

RECORDS RETENTION POLICY

STATE OF TEXAS

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KNOW ALL PERSONS BY THESE PRESENTS:

COUNTY OF DENTON

WHEREAS the Wellington of Flower Mound Residential Association, Inc. (“Association”) is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as “Declarations”); and

WHEREAS, the *Master Declaration of Covenants, Conditions, and Restrictions for Wetherstone*, was filed on January 11, 1993, as Instrument No. 1744, and recorded in Volume 3423, Pages 200 et seq. of the Real Property Records of Denton County, Texas, and said document was amended by that certain *Amended and Restated Master Declaration of Covenants, Conditions and Restrictions for Wellington of Flower Mound*, dated January 16, 1995 and files on February 1, 1995, as Instrument No. 6513 in the Real Property Records of Denton County, Texas, together with each and every amendment and supplement thereto (hereinafter referred to as the “Declaration”); and

WHEREAS, the Board of Directors (“Board”) of the Association desires to establish a policy for records retention.

NOW, THEREFORE, the Board has duly adopted the following *Records Retention Policy*.

Type of Document	Retention Length
Articles of Incorporation, CC&Rs, Bylaws, Amendments, Supplements, & plats	Permanent
Rules & regulations	Permanent
Tax returns and tax liability documents	Permanent
Annual reports	Permanent
Annual budgets	Permanent
Board meeting minutes	Permanent
Committee meeting minutes	Permanent
Architectural review letters	Permanent
Monthly financials	Permanent
Legal & contract correspondence	Permanent
State & federal identification numbers	Permanent
State & federal unemployment & withholding taxes	Permanent
Newsletters	Permanent
Official HOA calendar of meetings & events	Permanent
Closed bank account information	7 years
Assessment information	7 years
Contracts	7 years
Canceled checks & electronic payment records	7 years
Bank statements	7 years
Certificates of insurance, insurance policies & settled claims	7 years
Employee files & payroll records	7 years
Invoices	7 years
Completed project files	7 years
General correspondence, notices & notes	3 years

Phone logs	3 years
Calendars – MPR, conference room, staff	3 years
Access card history	2 years
Staff emails	2 years
Election ballots & proxies	1 year
Board member emails	1 year
Committee member emails	1 year
Individual homeowners records	Until owner changes