RESOLUTION 2021-007
ROCKING K SOUTH MASTER ASSOCIATION
REGARDING RECORD RETENTION POLICY
Rocking K South Master Association

Rocking K South Master Association ("Association") is a nonprofit corporation and a plannedcommunity formed under the laws of Arizona. In an effort to meet the responsibilities under Arizona law, the Association and its Board of Directors (the "Board") hereby adopts the following Document Retention Policy (the "Policy") for Board Members and members of Association committees, including the Architectural and Landscape Review ("ARC") Committee:

1. Records of the Association. The Records of the Association consist of all recordsthat involve Association business, whether directly or indirectly, regardless of whether the Record was generated by the Association's community manager, if any, a Board member, a member of an Association committee, a member, or some other third party. The term "Records"includes both paper documents and electronic documents.

2. Retaining Records of the Association. All Association Records, referenced belowin this Paragraph 2, whether in hard copy or electronic form, that are received, sent or maintainedby a Board or committee member or the Association's community manager must be stored and maintained pursuant to Paragraphs 3 and 4 of this Policy for the time period required by law based upon the content contained within the Record as follows:

To be Kept Indefinitely:

- Declaration or CC&Rs
- Articles of Incorporation
- Bylaws
- Association Rules and Regulations
- Design Guidelines
- All amendments to the aforementioned
- Board Resolutions
- Minutes of all meetings of the Members and theBoard of Directors
- Written documentation of all actions taken without ameeting by the Members or the Board of Directors
- Minutes of committee meetings
- Written documentation of actions taken by committees onbehalf of Association
- Architectural approvals/denials in Lot files
- Keep all records of any kind relating to any

dispute orpotential dispute for purposes of a litigation hold.

To be Kept for 7 Years:

- All financial Records of the Association
  - Financials for past 3 years should be kept at the Association's place of business or readily available ifin electronic format. Financial records 4 years or older may be stored off-site or archived if inelectronic format.

To be kept 4 Years after the end of the term of the contract:

- All written communication to the Members (e.g., notices, e-mails, letters, blank ballots, Web pages, newsletters, etc.).

Documents Regarding Board Removal

- Keep for 4 years all records related to removal of a BoardMember (e.g., petitions, notices, ballots, etc.).

Documents Regarding Board Elections:

- Keep for 4 years all records relating to a Board election. Suchrecords include, but are not limited to, ballots, calculation - counting notes, names and contact information about who performed count and who witnessed count, etc.

Documents Regarding Association Contracts

- Keep for 6 years all Association contracts and related documentation after the end of the term of the contract(such as requests for proposals, bids, correspondence, emails, phone notes, etc.).

Documents Regarding Association Bids

- Keep for 1 year all Association bids received by the Association and related documents (such as correspondence,emails, phone notes, etc.).

CC&R Complaints

- Keep for 3 years all complaints from members (whether

written,electronic or phone notes) in the Lot file (whether electronic or paper) about which the complaint is made until the owner of thatLot no longer resides in the home or the violation is resolved, whichever is later.

Communications with Owner

- Keep for 3 years all records relating to communication with the Owner (including but not limited to violations about their Lot, photos about violations, unpaid assessments, or any other dispute)in the Lot file (whether electronic or paper) about which the complaint is made until the owner of that Lot no longer resides inthe home or the violation is resolved, whichever is later.

3. Electronic Records. E-mails, PST files, PDF files, TIFF files, word processingfiles, JPEG files, multimedia or image files (graphics, audio and video), text files, or any otherelectronic files received by a Board or committee member may be accessed using appropriate software or printed by the member for reference and then maintained pursuant to the requirements related to paper documents. However, Board or committee members shall not savecopies of any electronic Record of the Association on their personal computer, hard drive, thumbdrive or any other storage medium that is the personal property of that member. If an electronic Record of the Association does become saved on the personal property of a Board or committee member, then the electronic Record should be preserved in a separate folder within the personal computer, hard drive, thumb drive or other storage medium designated with the name of the Association. At such time that the Board or committee member no longer holds their position orat the end of their current term, whichever occurs first, a copy of all electronic Records maintained in the separate folder designated with the Association's name, as well as any other Association Records that are located on the member's personal property, shall be turned over to the Association's community manager or a member of the Board designated to receive the Records. Then, the copy of the electronic Records stored on the member's personal property shall be permanently deleted by the member.

