

# Resolutions

## BENT TREE PLACE ASSOCIATION, INC. RECORDS RETENTION POLICY

Resolution of the Board of Directors of the Callan Villages Homeowners Association, Inc.

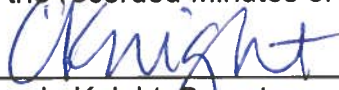
WHEREAS, Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005(m) ("Section 209.005") regarding retention of Association documents and records ("Documents"); and

WHEREAS, the Board of Directors of the Association ("Board") desires to establish a policy for document retention consistent with Section 209.005 in order to provide clear and definitive guidance to owners.

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

1. Certificates of formation, By-laws, Restrictive Covenants, and all Amendments to the Certificates of Formation, Bylaws, and Covenants shall be retained permanently;
2. Financial books and records shall be retained for seven years;
3. Account records of current owners shall be retained for five years;
4. Contracts with a term of one year or more shall be retained for four years after the expiration of the contract term;
5. Minutes of meetings of the owners and the board shall be retained for seven years; and
6. Tax returns and audit records shall be retained for seven years.
7. Any Documents not described above may be retained for the duration deemed to be useful to the purpose of the Association, in the discretion of the Board.
8. Upon expiration of the retention period listed above, the Documents are no longer Association records and may be destroyed, discarded, deleted, purged or otherwise eliminated.

Approved and adopted by the Board Meeting held on July 25, 2022 as indicated in the recorded Minutes of that meeting.



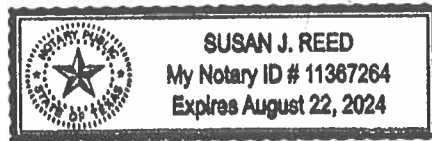
Carrie Knight, Secretary  
Bent Tree Place Association, Inc.

STATE OF TEXAS §  
COUNTY OF McLENNAN §

Carrie Knight, Secretary to the Bent Tree Place Association, appeared before me on this 26th day of July 2022 for the purpose of signing this document on behalf of the Bent Tree Place Association, Inc.

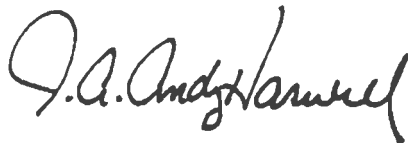
  
Notary Public for the State of Texas

After recording return to:  
Bent Tree Place Association Inc.  
P. O. Box 23111  
Waco, Texas 76702



**FILED AND RECORDED**

OFFICIAL PUBLIC RECORDS



J. A. "Andy" Harwell, County Clerk  
08/08/2022 02:09 PM  
Fee: \$20.00  
2022032321 RESOLUTION  
McLennan County, Texas