

MARIPOSA CO-OPERATIVE HOMES INC.

Computer Back Up Policy

October 27, 2011

1. Purpose

The purpose of the following policy is to set out procedures and guidelines for the regular back up of the Co-op's computer and digital storage and maintenance of the Co-op's information.

2. Computer Back Up

2.1 The Co-op will perform regular daily back up of the computer's data to a secured digital storage device.

2.2 Data to be backed up to include but not limited to:

- Newviews Financial Books
- HMWORX database files
- Scanned copies of the Co-ops:
 - Articles of Incorporation
 - Bylaws and Policies
 - Operating Agreement
 - Contracts and Agreements
 - Minutes and Governance Documents
 - Building Condition Audit, and architectural drawings
- All document files created and maintained in the routine daily operation of the Co-op

2.2 A copy of the computer's backed up data will be stored offsite on digitally encrypted and secured media.

3. Computer Software

3.1 The Co-op shall maintain the Co-op's software and operating system license information and software disks in a secure and fireproof location.

4. Computer Data Integrity

4.1 The Co-op shall on a monthly basis run Windows Check Disk (Chkdsk Tool) to verify the integrity of the computer's hard drive.

4.2 The Co-op will purchase and maintain a license for an anti-virus software, update the virus definitions daily, and will run the software on atleast a weekly basis.

5. Computer and Software Passwords

5.1 A list of the Co-op's computer and software passwords shall be maintained in a secure and fireproof location.

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Approved by the Board at October 27, 2011 Board meeting.

ADAM ROFUSZ

Name of the Director

[Handwritten Signature]

Signature

Oct 27 2011

Date

