

BEAR CREEK LAND OWNERS' ASSOCIATION

82 East Coach Drive, Antonito, Colorado, 81120

BEAR CREEK LAND OWNERS ASSOCIATION, INC. DOCUMENT RETENTION AND DESTRUCTION POLICY

Adopted Date: 23 July 2022
Effective Date: 23 July 2022

The Board of Directors of the Association hereby adopts a uniform policy and schedule for retention and destruction for specific categories of Association documents.

1. Permanent Records

- Declaration, Bylaws, Articles of Incorporation, Plats/Condominium Maps, and amendments to same
- Resolutions and rules and regulations
- Minutes of Membership meetings, minutes of Board meetings, a record of all actions taken by the Members or Board without a meeting (i.e., by written ballot or written consent in lieu of a meeting), minutes of committee meetings, and a record of all actions taken by a committee of the Board
- Annual general ledgers
- Attorney/Client privileged information file
- Legal settlement agreements
- Deeds and other property records
- Documents related to requests for architectural modifications, approvals and denials of same, and notices of architectural violations
- Notices of other covenant violations
- Current reserve study

2. Seven years

- Tax returns
- Financial documents supporting tax returns, including, but not limited to vendor invoices and receipts.
- Audits
- Insurance policies and insurance claims histories
- Accident reports
- Loan documents (after loan repayment)
- Vendor invoices and related correspondence
- Accounts payable and receivable
- Employee files and records, if any

President – Gary Burke
Secretary – Garth Reese

1st VP – Mike Tebo
VP Community Affairs – Denise Purcell

Treasurer – Tim Jackson

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3. **Four years**

- Work orders
- Newsletters

4. **Three years**

- Written communications to all members generally
- Email communications (except as required for retention to document actions taken outside a meeting that are permanent records, as provided above)
- Financial statements
- Budgets
- Expired contracts (or for length of warranty, if any)

5. **One year**

- Ballots, proxies and other records related to voting by owners for one year after the election, action or vote
- Meeting notices and agendas

The Association shall maintain a safe deposit box for the purpose of storing documents deemed important by the board of directors. The president and the treasurer shall both have access to the safe deposit box. The custodian of the documents in the box shall be the treasurer. All documents placed in the safe deposit box shall be placed permanently and may only be removed via board action. The treasurer shall maintain an inventory of documents in the box with a copy of the inventory stored in the box and a copy to each board member. At least annually, the treasurer shall check the contents of the box against the inventory. The inventory shall be updated upon the addition of a document.

Records shall be destroyed in a manner that preserves confidentiality of documents. Methods may include shredding, incinerating, and pulverizing. Electronic data will be destroyed in a manner that meets current industry standards for destruction.

Notwithstanding the retention schedule above, any records related to anticipated or pending litigation shall not be destroyed.

This Document Retention Policy is not intended to be all inclusive. The retention periods set forth are guidelines based on current retention periods specified under state and federal law, and industry custom and practice.

This Document Retention and Destruction Policy was adopted by the Board of Directors this 23 day of July, 2022.

BEAR CREEK LAND OWNERS ASSOCIATION, INC., a Colorado nonprofit corporation,

By: 
Bear Creek Landowners Association Secretary

President – Gary Burke
Secretary – Garth Reese

1st VP – Mike Tebo
VP Community Affairs – Denise Purcell

Treasurer – Tim Jackson