

RECORDS RETENTION POLICY
LA BUENA VIDA PROPERTY OWNERS ASSOCIATION, INC
Effective 1 January 2012

This Records Retention Policy was approved by the Board of the La Buena Vida Property Owners Association, Inc. on the 14th day of September, 2011.

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
Architectural Committee plan and specification submittals, and approvals	Permanent

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, the undersigned, being the President of La Buena Vida Property Owners Association, Inc. hereby certify that the foregoing Resolution was adopted by at least a majority of the La Buena Vida Property Owners Association Board of Directors."


Michael Zoltzky
President of LBV Property Owners' Association, Inc.

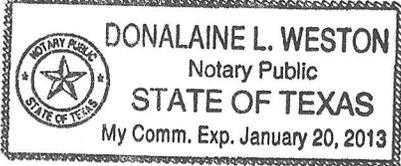
[Notary signature on the next page]

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File No. _____
County Clerk, Aransas County, Texas

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on the 15th day of September, 2011, by Michael Zotzky, President of LBV Property Owners' Association, Inc., on behalf of said Association.



Donalaine L. Weston
Notary Public, State of Texas
My Commission expires: 1-20-2013

AFTER FILING, RETURN TO:

Jeanne Hunter
Secretary, LBV Property Owners' Association, Inc.
2207 HWY 35 N, Suite C#286
Rockport, Texas 78382

FILED FOR RECORD
AT 2:10 P.M.

INDEXED

OCT 03 2011

2/20

SCANNED

Peggy L. Friebele
PEGGY L. FRIEBELE
COUNTY CLERK, ARANSAS CO., TEXAS

Filed by & Return to: ✓