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Cypress Lake Gardens Property Owners Association (CLGPOA) DOCUMENT RETENTION AND DISPOSITION POLICY

CYPRESS LAKE GARDENS PROPERTY OWNERS ASSOCIATION, INC., a Texas Non-Profit Corporation and Texas Property Owners' Association has adopted the following Documents Retention and disposition Policy and hereby records this document as allowed by Section 209.005 of the Texas Property Code.

The records of the Association will be kept either in paper or electronic form as outlined in this policy. Any records that do not have a records retention schedule as specified in this document may be discarded at any time without written notification.

PERMANENTLY

General ledgers and journals
Payroll records, including W-2's, 940's, 941's
Year-end financial statement
Tax returns and supporting documents
Articles of Incorporation, Bylaws, Meeting Minutes, etc.
Retirement plan records
Mortgages and deeds

10 YEARS

Bank statements and canceled checks
AP & AR documents
Invoices and billing information (customers and vendors)
Leases
Contacts with clients and suppliers

7 YEARS

Expense reports
Employee agreements/contracts/termination records
Documents related to litigation
Inventory documentation

3 YEARS

Employment applications
Employment disability and illness benefit records
Expired insurance policies
General correspondence

DESTRUCTION OF RECORDS

The Association will be responsible for complying with the records retention policy and the destruction of records. The destruction of records should be done to preserve the confidentiality of the documents.

Before the destruction of any records, the Board of Directors will be notified that documents are set to be destroyed in accordance with this policy. The Board will review the information and consent to the categories of items proposed for destruction. After approval by the Board, the documents will be destroyed. The destruction of documents (both hardcopy and electronic) may be by shredding, pulping, or any other method that destroys media beyond reconstruction in an environmentally sound manner.

This policy may be amended from time to time by the Board of Directors.

CYPRESS LAKE GARDENS PROPERTY OWNERS ASSOCIATION, INC.
A Texas Non-Profit Corporation

By: _____

Q. Scott Postert
President

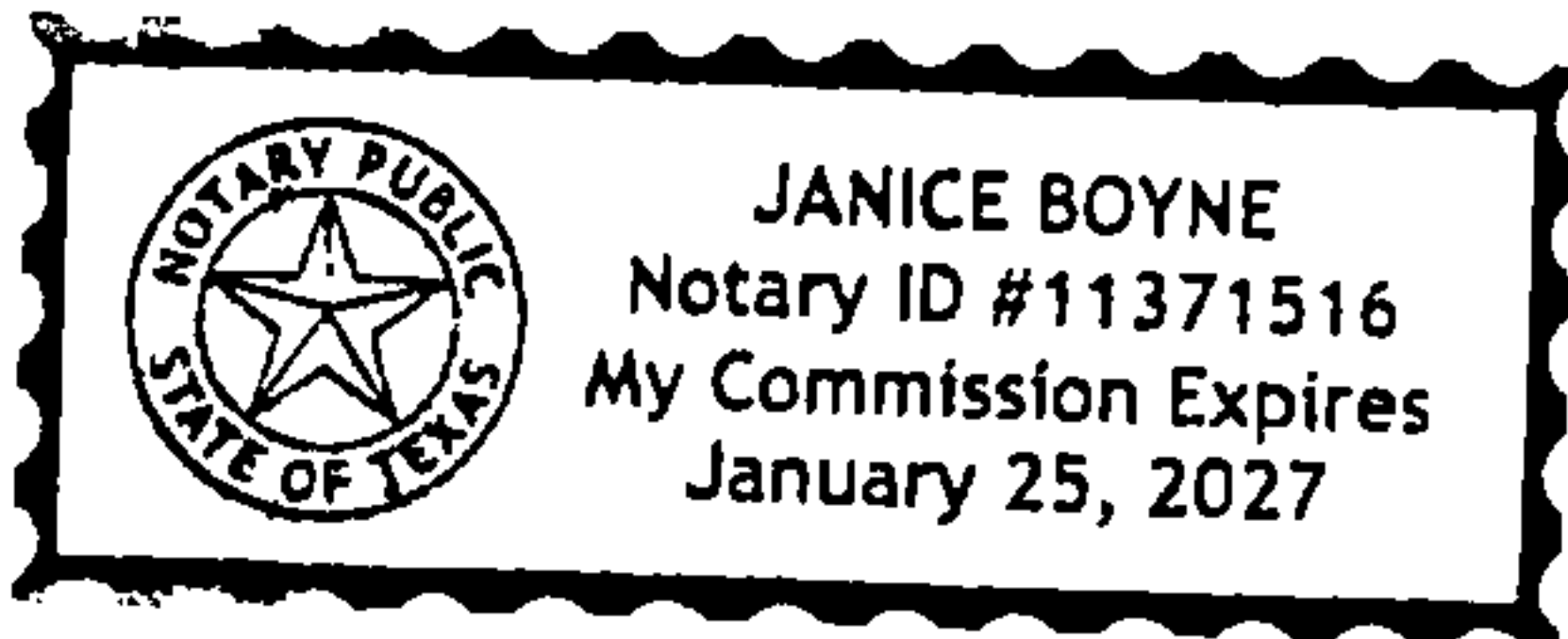
By: _____

Larry K. Young
Secretary

THE STATE OF TEXAS

COUNTY OF COMAL

This instrument was acknowledged before me this 16 day of February 23, by Q. Scott Postert, President of the Cypress Lake Gardens Property Owners Association, Inc., a Texas non-profit corporation, on behalf of such corporation.