4. Association Documents. Any Association Records in the form of paper documents received or printed by a member of the Board or committee shall be maintained by that member in a file designated with the name of the Association and the matter to which it relates. All such files shall be stored and maintained in a central location in the Board or committee member's home. At such time that the member no longer holds their position or at the end of their current term, whichever occurs first, all files of Association Records that are inthe possession of the Board or committee member shall be turned over to the Association's community manager or a member of

the Board designated to receive the files.

5. Association Records to be Maintained at Principal Office. The Board or the Association's community manager shall be responsible for maintaining the followingAssociation Records at the Association's known place of business (e.g., Association on- site office, if any, or home of a designated Board member) or at the office of its statutoryagent using paper files and/or electronic storage accessible on-site:

- Its current Declaration or CC&Rs and all amendments to them currently ineffect.
- Its current Articles of Incorporation and all amendments to them currently ineffect.
- Its current Bylaws and all amendments to them currently in effect.
- Any resolutions adopted by the Board relating to the characteristics, qualifications, rights, limitations and obligations of members or any class orcategory of members.
- The minutes of all members' meetings and Records of all actions taken bymembers without a meeting for the past three years.
- All written communications to members generally within the past three years, including the financial statements furnished to the members for the past threeyears under.
- A list of the names and business addresses of its current Board members andofficers.

- The most recent annual report of the Association delivered to the Arizona Corporation Commission.

- Use of Storage and Electronic Archives. The Board may coordinate the use of storage facilities, whether on-site or off-site, and/or electronic archiving of all Association Records that must be maintained for a period in excess of three (3) years but that need not be maintained at the Association's known place of business or the office of its statutory agent as provided in Paragraph 5.

- Destruction of Association Records. Association Records that no longer need to be maintained pursuant to the requirements of Paragraph 2 shall be destroyed by the Association's community manager or one or more Board members designated to undertake the destruction. In the case of paper documents, the Records shall be shredded prior to disposal. Electronic Records shall be permanently deleted using appropriate software chosen by the Association. The party(ies) responsible for the destruction of Association Records shall undertake an audit of existing Records on at least a quarterly

basis to determine which Records are suitable for destruction.

- Litigation Hold. In the event that the Association receives a threat of legal action, believes legal action is a possibility, or becomes involved in a legal action of any kind, all destruction of Association Records shall be immediately suspended.

- The Association shall notify all persons who may have Records relevant to the legal action to perform an audit of their e-mail accounts, files, and personal property to determine what Association Records are in their possession. The Association's legal counsel will then coordinate the collection of such Records and their use in the legal action.

ROCKING K SOUTH MASTER ASSOCIATION, INC.
UNANIMOUS WRITTEN CONSENT OF THE BOARD OF DIRECTORS
IN LIEU OF A MEETING

September 24, 2021

The undersigned, being all of the members of the Board of Directors of Rocking K South Master Association, Inc., an Arizona nonprofit corporation (the "Association"), do hereby consent, pursuant to Arizona Revised Statutes 10-3821 in lieu of holding a meeting of the Board of Directors, to the adoption of the following resolution;

APPROVAL AND ADOPTION OF RESOLUTION 2021-007

WHEREAS, in accordance with that certain Rocking K South Master Covenant recorded as Document No. 20192270776 in the Official Records of Pima County, Arizona (The "Covenant") on August 15, 2019 and Document No. 16262336.2 Bylaws on December 3, 2012; and,

WHEREAS, Section 5.4 of the Bylaws states that "the directors shall have the right to take action in the absence of a meeting which they could take a meeting by obtaining such approval as required by law. Any action so approved shall have the same effect as though taken at a meeting of the directors…";

IN WITNESS WHEREOF, the undersigned have executes this consent as of and effective the first date set forth above.

Robert Tucker, Director

Priscilla Storm, Director

Mark Weinberg, Director