

Woodgate Recreational Association, Inc.
14901 E. Hampden Ave. #320
Aurora, CO 80014
303-693-2118 Fax 303-693-8803

Resolution

The Woodgate Recreational Board of Directors hereby resolves that records of the Association will be purged annually to keep ten (10) ten years of records at any given time.

The following items will be kept as in accordance with the Colorado Common Interest Ownership Act, Section 317. Colorado Non-profit Act, section 7-136-10.

Permanent Records

1. Minutes of all meetings
 - A. Board
 - B. Members
 - C. All executive session minutes
2. Records of all actions taken by written ballot or consent in lieu of meetings
 - A. Board
 - B. Membership
3. Records of actions taken by Committees on behalf of Association
4. Records of waivers of notice for:
 - A. Board Meetings
 - B. Membership Meetings
 - C. Committee Meetings
5. Articles of Incorporation, Bylaws, Declaration
6. Resolutions
7. List of Directors and Officers
 - A. Names
 - B. Business or Home Address
8. Annual Reports
9. Membership List
 - A. Names
 - B. Addresses
 - C. Number of Votes
10. Bank Statements
11. Insurance Policies

Records required to be kept for a minimum of 6 years

1. Deposit tickets
2. Cancelled Checks
3. Contracts or warranty period
4. Vendor invoices

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5. Litigation files to be kept 6 years after resolution of litigation
6. Correspondence to individual owners after sale of unit.

Records required to be kept for a minimum of 3 years

1. Records of action taken by owners without meeting
2. Written communication to owners, general communication.
3. Financial audits and reviews
4. Financials statements
5. Tax returns

Records required to be kept for a minimum of 1 year

1. Budgets

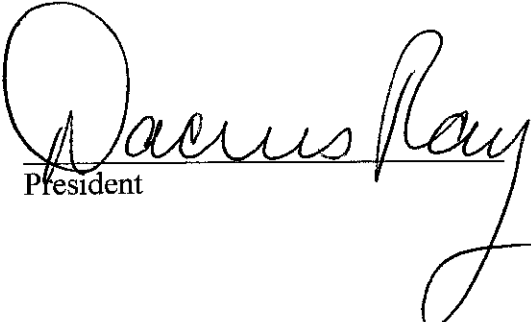
The above items will be held at:

Cherry Creek HOA Professionals, LLC
14901 E. Hampden Ave. #320
Aurora, CO 80014

Or at such other place as the Board may designate from time to time.

The following items, will be purged annually:

1. 10 year old financial statements/3 year old tax returns.
2. 3 year old budgets
3. 3 year old deposit tickets
4. 3 year old canceled checks
5. General communication to owners
6. 3 year old financial statements
7. 3 year old invoices



President

Date 10-17-11