

# CIVANO 1: NEIGHBORHOOD 1 ASSOCIATION

## RECORDS RETENTION POLICY #11-03

**WHEREAS**, Article VII, Section 7.2.2 of the Second Amended and Restated Bylaws (the “Bylaws”) of Civano 1: Neighborhood 1 Association, Inc. (“Civano 1”) authorizes the Board of Directors (the “Board”) to enforce all applicable provisions of the Governing Documents for Civano 1; and

**WHEREAS**, Article 11, Section 11.2 of the *Amended and Restated Declaration of Covenants Conditions and Restrictions for Civano 1: Neighborhood 1* (the “CC&Rs”) empowers the Board to adopt, amend, and repeal rules and regulations pertaining to all aspects of the Association’s rights, activities and duties; and

**WHEREAS**, in compliance with Article XII, section 12.3 of its Bylaws, the Board has a duty to secure and maintain its corporate records;

**NOW, THEREFORE**, in the absence of clear statutory direction on the retention of electronic and hard copy records, the Board of Directors hereby establishes a reasonable policy on the retention of its records. The Board maintains it is judicious to develop a records retention policy, using recommendations from various association-industry attorneys and accountants. As a result, the following policy is implemented and in accordance with the following retention limits:

### **Records kept for one (1) year**

- US Bank lockbox data

### **Records kept for three (3) years:**

- Annual Meeting supporting paperwork (Ballots and Sign in sheets)
- Specific Correspondence
- Newsletters
- E-mail/Faxes
- Contracts and Leases after date of termination
- Surveys
- Real Estate Records
- Web page Notices

### **Records kept for four (4) years:**

- Accounts Receivables and Accounts Payables
- Cancelled Checks
- Inventory records
- Expense Records
- Paid Vendor invoices
- Bank Statements and deposit slips
- HOA tax return working papers
- ACC annual reports

### **Records kept for seven (7) years:**

- Employee files (payroll expense records, time cards, payroll reports etc)

### **Records kept forever:**

- Articles of Incorporation, CC&Rs and Bylaws
- Rules and Regulations/Design Guidelines
- All amendments to the Governing Documents

- Resolutions
- Board, Executive Sessions, Annual and Special meeting minutes
- Actions taken without a meeting of the Board (action-in-lieu)
- Action taken by Committees on behalf of the Association
- Architectural/ Design Guidelines Approval/Denials
- Financial Statements, ACC Reports and Tax Return copies
- Compilation/Review/Audit Reports, as applicable
- Tax and Legal correspondence
- General Ledger and Journals

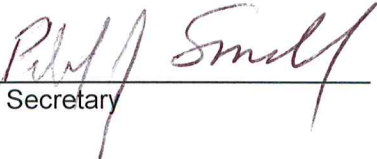
**Approved by the Board of Directors on October 18, 2011.**

DATED this 31<sup>st</sup> day of October, 2011.

CIVANO 1; NEIGHBORHOOD ASSOCIATION,  
An Arizona non-profit corporation

By:   
Its: President

ATTEST:

  
Secretary