

EXHIBIT

GEORGETOWN SQUARE CIVIC CORPORATION RECORDS RETENTION POLICY

This records retention policy was approved by the Board of Directors of Georgetown Square Civic Corporation (the "Association"), on the 26th day of October 2014.


The Association shall maintain its records as follows:

RECORD	RETENTION PERIOD
Certificate of formation/Articles 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 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 part of the Association books and records.

GEORGETOWN SQUARE CIVIC CORPORATION CERTIFICATION

"I, the undersigned, being the president of Georgetown Square Civic Corporation, hereby certify that the foregoing resolution was adopted by at least a majority of the Association Board of Directors."

By:  President
Print Name: John C. Pickel