



**RESOLUTION FOR THE ADOPTION OF A RECORDS RETENTION POLICY
FOR
SPICEWOOD AT BULLCREEK HOMEOWNERS ASSOCIATION, INC.**

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WHEREAS Sec. 209.005 of the Texas Residential Property Owners Protection Act, effective January 1, 2012, requires associations to have a written RECORDS RETENTION POLICY, and

WHEREAS, such records shall contain, as a minimum, the following items:

- (1) Certificates of Formation, Bylaws, Restrictive Covenants, and all amendments shall be retained permanently;
- (2) financial books and records shall be retained for seven years;
- (3) account records of current owners shall be retained for five years;
- (4) contracts with a term of one year or more shall be retained for four years after the expiration of the contract term;
- (5) minutes of meetings of the owners and the board shall be retained for seven years; and
- (6) tax returns and audit records shall be retained for seven years.
- (7) There will be no charge for copying and production of electronic copies of records up to 50 pages when requested in writing by members. Paper copies of requested records will be \$0.10 per page. Records posted on the website will not be provided.

BE IT RESOLVED, that the RECORDS RETENTION POLICY of the association shall be as stated above. To the extent that any of this policy differs from Texas State Law, such law will apply.

BE IT FURTHER RESOLVED that the RECORDS RETENTION POLICY shall be be filed in the official public records of Travis County, Texas.

This resolution was passed by vote of the Board of Directors of the Association on the date set forth below to be effective from January 1, 2012.

Executed this, 27th day of November, 2012.

By:

Name (printed): ELOY RODRIGUEZ

Title: President, SPICEWOOD AT BULLCREEK HOMEOWNERS ASSOCIATION, INC.

State of Texas
County of Travis

Sworn to and subscribed before me on the 30 day of November, 2012

Notary Public Signature

Geraldyn Gavrilov
Printed or Typed Name of Notary

