

**RESOLUTION OF THE  
RIVERDALE PARK TOWNHOME ASSOCIATION  
RECORDS RETENTION POLICY**

**SUBJECT:** Adoption of requirements for Association Directors and Officers, and Employees of the Association upon leaving their position.

**PURPOSE:** To maintain and preserve Association records, including privileged information only purvey to the Association Directors and Officers, and Employees of the Association.

**AUTHORITY:** The Declaration, Articles of Incorporation and Bylaws of the Association and Colorado law.

**EFFECTIVE  
DATE:** August 10, 2011

**RESOLUTION:** The Association hereby adopts the following requirements regarding document retention to maintain and preserve Association records:

1. Notification. The Board of Directors will notify Nominees and Appointees to the Board of Directors and Committees of the Records Retention Policy.
2. Conduct. Upon election or appointment to the Board of Directors or Committees of the Association, the Nominee must agree to the terms of the Records Retention Policy and complete the Records Retention Agreement. The Member must agree that records of the Association will not be distributed or shared with anyone who is not a member of the Board or authorized by the Board through contractual agreements such as legal counsel, auditors, and the managing agent.
3. Association Records. For the purposes of this Resolution "Association Records" shall include but not be limited to all Board packages, Management Reports, Financial Reports, Bank Statements, Aging Reports, Attorney Status Letters, Attorney Opinion Letters, Audits, Board Binders, Contracts, Management Agreements, Written Correspondence, and Maps.
  - A. Upon election or appointment to the Board of Directors or Committees of the Association, Association Records will be supplied to the Member.
  - B. Records are the property of the Association and in some instances contain privileged information, which may not be distributed or shared with anyone who is not a member of the Board or authorized by the Board through contractual agreements such as legal counsel, auditors, and the managing agent.
  - C. The Member agrees not make unnecessary copies of the Association Records.

- D. The Member understands and agrees Association Records may not be destroyed, altered or tampered with in anyway that could open liability against the Association.
  - E. Upon leaving the elected and/or appointed position, the Member agrees to return all Association records supplied to them during their tenure within thirty (30) days of leaving the position on the Board or Committee.
4. Enforcement. A violation of this Resolution may result in imposition of a fine against the Owner (former Member), after notice and an opportunity for hearing, in addition to any and all remedies available to the Association pursuant to this Resolution, the Association's governing documents, and Colorado law.
  5. Supplement to Law. The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.
  6. Deviations. The Board may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances and in compliance with the terms and provisions of the Declaration and the law of the State of Colorado governing the Project.
  7. Amendment. This Resolution may be amended at any time by the Board of Directors.

**PRESIDENT'S  
CERTIFICATION:**

The undersigned, being the President of the Riverdale Park Townhome Association, a Colorado nonprofit corporation, certifies that the foregoing Resolution was approved and adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors of the Association on 8/10/2011 and in witness thereof, the undersigned has subscribed his/her name.

**RIVERDALE PARK TOWNHOME ASSOCIATION,**  
a Colorado non-profit corporation,

By: Thomas M. Neip  
President

**RECORDS RETENTION AGREEMENT**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ ("Member"), whose address is \_\_\_\_\_, and Riverdale Park Townhome Association ("Association"), whose address is c/o the registered agent and registered office of the Association as maintained with the office of the Colorado Secretary of State.

**RECITALS**

(1) The Association is the association named and referred to in the Declaration of Covenants, Conditions and Restrictions for Riverdale Park Townhome, recorded on February 10, 2004, at Reception Number C1276721, in the office of the Clerk and Recorder of Adams County, Colorado.

(2) The Member agrees to the stipulations set forth in the Association's Records Retention Policy.

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- A. Upon election or appointment to the Board of Directors or Committees of the Association, Association Records will be supplied to the Member.
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- C. The Member agrees not make unnecessary copies of the Association Records.
- D. The Member understands and agrees Association Records may not be destroyed, altered or tampered with in anyway that could open liability against the Association.
- E. Upon leaving the elected and/or appointed position, the Member agrees to return all Association records supplied to them during their tenure within thirty (30) days of leaving the position on the Board.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

Member:  
\_\_\_\_\_

Riverdale Park Townhome Association

By: \_\_\_\_\_  
President

Attest:

By: \_\_\_\_\_