



Walden on Lake Conroe Community Improvement Association, Inc.

Document Retention Policy

I. Purpose:

It is the intention of the Board of Trustees to establish a policy that ensures documents and records will be retained in compliance with Texas law. This policy has been written to comply with the Texas Property Code Section 209.005 (m), as effective January 1, 2012.

II. General:

The Board of Trustees wants to ensure that the documents and records (Documents) of the Walden on Lake Conroe Community Improvement Association, Inc. (WCIA) will be retained as required by Texas law.

III. Policy:

1. WCIA Documents may be maintained in paper format or in an electronic format that can be readily transferred to paper.
2. WCIA Documents shall be retained for the durations listed below:
 - a. certificate of formation or articles of incorporation, bylaws, restrictive covenants, other dedicatory instruments and any amendments to same shall be retained permanently; and
 - b. financial books and records, including annual budgets, reserve studies, monthly financial statements and bank statements, shall be retained for seven (7) years (for example the July 2011 financial statements shall be retained until July 31, 2018); and
 - c. account records of current property owners shall be retained for five (5) years (for example, invoice, payment and adjustment records on an owner's account with a transaction date of 08/15/2011 will be retained until 08/15/2016 subject to section (d) below); and
 - d. account records of former property owners shall be retained as a courtesy to that former owner for one (1) year after they no longer have an ownership interest in the property; and
 - e. contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term (for example, a contract expiring on 06/30/2011 and not extended by amendment must be retained until 06/30/2015); and
 - f. minutes of the Annual Meeting and Board meetings shall be retained for seven (7) years after the date of the meeting (for example, minutes from a 07/20/2011 board meeting must be retained until 07/20/2018); and
 - g. tax returns and CPA audit records shall be retained for seven (7) years after the last date of the return or audit year (for example, a tax return for the calendar year 2011 shall be retained until 12/31/2018); and



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- h. decisions of the Architectural Control Committee or Board regarding applications, variances, waivers or related matters associated with individual properties shall be retained for seven (7) years from the decision date (for example, an application for a swimming pool approved on 10/31/2011 must be retained until 10/31/2018).
 - i. ballots from elections and member votes shall be retained for one (1) year after the date of the meeting at which the votes were taken, or for votes taken by written consent, for one (1) year after the election or vote results were announced.
- 3. Any Documents not described above may be retained for the duration deemed to be useful to the purpose of the WCIA, in the discretion of the Board, its attorney or its management.
- 4. Upon expiration of the retention period listed above, the Documents shall no longer be considered WCIA records and may be destroyed, discarded, deleted, purged or otherwise eliminated.

This Policy is effective upon the later of recordation in the Public Records of Montgomery County and January 1, 2012, and supersedes any policy regarding document retention which may have previously been in effect. Except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Declarations or any other dedicatory instruments of the WCIA shall remain in full force and effect.