



DUNA VISTA RESORTS
Records Management Policy
Adopted May 2026

Duna Vista Resorts By-Laws SECTION 14: RECORDS requires the following:

- a) The Board of Directors shall retain records regarding the activities of the Corporation, the activities of the Board, and the Membership in accordance with an appropriate Records Management Policy adopted and updated as needed by the Board.
- b) The Records Management Policy shall address physical documents, electronic documents, digital files, membership lists and contact information, recordings of meetings, webcam recordings, cloud repositories, and records maintained on behalf of the Corporation by accounting services and other professionals.
- c) The Secretary shall have the primarily responsibility for oversight of records management.

RECORDS MANAGEMENT POLICY

1. INFORMATION REPOSITORIES

- a. DVR will retain information within the following software applications/media:
 - i. Email account at dunavistaresort@gmail.com
 - ii. Website at www.dunavista-resorts.com
 - iii. Cloud storage in Google Drive associated with dunavistaresort@gmail.com
 - iv. Facebook group for Duna Vista Resorts
 - v. Zoom account for dunavistaresort@gmail.com
- b. DVR will retain physical documents in the following locations:
 - i. Storage containers and cabinets in the loft in the DVR Clubhouse
 - ii. Storage containers and cabinets in the DVR Shed
- c. On an interim basis, information and documents may be retained by DVR members or employees on either electronic or physical media.
 - i. At least annually the information and documents will be transferred to a DVR controlled repository.

2. REPOSITORY MANAGERS

- a. Each repository for records and information will be assigned to a Board Member to manage and organize.
 - i. The assigned Board Member may delegate specific responsibilities to other DVR Members or employees.
- b. Email - The President and Secretary will be assigned to the DVR email account.
- c. Drive - The Secretary will be assigned to the DVR Google Drive
- d. Website - A Board Member will be assigned to the DVR website.
- e. Facebook - A Board Member will be assigned to the DVR Facebook group.
- f. Zoom - A Board Member will be assigned to the DVR Zoom account
- g. Physical Storage – The Board Member responsible for the Operations Committee will assigned to the storage of files in the Clubhouse and Shed.

3. THIRD PARTY RECORD RETENTION

- a. Any third-party firm retaining records or information on behalf of DVR will be required by DVR to have appropriate record retention and information security practices.
- b. The Treasurer will assure that any accounting firm used by DVR has appropriate practices in operation, and reasonable liability insurance for such.
- c. The Vice President will assure that any legal firm or attorney used by DVR has appropriate practices in operation, and reasonable liability insurance for such.

4. MEMBER INFORMATION

- a. The official list of DVR Members, their contact information and other pertinent member information will be retained in the database associated with the DVR website.
- b. Member contact information will be updated by DVR based on a request by the Member or their representative.



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5. RECORD RETENTION BY LOCATION AND TYPE

- a. DVR Website
 - i. Written minutes of Annual Meetings
 - ii. Member list and contact information
 - iii. Motions put forth for Membership voting along with relevant documents
 - iv. The official list of Board Members and their respective terms on the Board
 - v. Minutes of Board Meetings
- b. Google Drive
 - i. Written minutes of Annual Meetings along with documents presented at the meeting
 - ii. Written minutes of Board Meetings along with documents presented at the meeting
 - iii. Annual Financial Statements
 - iv. Records of Member Voting results, but not records of the votes of individual members
 - v. Other records and information deemed relevant for retention by the Board
- c. DVR Email
 - i. Emails pertinent to actions taken by the Board outside of Board Meetings
 - ii. Emails pertinent to financial reporting
 - iii. Emails pertinent to legal actions
 - iv. Emails pertinent to insurance policies
 - v. Emails pertinent to vendor relationships
 - vi. Emails pertinent to formal complaints by Members
- d. Facebook
 - i. The Board Member assigned to Facebook may delete any postings and information considered inappropriate to the functioning of DVR or detrimental to the DVR community, including anything of a political nature.
- e. Zoom
 - i. Recordings of Annual Meetings and Special Meetings of the DVR Membership
 - ii. Recordings of regular or special meetings of the Board
 - iii. Recordings of informational meetings of the Membership
- f. Accounting Firms
 - i. Financial reports
 - ii. Tax returns
 - iii. Collection reports
 - iv. Documentation of income
 - v. Documentation of expenses
- g. Legal Firms
 - i. Recorded legal documents
 - ii. Documents in final form associated with legal proceedings
 - iii. Correspondence relevant to legal proceedings and/or DVR activities
 - iv. Billing records for DVR legal services
- h. Physical Storage
 - i. Documents of potential historical interest to future DVR Members

6. INFORMATION SECURITY

- a. DVR will use multi-factor authentication for technologies, when feasible.
- b. DVR will rely upon the information security protocols and practices of the technology providers used.
- c. DVR will rely upon the information security protocols and practices of accounting and legal firms used.



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7. RECORD RETENTION

- a. Minutes and documents associated with Annual or Special Meetings of the Membership will be retained for at least 25 years.
- b. Annual financial reports will be retained for at least 20 years.
- c. Minutes and documents associated with regular or special Board meetings will be retained for at least 15 years.
- d. Documentation of income and expenses will be retained for at least 10 years.
- e. Email correspondence will be retained for at least 7 years.
- f. Recordings of meetings will be retained for at least 5 years.
- g. Other documents and information will be retained for such periods of time as determined by the Secretary.