

B. Books and records kept by or on behalf of the association and the board may be withheld from disclosure to the extent that the portion withheld relates to any of the following:

1. Privileged communication between an attorney for the association and the association.
2. Pending litigation.
3. Meeting minutes or other records of a session of a board meeting that is not required to be open to all members pursuant to section 33-1804 or 33-1258.
4. Personal, health or financial records of an individual member of the association, an individual employee of the association or an individual employee of a contractor for the association, including records of the association directly related to the personal, health or financial information about an individual member of the association, an individual employee of the association or an individual employee of a contractor for the association.
5. Records relating to the job performance of, compensation of, health records of or specific complaints against an individual employee of the association or an individual employee of a contractor of the association who works under the direction of the association.

C. The association shall not be required to disclose financial and other records of the association if disclosure would violate any state or federal law.

IT IS RESOLVED The association adopts the following Records Retention Policy:

- All documents governing the association including but not limited to Declaration of the Covenants, Conditions and Restrictions, Articles of Incorporation, Bylaws, Rules and Regulations, Architectural Guidelines, Amendments, Policies and Resolutions shall be kept in both electronic and paper format.
- All committee and board minutes, insurance policies and certificates of insurance, owner's lists, newsletters, notices and other corporate records of the association shall be kept electronically.
- All legal correspondence, employee and owner files, open and closed legal files and other records of the association protected under A.R.S. 33-1805 or A.R.S. 33-1258 shall be kept permanently in electronic format.
- All financial information including but not limited to financial statements, assessment billing and collection information, bank statements and reconciliations, general ledgers, budgets, tax returns, State and Federal Identification Numbers, payroll and tax records, reserve studies and audits shall be kept in electronic format for a minimum of seven years.
- All annual reports, bids and proposals, and contracts shall be kept electronically for a minimum of five years.
- All corporate reports, general corporate correspondence and other corporate items shall be kept electronically for a minimum of three years.



For Summer Place Phase II Homeowners Association, Inc.

7/28/2026

Date

Records Retention Resolution