

WESTFIELD VILLAGE HOMEOWNERS ASSOCIATION, INC.
DOCUMENT RETENTION POLICY

STATE OF TEXAS
COUNTY OF BRAZOS

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WHEREAS, Westfield Village Homeowners Association, Inc. (the "Association") is charged with administering and enforcing those certain Declarations of Covenants and Restrictions of Westfield Village Subdivision recorded in Volume 4964, Page 127, Volume 6348, Page 39, Volume 6348, Page 51, Volume 7207, Page 54, Volume 7207, Page 67, and Volume 6348, Page 64 of the Official Records of Brazos County, Texas, and all amendments, modifications and supplements thereto (collectively the "Declaration"); and

WHEREAS, TEX. PROP. CODE § 209.005 has been amended to add Subsection (m); and

WHEREAS, TEX. PROP. CODE § 209.005(m) requires that the Association adopt a document retention policy prescribing the minimum number of years for which the Association will maintain governing documents and other records generated on or after January 1, 2012 (collectively, the "Association Records"); and

WHEREAS, the Association's Board of Directors ("Board") desires to adopt a policy in accordance with TEX. PROP. CODE § 209.005(m);

NOW, THEREFORE, the Board has duly adopted the following "Document Retention Policy" (the "Policy"):

1. Association Records may be maintained in paper or electronic format.
2. Association Records shall be retained for the following time periods:
 - a. certificates of formation, bylaws, restrictive covenants, and all amendments to the same shall be retained permanently;
 - b. financial books and records shall be retained for seven (7) years;
 - c. account records of current Owners shall be retained for five (5) years;
 - d. contracts with a term of one (1) year or more shall be retained for four (4) years after the expiration of the contract term;
 - e. minutes of meetings of the Owners and the Board shall be retained for seven (7) years;
 - f. tax returns and audit records shall be retained for seven (7) years.
3. Any documents not described above may be retained for the time period deemed necessary by the Association, in the sole discretion of the Board.
4. Upon expiration of the retention time periods listed above, the Association Records may be

destroyed, discarded, deleted, purged or otherwise eliminated.

5. This Policy is effective upon recordation in the Official Records of Brazos County, Texas and supersedes any policies regarding retention of Association Records that may have previously been in effect. Except as affected by TEX. PROP. CODE § 209.005(m) or by this Policy, all other provisions contained in the Declaration and/or any other dedicatory instruments of the Association shall remain in full force and effect.