

HORIZON HEIGHTS CONDOMINIUM OWNERS ASSOCIATION
A UTAH NON-PROFIT CORPORATION

RESOLUTION NUMBER 2
Document Retention Policy

WHEREAS, it is written in the Bylaws of the *Horizon Heights Condominium Owners Association*, (“Bylaws”) assigns the Board of Directors (“Board”) all powers and duties necessary for the administration of the affairs of the *Horizon Heights COA* (“Association”) and states that the Board may do all such acts and things, except those matters that the Board is prohibited from doing by law or the governing documents;

WHEREAS, the Bylaws provides that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

WHEREAS, the Board of Directors wishes to establish standards for the preservation of the Association documents to serve as a guide for the Board of Trustees, Members of the Association; and Managers of the Association;

WHEREAS, The Board shall use its best judgment in determining the retention period for any record not listed in this policy. The records as described shall be kept for as long as indicated. Once their retention period has expired, the Board may destroy such documents;

NOW, THEREFORE, IT IS RESOLVED that the following policy be adopted by the Board of Trustees:

Retention Policy

This record retention schedule shall serve as a guideline and is not an exclusive list. Some of the records listed may not currently exist, but are listed in the event that they may exist in the future.

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 Trustees relating to the characteristics, qualifications, rights, limitations, and obligations of members or any class or category of members (U.C.A 16-6a-1601 (5)(c))	Permanent
Minutes of all Board of Trustees meetings	Permanent
Minutes of all Annual and Special Meetings of Members	Permanent
Record of all actions taken by the Members of Board of Trustees without a meeting	Permanent
Record of all actions taken by a committee of the Board of Trustees in place of the Board of Trustees on behalf of the nonprofit corporation	Permanent

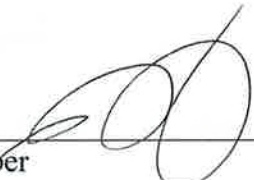
Record of all waivers of notices of meetings of members and of Board of Trustees or any committee of the Board of Trustees	Permanent
Tax Returns and Audit Reports	Permanent
Architectural Guidelines (current and past)	Permanent
Board of Trustee Meeting Packet of Information and Agendas	Current and Past 4 Years
Architectural Submittals –Approved and Disapproved	Current and Past 4 Years
Landscape or other Improvement Plan Submittals – Approved and Disapproved	Current and Past 4 Years
General Association Guidelines – Landscape, Fencing, Etc.	Current and Past 4 Years
Association or Community Rules	Current and Past 4 Years
Ownership/Membership Records	Current and Past 4 Years
All written communications to members generally as members	Current and Past 4 Years
A list of the names and address of current Trustees and Officers	Current and Past 4 Years
A copy of the most recent annual report delivered to the division under Section (U.C.A 16-6a-1607)	Current and Past 4 Years
Financial records and statements, including invoices, checks, etc	Current and Past 4 Years
Vendor Service Contracts	Current and Past 3 Years
Reserve Study Approved by the Board	Current and Past 2 Years
Insurance Policies	Current and Past 2 Years
Ballots or Proxies	Until Results are Certified

Duly adopted at a meeting of the Board of Trustees held June 1, 2016 :

Motion by Gordon Jones Seconded by: Steve Maddox

VOTE: YES 2 NO 0 ABSTAIN 0 ABSENT 0

ATTEST:



 Board Member

June 1, 2016

 Date

Resolution effective: June 1, 2016