

BIRCH CREEK FOREST PROPERTIES, INC.

RECORDS RETENTION POLICY

This Records Retention Policy was approved by the Board of Directors of BCFPI on the 7th day of JANUARY, 2012.

The Corporation shall maintain its records as follows:

<u>RECORD</u>	<u>RETENTION PERIOD</u>
Certificate of Formation/ Article of Incorporation, Bylaws, Declarations and all amendments to those documents.	PERMANENT
Association Tax Returns and Tax Audits	SEVEN (7) YEARS
Financial Books and Records	SEVEN (7) YEARS
Account Records of Current Owners	FIVE (5) YEARS
Contracts with a term of more than one year	FOUR (4) YEARS AFTER CONTRACT EXPIRES
Minutes of Member Meetings and Board Meetings	SEVEN (7) YEARS

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Corporation's books and records.

BIRCH CREEK FOREST PROPERTIES, INC.

CERTIFICATION

"I, the undersigned, being the President of the Board of Directors of Birch Creek Forest Properties, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Corporation's Board of Directors."

By: Brenda Green, President

Print name: Brenda Green