

Wimbledon on the Creek Homeowners Association, Inc.  
RECORDS RETENTION POLICY

**WHEREAS**, pursuant to Section 209.005(m) of the Texas Property Code, the Board of Directors (the "Board") of Wimbledon on the Creek Homeowners Association, Inc. (the "Association") is required to adopt a document retention policy for the Association's books and records.

**NOW, THEREFORE, IT IS RESOLVED**, in order to comply with the procedures set forth by Chapter 209 of the Texas Residential Property Owners Protection Act that the following policies are established for the maintenance and retention of the Association's books and records, and the same are to be known as the "Records Retention Policy" of the Association [hereinafter the "Policy"].

**1. PURPOSE:** The purpose of this Policy is *to* ensure that the necessary documents and records of the Association are adequately protected and maintained.

**2. RETENTION OF RECORDS SCHEDULE:** The Association will maintain records in the following categories for the duration stated for each category.

- |   |   |
|---|---|
| a. Account Records of Current Owners            | Five (5) Years                              |
| b. Contracts for Terms of at Least One (1) Year | Four (4) Years after Expiration of Contract |
| c. Minutes of Owner Meetings/Board Meetings     | Seven (7) Years                             |
| d. Tax Returns and Audits                       | Seven (7) Years                             |
| e. Financial Books and Records                  | Seven (7) Years                             |
| f. Governing Documents                          | Permanently                                 |

**3. ADMINISTRATION:** The Association is in charge of the implementation of processes and procedures to ensure that the above schedule is followed. The Board is authorized to make modifications to this schedule from time to time to ensure that it is in compliance with local, state and federal laws and that the schedule includes the appropriate document and record categories for the Association,

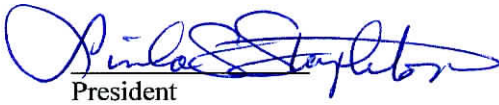
**4. SUSPENSION OF RECORD DISPOSAL DURING LEGAL PROCEEDINGS:** In the event the Association is served with any subpoena or request for documents, or the Association becomes aware of a governmental investigation or audit concerning the Association, or the commencement of any litigation against or concerning the Association, all documents relating or pertaining to such investigation, claim or litigation shall be retained indefinitely, and any further disposal of documents shall be suspended and shall not be reinstated until conclusion of the investigation or lawsuit, or until such time as the Board, with the advice of legal counsel, determines otherwise,

1.

5. APPLICABILITY: This Policy applies to all physical records generated in the course of the Association's operation, including both original documents and reproductions. It also applies to electronic copies of documents. Any electronic files that fall under the scope of one of the document types on the schedule above will be maintained for the appropriate amount of time. Documents that are not listed, but are substantially similar to those listed in the schedule, should be retained for a similar length of time.

IT IS FURTHER RESOLVED that this Records Retention Policy is effective on June 1, 2014, to remain in force and effect until revoked, modified or amended.

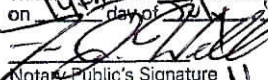
This is to certify that the foregoing resolution was adopted by the Board of Directors at a meeting of the Board on June 24, 2014 and has not been modified, rescinded or revoked.

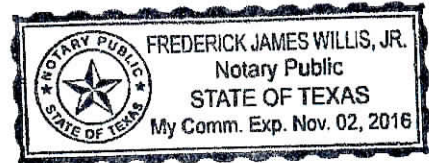
  
President

July 14, 2014  
Date

State of Texas  
County of Tarrant

This instrument was acknowledged before me  
on 14th day of July, 2014, by Linda Stepleton

  
Notary Public's Signature  
My commission expires Nov. 2, 2016



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