

## **RECORDS DEFINITION AND RETENTION POLICY**

### **Defining Official Records of Association:**

For purposes of record keeping and owners requests, and for easier, clear compliance with R.C.W. 64.38.045 the Board of Directors of the Association adopts this policy.

Throughout the years the Association has existed, it has accumulated many volumes of documents, which in turn have caused the Association to incur increased storage and management costs. Furthermore, sometimes owners request documents of the Association. The identification of what constitutes official Association records has never been formally established, and the R.C.W. cited above does not clearly define other than to say they shall include financial and records, which includes checks, bank records and invoices, and the names and addresses of owners and other occupants of lots.

Effective immediately on the date of adoption as indicated below, for purpose of all future owners' requests, the records of the Association are defined as and considered to be the Articles of Association, the CC&Rs, the Bylaws, the financial records (including without limitation checks, bank records, and invoices for assessments and other charges such as fines, etc.), contracts with third parties, the official minutes monthly Board Meetings, annual owners meetings and special meetings, owner meeting sign-in sheets, the list of owners names and addresses, and letters consisting of official communications between the Board or Committees of the Association and owners regarding Association business and issues.

Accordingly, personal notes, individual letters and memos, emails by and between directors, officers, and owners/members, and other writings of individual Board or Committee members made by them for their own personal use and purposes and which by their nature are not intended or represented to be for the use or official business of the Association shall not be considered as of the Association, nor will they be kept or stored with Association records. Documents and paperwork and emails by and between the Association's counsel and the Board or Committees are not of the Association for purposes of the statute. Documents regarding or relating to collection of assessments from or enforcing compliance with covenants upon particular owners are private and confidential by their nature, and are not to be considered as of the Association for purpose of owners' requests.

**ADOPTED AND ENACTED BY THE BOARD - November 27, 2007**