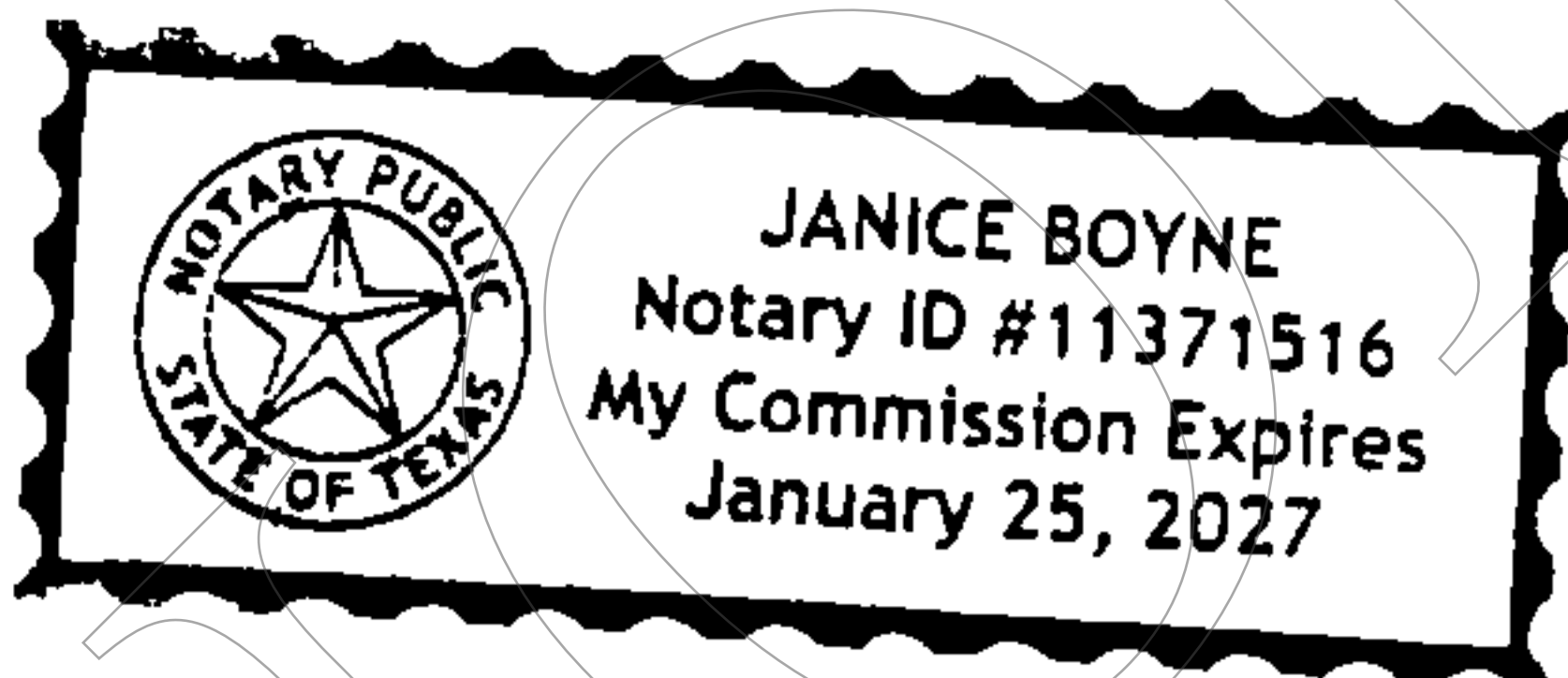


Janice Boyne
Notary Public Signature

THE STATE OF TEXAS

COUNTY OF COMAL

This instrument was acknowledged before me this 16 day of February 23, by Larry K. Young, Secretary of the Cypress Lake Gardens Property Owners Association, Inc., a Texas non-profit corporation, on behalf of such corporation.



Janice Boyne
Notary Public Signature

Filed and Recorded
Official Public Records
Bobbie Koepp, County Clerk
Comal County, Texas
04/27/2023 03:10:01 PM
LAURA 3 Page(s)
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Bobbie Koepp