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CROSSWIND PROPERTY OWNERS ASSOCIATION, INC. RECORDS RETENTION POLICY

This Records Retention Policy was approved by the Board of Directors for CROSSWIND PROPERTY OWNERS ASSOCIATION, INC., on the 13 day of February, 2012. *dc*

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, JANET THOMAS, being the President of CROSSWIND PROPERTY OWNERS ASSOCIATION, INC., hereby certify that the foregoing Resolution was adopted by at least a majority of CROSSWIND PROPERTY OWNERS ASSOCIATION, INC.'s Board of Directors."

CROSSWIND PROPERTY OWNERS ASSOCIATION,
INC., a Texas corporation

BY: *Janet Thomas*
JANET THOMAS, Its President

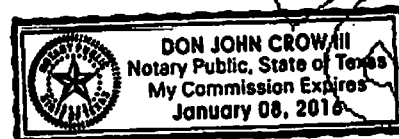
ACKNOWLEDGMENT

STATE OF TEXAS
COUNTY OF Travis

This instrument was acknowledged before me on the 13th day of February, 2012, by JANET THOMAS, President of CROSSWIND PROPERTY OWNERS ASSOCIATION, INC., a Texas corporation, on behalf of the corporation.

Don John Crow III
Notary Public of Texas

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



FILED AND RECORDED
OFFICIAL PUBLIC RECORDS

Dana DeBeauvoir

Feb 16, 2012 03:57 PM 2012024262

GONZALES: \$20.00

Dana DeBeauvoir, County Clerk
Travis County TEXAS

Unofficial Document