

DOCUMENT RETENTION POLICY
for
CANYON LAKE VILLAGE WEST PROPERTY OWNERS ASSOCIATION

STATE OF TEXAS §
 §
COUNTY OF COMAL §

I, _____, Secretary of the Board of Directors of Canyon Lake Village West Property Owners Association (the “**Association**”), do hereby certify that at a meeting of the Board of Directors of the Association (the “**Board**”) duly called and held on the ____ day of _____, 2022, with at least a quorum of the Board members being present and remaining throughout, and being duly authorized to transact business, the following Document Retention Policy (“**Policy**”) was duly approved by a majority vote of the members of the Board:

RECITALS:

1. The property encumbered by this Policy is that property initially restricted by the Restrictions of Canyon Lake Village West, Unit No. 1 and Unit No. 2 recorded in Volume 161, Page 437; Restrictions of Canyon Lake Village West No. 3 recorded in Volume 166, Page 94; Restrictions of Canyon Lake Village West, Unit No. 4 recorded in Volume 226, Page 241; and Restrictions of Canyon Lake Village West, Unit No. 5 recorded in Volume 251, Page 312, all in the Official Property Records of Real Property, Comal County, Texas, as amended or supplemented, if any, (“**Declaration**”), and any other property which has been or may be subsequently annexed thereto and made subject to the authority of the Association.
2. Pursuant to Chapter 209 of the Texas Property Code, the Board of the Association hereby adopts this Policy for the purpose of prescribing the document retention policy pursuant to Section 209.005 of the Texas Property Code.
3. This Policy replaces and supersedes any previously recorded or implemented policy that addresses the subjects contained herein, if any, adopted by the Association.

DOCUMENT RETENTION POLICY

This Policy provides for the future systematic review, retention, and destruction of documents received or created by the Association in connection with the transaction of the Association’s business. This Policy covers all records and documents, regardless of physical

form, and contains guidelines for how long certain documents should be kept and how records should be destroyed.

The Association retains specific documents for the time periods outlined in the attached Exhibit "A." Documents that may not be specifically listed will be retained for the time period of the documents most closely related to them as listed in the schedule. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the attached Exhibit "A" will be maintained for the identified time period.

The Custodian of Records of the Association is responsible for the ongoing process of identifying the Association's records which have met the required retention period and overseeing their destruction. Destruction of any physical documents will be accomplished by shredding. Destruction of any electronic records of the Association shall be made via a reasonable attempt to remove the electronic records from all known electronic locations and/or repositories.

I hereby certify that I am the Secretary of the Board of Directors of the Association and that this Document Retention Policy was approved by a majority vote of the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Comal County, Texas.

TO CERTIFY which witness my hand this the ____ day of _____, 2022.

CANYON LAKE VILLAGE WEST PROPERTY OWNERS ASSOCIATION

By: _____

Printed: _____
Secretary

THE STATE OF TEXAS §
 §
COUNTY OF COMAL §

BEFORE ME, the undersigned notary public, on this ___ day of _____, 2022 personally appeared _____, Secretary the Board of Directors of Canyon Lake Village West Property Owners Association, known to me to be the person whose name is subscribed to this instrument, and acknowledged to me that s/he executed the same for the purpose and in the capacity herein expressed.

Notary Public in and for the State of Texas

EXHIBIT "A"			
DOCUMENT RETENTION POLICY			
DOCUMENT TYPE	DEFINED	TIME PERIOD	EXCEPTION
Account Records of Current Owners	Member assessment records	Five (5) years	Unless period of ownership exceeds five (5) years, then retain last five (5) years.
Audit Records	Independent Audit Records	Seven (7) years	
Bylaws	And all amendments	Permanently	
Certificate of Formation	And all amendments	Permanently	
Contracts	Final contracts between the Association and another entity	Later of completion of performance or expiration of the contract term plus four (4) years	
Financial Books & Records	Year End Financial Records and supporting documents	Seven (7) years	
Minutes of Board & Owners Meetings	Board minutes and written consents in lieu of a meeting; Annual member meetings	Seven (7) years	
Restrictive Covenants	And all amendments	Permanently	
Tax Returns	Federal and State Income and Franchise Tax Returns and supporting documentation	Seven (7) years	