

**CASA BELLA II CONDOMINIUMS MASTER OWNERS ASSOCIATION
DOCUMENT RETENTION POLICY**

This Document Retention Policy is hereby adopted by a majority of the Board of Directors ("Board") for The Casa Bella II Condominiums Master Owners Association ("Association") this 10th day of August, 2018 and is effective as of the date of adoption.

RECITALS

WHEREAS, the Association is governed by the Amended and Restated Declaration of Condominiums Casa Bella II Condominiums recorded with the Office of the Maricopa County Recorder at Instrument No. 2017-0781302 ("CC&Rs"), the Amended and Restated Bylaws of the Association adopted May 15, 2018 ("Bylaws"), and the Association's Articles of Incorporation;

WHEREAS, Article 12, Section 12.1.1 of the CC&Rs provides that the management and maintenance of the Project and the administration of the affairs of the Association shall be conducted by the Board.

WHEREAS, Article III, Section 3.2 of the Bylaws states that the business, property and affairs of the Project and the Association will be conducted by the Board.

WHEREAS, the Board desires to establish a policy for retention of its documents and records ("Documents") consistent with Arizona law and provide clear and definitive guidance to the members of the Association.

THEREFORE, BE IT RESOLVED that the Board hereby adopts the following *Document Retention Policy*:

1. Association Documents may be maintained in paper format or in an electronic format that can be readily transferred to paper.
2. Association Documents shall be retained for the durations listed below:

Type of Document	Duration
<ul style="list-style-type: none">• Governing Documents (CC&Rs, Bylaws, Article, Rules, etc.);• Board Resolutions;• Board Meeting Minutes;• Actions taken without a meeting;• Actions of a Committee;• Account records of the Owners;• Unedited audio/video of a meeting;• Architectural approvals/denials;• Reserve Studies and Annual Reports	Indefinitely
<ul style="list-style-type: none">• All Financial Records and Books of the Association (annual budgets, monthly financial statements, bank statements, etc.)	7 years

• Association contracts	6 years
• Written communications to Owners (notices, letters, newsletters, e-mails)	3 years
• Owner meeting minutes	
• All documents related to the removal of a member of the Board (ballots, notices, etc.)	
• All documents pertaining to an election (ballots, envelopes, sign-in sheets and other related material)	1 year

3. Indefinite Documents, minutes from the last 3 years, written communications from the last 3 years, a list of Directors and Officers and their business addresses, and the most recent annual report will be maintained at the Association's principal place of business or with its managing agent. All other Documents may be stored in a location as determined by the Board.
4. Any Documents not specifically described above may be retained for a duration deemed to be useful to the purpose of the Association, in the discretion of the Board, its attorney or its managing agent.
5. Upon expiration of a retention period listed above, the Documents shall no longer be considered Association records and may be destroyed, discarded, deleted, purged or otherwise eliminated.

This Resolution was passed this ____ day of _____, 2018, by a majority of the Board of Directors for the Association as evidenced by signatures below.

CASA BELLA II CONDOMINIUMS MASTER OWNERS ASSOCIATION

By: Boobie Reid
President

By: Warren Reid Jr.
Vice President

By: Kan Frick
Secretary

By: [Signature]
Treasurer

By: [Signature]
Director