

RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
STERLING CROSSING RESIDENTIAL METROPOLITAN DISTRICT  
REGARDING ELECTRONIC RECORDS RETENTION POLICY

WHEREAS, the Sterling Crossing Residential Metropolitan District (the "District") was created pursuant to and in accordance with the provisions of §§ 32-1-101, *et seq.*, C.R.S.; and

WHEREAS, pursuant to § 24-71.3-112, C.R.S., as amended, if a law requires that a record be retained, the requirement is satisfied by retaining an electronic record of the information in the record that: (a) accurately reflects the information set forth in the record after it was first generated in its final form as an electronic record or otherwise; and (b) remains accessible for later reference.

WHEREAS, pursuant to § 24-71.3-117, C.R.S., as amended, a political subdivision of the State of Colorado such as the District shall have the general power, in relation to its administration of affairs, to determine the extent to which it will create and retain electronic records and electronic signatures; and

WHEREAS, the District Board of Directors (the "Board"), as the governing body of the District, has determined that it would be most cost-effective and efficient to eliminate original-executed paper versions of public records to the greatest extent possible and shall retain all District-related "public records," as that term is defined by § 24-72-202(6), C.R.S., as amended, in electronic format only; and

WHEREAS, pursuant to §§ 24-71.3-117 and 32-1-1001(1)(o), C.R.S., as amended, the Board desires to adopt the following Electronic Records Retention Policy (the "Policy").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE STERLING CROSSING RESIDENTIAL METROPOLITAN DISTRICT AS FOLLOWS:

1. ELECTRONIC RECORDS. With the exception of the public records detailed in Section 2, below, the District's legal counsel shall only retain electronic versions of all District-related public records in its possession or custody. All retained electronic public records shall conform to the requirements of § 24-71.3-112, C.R.S., as amended. The District's legal counsel may determine in its reasonable and sole discretion the manner and means by which such electronic public records may be electronically retained and preserved, but under all circumstances shall undertake such retention and preservation efforts in a professional and responsible manner.

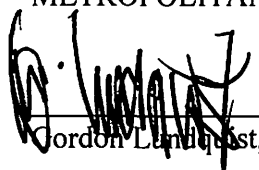
2. PAPER RECORD RETENTION. Notwithstanding the provisions of Section 1, above, to the greatest extent possible, the District's legal counsel shall retain original-executed paper versions of the following public records: a. recorded documents, including resolutions and

deeds, without limitation; and b. any other public records that are so required pursuant to applicable Colorado law or Federal law.

3. AMENDMENT. This Policy may be further amended, restated or revised by the Board in conformance with applicable law.

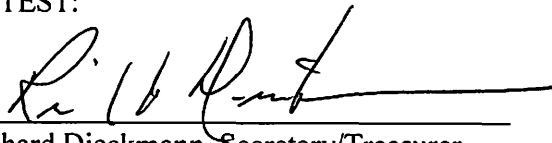
APPROVED TO BE EFFECTIVE THIS 9<sup>TH</sup> DAY OF NOVEMBER, 2017.

STERLING CROSSING RESIDENTIAL  
METROPOLITAN DISTRICT



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Gordon Lundquist, President

ATTEST:



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Richard Dieckmann, Secretary/Treasurer