenient time.

**Proper Purpose/Limitations:** Owner's records are only available to the Owner of record. Records will NOT be provided regarding other owners or personnel matters. Records maybe redacted to protect the privacy of Owners.

The Owner requesting records production must provide the purpose for the records. Records will not be provided for the purpose of solicitation, commercial use, or any other improper use, as determined by the Board.

**Exclusions:** Attorney-client privileged documents and records, unless such information is disclosed at an Owners meeting, is not available for inspection or coping. Any document that is confidential, under constitutional, statutory or judicially imposed requirements is not available for inspection or copying. Ballot forms that disclose owner identities will not be provided unless redacted. Any other information which may create an owner an invasion of individual privacy will not be produced, unless it can be redacted to ensure the privacy of other owners, owner's tenants, guests, or visitors, contractors, or Association personnel.

**Originals:** An Owner shall not remove any original document or record from the Associations place of inspection or from the premise of the Associations agents or contractors.

**Document Certification:** Records posted on the Association website are for online reference only. They may be downloaded for Owners personal reference. Printed, downloaded documents will not be considered as a true copy unless they have been certified by a Board Member or the Association bookkeeper or attorney. Certification costs \$0.25 per page and consists of the certifiers initials or Association certification stamp on each page.

**Creation of Records:** Nothing in this Policy shall be construed to require the Association to create records that do not exist, create records from memory, nor compile records in a particular format or order.

**Deviation:** The Board may deviate from this policy if in its sole discretion, based on specific, unique and documented circumstances.

**Certification:** The undersigned being the President of the Association certifies that the foregoing Resolution was adopted by the Board on March 10, 2020.

Signed Edward Spivak  
President, the Villages at Cotton Ranch Homeowner's Association, Inc., March 10, 2020.