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# Country Club Estates Homeowners' Association, Inc.

## Document Retention Policy

WHEREAS, Country Club Estates Homeowners' Association, Inc. (the "Association") constitutes a property owners association under the provisions of Chapter 209 of the Texas Property Code (the "Code") and is composed of fifteen (15) or more lots;

WHEREAS, Section 209.005(m) of the Code provides that the Association must adopt and comply with a document retention policy that includes at a minimum, the items specified in Section 209.005(m) of the Code; and

WHEREAS, the Board of Directors of the Association (the "Board") desires to adopt a document retention policy as required under Section 209.005(m) of the Code.

NOW, THEREFORE, the Board hereby adopts this Document Retention Policy (the "Policy"), as set forth below.

### DOCUMENT RETENTION POLICY

1. *Policy:*

Books and records are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for compliance with the document retention periods set forth in this Policy. Records that are no longer required, or that have satisfied their recommended period of retention, may be destroyed in an appropriate manner.

The Association's Secretary is responsible for ensuring that the Association's books and records are identified, retained, sorted, protected, and subsequently disposed of in accordance with the guidelines set forth in this Policy. Books and records that are required to be retained pursuant to this Policy may be scanned and maintained in an electronic format.

2. *Document Retention Periods:*

The following books and records are to be retained by the Association for the retention periods specified below:

*Record Type:*

*Retention Period:*

Certificate of Formation (formerly referred to as Articles of Incorporation); Bylaws, and Declarations, and any amendments thereto

Permanently

Financial books and records

7 years

Account records of current Lot Owners

5 years

Contracts with a term of one (1) year or more

4 years after the expiration of the Contract term

Minutes of the Board and Membership Meetings

7 years

Tax returns and audit records

7 years

### CERTIFICATION

IN WITNESS WHEREOF, the undersigned, Donna Myers, as the duly elected, qualified, and acting Secretary of the Country Club Estates Homeowners' Association, Inc., a Texas nonprofit corporation, hereby certifies on behalf of the Association that this Document Retention Policy was duly adopted by the Board of Directors of the Association at a meeting of the Board held on February 25, 2021, and shall take effect upon its recording in the Official Public Records of Guadalupe County, Texas.

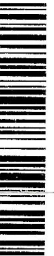
Country Club Estates Homeowners Association, Inc.,  
a Texas nonprofit corporation

Donna Myers

BY: Donna Myers

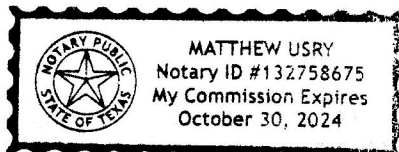
ITS: Secretary

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THE STATE OF TEXAS §  
COUNTY OF GUADALUPE §

This instrument was acknowledged before me on the 1st day of March, 2021, by Donna Myers, Secretary of Country Club Estates Homeowners' Association, Inc., a Texas nonprofit corporation.



Matthew Usry  
Notary Public Signature

AFTER RECORDING, PLEASE RETURN TO:

Donna Myers, Managing Agent  
Country Club Estates Homeowners' Association, Inc.  
816 Arvin  
Seguin, Texas 78155

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I certify this instrument was FILED and RECORDED  
in the OFFICIAL PUBLIC RECORDS  
of Guadalupe County, Texas on  
03/02/2021 12:32:16 PM PAGES: 2 MARISSA  
TERESA KIEL, COUNTY CLERK



Teresa Kiel