

GOLDENWOOD PROPERTY OWNERS' ASSOCIATION

DOCUMENT RETENTION POLICY

WHEREAS, Goldenwood Property Owners' Association (the "Association") constitutes a property owners association under the provisions of Chapter 209 of the Texas Property Code (the "Code") and is composed of fifteen (15) or more lots;

WHEREAS, Section 209.005(m) of the Code provides that the Association must adopt and comply with a document retention policy that includes, at a minimum, the items specified in Section 209.005(m) of the Code; and

WHEREAS, the Board of Directors of the Association (the "Board") desires to adopt a document retention policy as required under Section 209.005(m) of the Code.

NOW, THEREFORE, the Board hereby adopts this Document Retention Policy (the "Policy"), as set forth below.

DOCUMENT RETENTION POLICY

1. Policy:

Books and records are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for compliance with the document retention periods set forth in this Policy. Records that are no longer required, or that have satisfied their recommended period of retention, may be destroyed in an appropriate manner.

The Association's Secretary, is responsible for ensuring that the Association's books and records are identified, retained, stored, protected, and subsequently disposed of, in accordance with the guidelines set forth in this Policy. Books and records that are required to be retained pursuant to this Policy may be scanned and maintained in an electronic format.

2. Document Retention Periods:

The following books and records are to be retained by the Association for the retention period specified below:

- | | |
|--|---|
| -Certificate of Formation (formerly referred to as Articles of Incorporation), Bylaws, and Declarations, and any amendments thereto. | <u>Permanently</u> |
| -Financial books and records. | <u>7 years</u> |
| -Account records of current Lot Owners. | <u>5 years</u> |
| -Contracts with a term of one (1) year or more | <u>4 years after the expiration of the contract term</u> |
| -Minutes of Board and Membership Meeting | <u>7 years</u> |
| -Tax returns and audit records. | <u>7 years</u> |

CERTIFICATION

IN WITNESS WHEREOF, the undersigned, Andrew Backus, as the duly elected, qualified, and acting President of Goldenwood Property Owners' Association, Inc., a Texas nonprofit corporation, hereby certifies on behalf of the Association that this Document Retention Policy was duly adopted by the Board of Directors of the Association at a meeting of the Board held on June 11, 2014, and shall take effect upon its recording in the Official Public Records of Hays County, Texas.

GOLDENWOOD PROPERTY OWNERS' ASSOCIATION, INC.,
a Texas nonprofit corporation

BY: [Signature]

Andrew Backus : President

THE STATE OF TEXAS COUNTY
OF HAYS

This instrument was acknowledged before me on the 17TH day of June, 2014, by Andrew Backus, President of Goldenwood Property Owners' Association, Inc., a Texas nonprofit corporation.



[Signature]
Notary Public Signature

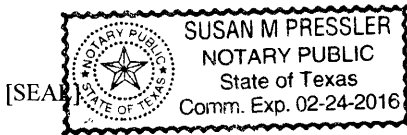
GOLDENWOOD PROPERTY OWNERS' ASSOCIATION, INC.,
a Texas nonprofit corporation

BY: [Signature]

James Lipman : Secretary

THE STATE OF TEXAS COUNTY
OF HAYS

This instrument was acknowledged before me on the 17 day of June, 2014, by James Lipman, Secretary of Goldenwood Property Owners' Association, Inc., a Texas nonprofit corporation.



[Signature]
Notary Public Signature

AFTER RECORDING PLEASE RETURN TO:

Andrew Backus, President
Goldenwood Property Owners' Association, Inc.
16104 Goldenwood Way, Austin, TX 78737

Hays County
Liz Q. Gonzalez
County Clerk
San Marcos, Texas 78666



70 2014 14017031

Instrument Number: 2014-14017031

As

Recorded On: June 17, 2014

OPR RECORDINGS

Parties: GOLDENWOOD PROPERTY OWNERS ASSOCIATION INC

Billable Pages: 2

To

Number of Pages: 3

Comment:

(Parties listed above are for Clerks reference only)

**** Examined and Charged as Follows: ****

OPR RECORDINGS	30.00
Total Recording:	30.00

***** DO NOT REMOVE. THIS PAGE IS PART OF THE INSTRUMENT *****

Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

File Information:

Record and Return To:

Document Number: 2014-14017031
Receipt Number: 369763
Recorded Date/Time: June 17, 2014 04:20:35P
Book-Vol/Pg: BK-OPR VL-4948 PG-610
User / Station: C Rodriguez - Cashering #1

ANDREW BACKUS
ORIGINAL TO CUSTOMER
SAN MARCOS TX 78666



State of Texas |
County of Hays

I hereby certify that this instrument was filed for record in my office on the date and time stamped hereon and was recorded on the volume and page of the named records of Hays County, Texas

Liz Q. Gonzalez

Liz Q. Gonzalez, County Clerk