**MILL CREEK LANDING HOMEOWNERS ASSOCIATION INC.**

**DOCUMEN'T RETENTION POLICY**

WHEREAS, Mill Creek 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 con1ply with a document retention pol icy 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 ") desi res 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are to be retained by the Association for the period of their immediate use unless longer retention is required for historical reference, contract al or legal requirements, or for compliance with the document retention periods set forth in this Policy.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 arc 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.

1. Document Retention Periods:

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

**Record Type:**

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

**Retention Period:**

Permanently

Financial Records

Account records of current Lot Owners.

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

Minutes of Board and Membership Meetings

Tax returns and audit records.

7 years

5 years

4 years after the expiration of the contract

7 years

7 years

CER'I'IFICATION

TN WITNESS WHEREOF, the undersigned, Anson Garcia, as the duly elected, qualified and acting Secretary of Mill Creek Landing Homeowners Association, lnc., a Texas nonprofit corporation, hereby certifies on behalf of the Association that this Document Retention Policy was duly adopted by the Board of Director of the Association at a meeting of the Board held on Date and shall take effect upon its recording in the Official Public Records of Montgomery County, Texas.

MILL CREEK LANDING HOMEOWNERS ASSOCIATION, INC.,

a Texas nonprofit corporation

BY: Anson Garcia : Secretary