

# Document Retention Policy for Chambers Landing Homeowner's Association, Inc.

## History:

The Certificate of Formation of Chambers Landing Homeowner's Association, Inc. was filed in the Office of the State of Texas on Jul 24, 2006. The Conversion Date, when individual owners gained voting control of the Association, was November 1, 2012 when the bank took possession of the unsold property. The Association became inactive at that time, and no records were retained. The Association's Nonprofit Corporate status was dissolved by the State of Texas, but was reinstated in January 23, 2013. This Document Retention Policy will pertain to all records in the Association's possession beginning on the reinstatement date.

WHEREAS, Chambers Landing Homeowners Association (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.

## Policy:

Books and records are to be retained by the Association for the period of their immediate use, unless a longer retention is required for historical reference, contractual or legal requirements, or for compliance with the document retention periods set forth in this Policy.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 the Association's books and records are identified, retained, stored, 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 or using appropriate emerging technologies.

## Document Retention Periods:

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

<u>Record Type:</u>	<u>Retention Period:</u>
Declaration of Covenants Conditions and Restrictions, Certificate of Formation (formerly referred to as Articles of Formation), Bylaws 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 term of the contract
Minutes of Board and membership meetings	7 years
Tax returns and audit records	7 years

## Certification:

IN WITNESS WHEREOF, the undersigned, Jane Abel, as the duly elected, qualified, and acting Secretary of Chambers Landing Homeowners Association, Inc., a Texas nonprofit corporation, hereby certifies on behalf of the Association that this Record Retention Policy was duly adopted by the Board of Directors of the Association at a meeting of the Board held on June 30, 2013, and shall take effect upon its recording in the Official Records of Navarro County, Texas.

CHAMBERS LANDING HOMEOWNERS ASSOCIATION, INC.,  
a Texas nonprofit corporation

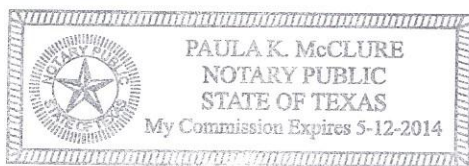
  
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BY: Jane Abel  
ITS: Secretary

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THE STATE OF TEXAS §

COUNTY OF NAVARRO §

This instrument, the Document Retention Policy, was acknowledged before me on this 1<sup>st</sup> day of July, 2013, by Jane Abel, Secretary of Chambers Landing Homeowners Association, Inc., a Texas nonprofit corporation, on behalf of said corporation.



*Paula K. McClure*  
Notary Public Signature

AFTER RECORDING RETURN TO:

Chambers Landing Homeowners Association, Inc.  
Jane Abel, Secretary  
Post Office Box 1353  
Corsicana, Texas 75110