

**SUMMIT VIEW VISTA TOWNHOMES ASSOCIATION  
POLICY REGARDING MAINTENANCE AND RETENTION OF RECORDS**

1. In addition to any records specifically defined in the Association's Declaration or Bylaws or expressly required by C.R.S. § 38-33.3-209.4(2), the Association shall maintain the following, all of which shall be deemed to be the sole records of the Association for purposes of document retention and production to Owners:
  - a. Detailed records of receipts and expenditures affecting the operation and administration of the Association;
  - b. Records of claims for construction defects and amounts received pursuant to settlement of those claims;
  - c. Minutes of all meetings of its unit Owners and Executive Board, a record of all actions by the unit Owners or Executive Board without a meeting, and a record of all actions taken by any committee of the Executive Board;
  - d. Written communications among, and the votes cast by, Executive Board members that are:
    - i. Directly related to an action taken by the Board without a meeting pursuant to C.R.S. § 7-128-202; or
    - ii. Pursuant to the Association's Bylaws;
  - e. The names of unit Owners in a form that permits preparation of a list of the names of all unit Owners and the physical mailing addresses at which the Association communicates with them pursuant to the Declaration, Articles, and Bylaws of the Association;
  - f. Its current Declaration, Covenants, Bylaws, Articles of Incorporation, rules and regulations, reasonable governance policies adopted pursuant to C.R.S. § 38-33.3-209.5, and other policies adopted by the Executive Board;
  - g. Financial statements as described in C.R.S. § 7-136-106 for the past three years and tax returns of the Association for the past seven years, to the extent available;
  - h. A list of names, electronic mail addresses, and physical mailing addresses of its current Executive Board members and officers;
  - i. Its most recent annual report delivered to the Secretary of State, if any;
  - j. Financial records sufficiently detailed to enable the Association to comply with C.R.S. § 38-33.3-316(8) concerning statements of unpaid assessments;
  - k. The Association's most recent reserve study, if any;
  - l. Current written contracts to which the Association is a party and contracts for work performed for the Association within the immediately preceding two years;

- m. Records of Executive Board or committee actions to approve or deny any requests for design or architectural approval from unit Owners;
  - n. Ballots, proxies, and other records related to voting by unit Owners for one year after the election, action, or vote to which they relate;
  - o. Resolutions adopted by its board of directors relating to the characteristics, qualifications, rights, limitations, and obligations of members of any class or category of members; and
  - p. All written communications within the past three years to all unit Owners generally as unit Owners.
2. Pursuant to C.R.S. § 38-33.3-317, all Association records are to be permanently maintained, EXCEPT FOR the following records:

Description of Record	Retention Period
Financial Statements	3 years § 317(1)(g)
Tax Returns	7 years § 317(1)(g)
Contracts for Work Performed	2 years § 317(1)(l)
Voting Records - ballots, proxies, etc.	1 year after election or vote § 317(1)(n)
Written communications to unit Owners generally as unit Owners	3 years § 317(1)(p)

3. All records maintained by the Association shall be available for examination and copying by an Owner pursuant to the Association's policies regarding disclosures and inspection and copying of Association records by members.

Adopted on 8-11-2020  
Jean Ann De Paola  
 Secretary

