



MS HOMEOWNER ASSOCIATION

Records Retention/Destruction/Owner Inspection Policy and Procedure

Reference: SB 05-100 & 06-89; 38-33.3-317 C.R.S.

BE IT RESOLVED, the record of the Association are public documents and members of the Association are welcomed to review them in accordance with the following procedure.

Scope: To adopt a procedure and policy to be followed when retaining records and when records are requested to be reviewed.

Specifics: All records for the Association will be kept permanently either in paper or electronic form from 2008 forward. The Board of Directors will keep all records prior to 2008 as to what is currently available. All records will be kept in writing or in a form that can easily be converted into written form.

The following items must be kept as permanent records. The Association will keep the records in its principal office:

- Minutes of all meetings
- Articles of Incorporation
- Bylaws
- Declaration of Covenants, Conditions and Restrictions
- Most recent annual report, if any, of the Board

The following items will be kept for 7 years:

- Tax returns
- Bank Statements and receipts
- All financial audits or reviews

The following items will be kept for 3 years:

- All written communication within the last three years to Association members as a whole
- A list of the names and businesses or home addresses of the current Board members and it's officers
- Board resolutions affecting Association members

Records are to be shredded after retention time has expired.

Inspection of records: Owners or their agents may request to inspect records or copies of records; request must be made in writing to the Board of Directors. The records can only be physically inspected within the presence of a Board of Director during normal business hours, or during the next regularly scheduled Owner or Board meeting occurring within 30 days of the Owner's request, at the discretion of the Board.

Political Signs: Restrictions:

- ❑ Allowed within a window and/or on the property 45 days before the election day and are to be removed 7 days after election day.
- ❑ One political sign is allowed per political office or ballot issue.
- ❑ Maximum size of any political sign is thirty-six (36) inches by forty-eight (48) inches.

Definitions: Unless otherwise defined in this Resolution, initially capitalized or terms defined in the Declaration shall have the same meaning therein.

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.

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.

Amendment: The Board of Directors may amend this procedure from time to time.

President's Certification: The undersigned, being the President/Director of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

MS Homeowners Association



President or Director

Jesse Dryer Board Member

Effective Date: _____

7-6-22