

DURHAM PARK HOA

801 Glasscock, Liberty Hill, Texas 78642

Records Retention Policy, effective May 1, 2015

- 1) Certificate of Incorporation, Articles of Incorporation, Bylaws, Declaration of Covenants and Restrictions, and any other declaratory documents, together with the amendments thereto, shall be retained permanently;
- 2) Financial books and records shall be retained for a minimum of seven years;
- 3) Account records of current owners shall be retained for a minimum of seven years;
- 4) Contracts with a term of one year or more shall be retained for a minimum of seven years after the expiration of the contract term;
- 5) Minutes of meetings of the members and the Board of Directors shall be retained for a minimum of seven years;
- 6) Tax returns and audit records shall be retained for a minimum of seven years.
- 7) Architectural Control requests and approvals shall be retained permanently beginning 2012.