

SUNSET VALLEY HOMEOWNERS ASSOCIATION, INC.

POLICY #011: PERSONAL INFORMATION

The following procedures adopted by Sunset Valley Homeowners Association, Inc. ("Association") pursuant to the provisions of the Association Documents, C.R.S. §6-1-713, The Act, at a regular meeting of the Board of Directors.

Purpose: To adopt a policy setting forth procedures for protection of owners and residents personal identifying information.

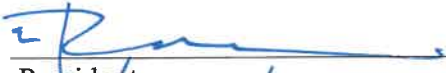
NOW, THEREFORE, IT IS RESOLVED that the Association does hereby adopt the following policy governing the destruction of PII of Owners:

1. **Definition.** As per C.R.S. §6-1-713, the term Personally Identifying Information ("PII") for the purpose of this policy includes, but is not limited to, individual social security numbers, personal identification numbers, passwords, pass codes, driver's license or identification cards numbers, passport numbers, biometric data, employer, student or military identification number or financial transaction devices.
2. **Destruction of PII.** Documents containing PII will be retained in accordance with the Association's policy on records and access to the same and will be destroyed after the time periods set forth in that policy.
3. **Adequate Efforts to Protect PII.** The Association shall take reasonable precautions to maintain the privacy and security of PII during the period it is kept by the Association.
4. **Procedures for Handling Breaches.** In the event that the Association learns of a breach which compromises the PII of an owner, former owner, or tenant, the affected individual shall be notified in writing as quickly as practicable. However, in no circumstance shall the Association wait longer than 3 days after identification of the breach to notify the affected individual.

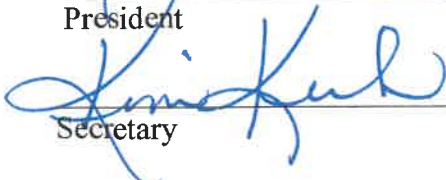
Automatic Revision: This Policy shall be revised automatically to include any revisions to the applicable statute referenced above.

PRESIDENT'S CERTIFICATION: The undersigned, being the President of Sunset Valley Homeowners Association, Inc., a Colorado nonprofit corporation, certified that the foregoing Policy #011 was introduced for the first reading at a fully called and held meeting of the Board on 12-11-25, and approved and adopted by the Board at the Board meeting on 12-11-25.

Sunset Valley Homeowners Association, Inc., a Colorado nonprofit corporation



President



Secretary

1/26/26

Date

1/27/26

Date