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## WHISPERWOOD HOME OWNERS' ASSOCIATION, INC.

#### DOCUMENT RETENTION POLICY

WHEREAS, Whisperwood Home Owners' 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 R ETENTION 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are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for compliance with the document retention periods set forth in this Policy.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.

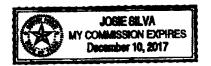
The Association's Secretary, is responsible for ensuring that the Association's books and records are identified, retained, stored, protected, and subsequently disposed of, in accordance with the guidelines set forth in this Policy. Books and records that are required to be retained pursuant to this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

## 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 (for to as Articles of Incorporation	<b>-</b>	Permanen
and Declarations, and any a		
Financial books and records	<b>s.</b>	7 yea
Account records of current l	Lot Owners.	5 yea
Contracts with a term of one	e (1) year or more.	4 years after the expiration of the contract ten
Minutes of Board and Memi	bership Meetings.	7 yes
Tax returns and audit record	ls.	7 yes
	CERTIFICATION	<u>N</u>
	hereby certifies on be	ehalf of the Association that the
elected, qualified, and acting Inc., a Texas corporation, Document Retention Policy Association at a meeting of	hereby certifies on be y was duly adopted be f the Board held on g in the Official Public R WHISPERWOOD HO	chalf of the Association that the by the Board of Directors of the coords of Lubbock County, Texas.  OMEOWNERS' ASSOCIATION,
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Notary Public, State of Texas

# AFTER RECORDING PLEASE RETURN TO:

Robert W. St. Clair Fargason, Booth, St. Clair, Richards & Wilkins, L.L.P. P.O. Box 5950 Lubbock, Texas 79408-5950

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

Kelly Pinion, County Clerk Lubbock County TEXAS

January 16, 2014 03:30:52 PM

FEE: \$29.00

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