

MISSION VIEJO HOMEOWNERS' ASSOCIATION INC.

Board Policy Regarding the Storage of Corporate Records

The following policy regarding the storing of corporate records for the association was adopted by the Board of Directors of the Mission Viejo Homeowners' Association Inc. ("Mission Viejo HOA").

Effective Date: February 19, 2008

NOW, THEREFORE, IT IS RESOLVED that Mission Viejo HOA does hereby adopt the following policy regarding the storage of corporate records:

The records of past and present officers, board members, and committee chairpersons of the association are a valuable asset since they provide historical information about the Mission Viejo HOA. Therefore, such records will be stored permanently at the Denver Public Library who will act as the official repository for the corporate records of the Mission Viejo HOA. In December of the current calendar year, the Secretary or other designated board member will call for all records notes, correspondence, minutes, meeting agenda, newsletters, and other such information from the retiring officers, board members, and committee chairpersons. The Secretary or the board designee will, in turn, give those records to the Denver Public Library, which will organize them in a useful fashion.

The undersigned hereby certifies that the foregoing resolution was adopted and made part of the minutes of the meeting of the Board of Directors conducted on the 19th day of February, 2008.

Mission Viejo Homeowners Association Inc.

By:  Title President