

SILVERADO ESTATES PROPERTY OWNERS ASSOCIATION INC.

DOCUMENT RETENTION POLICY

WHEREAS, Silverado Estates Property Owners Association Inc. (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 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 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 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 record are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirement, or for compliance with the document retention periods set forth in this Policy.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 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 periods specified below:

<u>Record Type:</u>	<u>Retention Period:</u>
Certificate of Formation, Bylaws, and Declaration, any amendments thereto	Permanently
Financial books and records	7 years
Account records of current Lot Owners	5 years
Contract with a term of one (1) year or more	4 yrs. after expiration

<u>Record Type:</u>	<u>Retention Period:</u>
Minutes of Board and Membership Meetings	7 years
Tax returns and audit records	7 years

CERTIFICATION

IN WITNESS WHEREOF, the undersigned, Michael M. Mercatante, as the duly elected, qualified, and acting Secretary of Silverado Estates 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 September 20, 2019 and shall take effect upon its recording in the Official Public Records of Hays County, Texas.

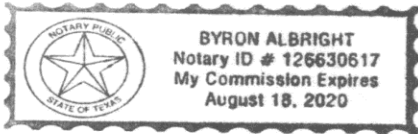
SILVERADO ESTATES PROPERTY OWNERS ASSOCIATION INC.
a Texas nonprofit corporation



BY: Michael M. Mercatante
Secretary

THE STATE OF TEXAS
COUNTY OF HAYS

This instrument was acknowledged before me on the 25th day of SEPT., 2019, by Michael M. Mercatante, Secretary of Silverado Estates Property Owners Association Inc., a Texas nonprofit corporation.




Notary Public Signature

AFTER RECORDING PLEASE RETURN TO:

William P. Mason, President
409 Miss Donna Lane
Dripping Springs, TX 78620

NOTICE TO CREDITORS

BY ORDER OF THE COURT

CLERK OF DISTRICT COURT

HAYS COUNTY, TEXAS

IN RE: ESTATE OF

DECEASED

ALL INTERESTS IN THE ABOVE ESTATE

ARE HEREBY OFFERED FOR SALE

AT PUBLIC AUCTION

ON WEDNESDAY

AT 10:00 AM

AT THE COURTHOUSE

IN HAYS COUNTY, TEXAS

BY

ELAINE H. CÁRDENAS

CLERK OF DISTRICT COURT

HAYS COUNTY, TEXAS

**THE STATE OF TEXAS
COUNTY OF HAYS**

I hereby certify that this instrument was FILED on the date and the time stamped hereon by me and was duly RECORDED in the Records of Hays County, Texas.

19034623 NOTICE
09/26/2019 12:49:56 PM Total Fees: \$30.00



Elaine H. Cárdenas, MBA, PhD, County Clerk
Hays County, Texas

