CAMERON STATION COMMUNITY ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION NO. 2010–06

RECORD RETENTION POLICY

WHEREAS, Cameron Station Community Association, Inc (“Association”) is a Virginia non-stock corporation and subject to the provisions of the Virginia Non-stock Corporation Act; and

WHEREAS, Section 13.1-932 of the Virginia Non-stock Corporation Act requires a non-stock corporation to retain certain corporate records for a prescribed period of time; and

WHEREAS, Section 55-510 of the Virginia Property Owners Association Act (the “POA Act”) requires the Association to retain its records, and to make such records available for membership inspection subject to subsections B and C of the section; and

WHEREAS, Article III, Section 3 of the Bylaws grants the Board of Directors with all of the powers necessary for the administration of the affairs of the Association in accordance with applicable law and the Project Documents, except for those matters which the applicable law or Project Documents require the Association’s membership to approve; and

WHEREAS, the Board has determined that it is in the best interest of the Community Association and its members, to adopt a policy for the maintenance and retention of the Association records.

NOW THEREFORE, BE IT RESOLVED that the Board adopts the following record retention policy:

I. General Policy

Under the supervision of the Secretary, Management shall maintain a filing system appropriate for the daily use and long-term retention of the Association’s documents and records, including minutes of all meetings of the Association and Board of Directors. With the exception of documents and records protected by Section 55-510 of the POA Act, all documents and records shall be available for inspection in accordance with the provisions of the POA Act.

II. Record Retention Policy

The following list shall serve as a guideline and is not an exclusive list. Some of the records below may not currently exist (i.e. unemployment taxes, payroll records and annual reports), but are listed in case they exist in the future. The Board shall use its best judgment in determining the retention period for any record not mentioned below.

A. The Association shall retain the following records permanently:

1. Articles of Incorporation; Declaration and Bylaws and all amendments.
2. Policy and Administrative Resolutions
3. Deeds and other property records
4. Audit reports
5. Minutes of all Board and membership meetings
6. Annual reports
7. Record of all actions taken by the membership or Board without a meeting
8. Record of all actions taken by a committee of the Board in place of the Board, on behalf of the Association
9. Budgets
10. Association attorney file
11. Past Design Guidelines
12. Reserve studies and other consultant reports
13. Plans and blueprints
14. Deeds and titles
15. Homeowner Lot files
16. Cameron Station Management reports

B. The Board shall retain the following records for at least seven (7) years:
   1. Bank statements
   2. Deposit tickets
   3. Canceled checks
   4. General ledgers
   5. Monthly finance reports
   6. Annual budgets
   7. Cash receipts and cash disbursements journals

C. The Board shall retain the following records for at least five (5) years:
   1. Expired HOA Contracts
   2. Expired HOA Insurance policies
   3. Vendor invoices

D. The board shall retain the following records for at least four (4) years:
   1. Federal and State income tax returns
   2. Personal property tax returns
   3. State and federal unemployment tax records

E. The Board shall retain the following records for at least three (3) years:
   1. Bank reconciliations
   2. All written communications to and from members
   3. All correspondence and records involving claims of personal injury
   4. Request for Proposals

F. The Board shall retain the following records for at least one (1) year
   1. All general association correspondence to and from the general public

The effective date for this resolution shall be October 27, 2010.

This Resolution was adopted and approved by the Board of Directors of Cameron Station Community Association on this 26 day of October, 2010.

CAMERON STATION COMMUNITY ASSOCIATION, INC.

By: Michael Kuhl, CSCA President
Duly adopted at a meeting of the Board of Directors held on Tuesday, October 26, 2010.

Motion by: ___Tom Mc Climon__________  Seconded by: ___Mahl Avila__________

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<td>Michael Kuhl, President</td>
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<td>Manuel Avila, Secretary/Treasurer</td>
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<td>Don Buch</td>
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<td>Tom Mc Climon</td>
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ATTEST:

___Manual Avila____________________________  October 26, 2010____
Secretary Date

Resolution effective: October 27, 2010