

**MEADOWLAKES
PROPERTY OWNERS ASSOCIATION
RECORDS RETENTION POLICY**

This Records Retention Policy was approved by the Board of Directors for Meadowlakes Property Owners Association on the ____ day of _____, 2011.

The Association shall maintain its records as follows:

<u>Record</u>	<u>Retention Period</u>
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 a 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 a part of the Association books and records.

CERTIFICATION

"I, the undersigned, being the President of Meadowlakes Property Owners Association, hereby certify that the foregoing Resolution was adopted by at least a majority of Meadowlakes Property Owners Association Board of Directors."

By: _____

SUBSCRIBED AND SWORN to before me, the undersigned authority, by the abovementioned Affiant on this the ____ day of _____, 2011, to certify which witness my hand and seal of office.

Notary Public, State of Texas

**AFTER RECORDING RETURN TO:
THE YATES LAW FIRM,
A PROFESSIONAL CORPORATION
ATTORNEYS AT LAW
P. O. BOX 8903
HORSESHOE BAY, TEXAS 78657**