



Dana DeBeauvoir

Dana DeBeauvoir, County Clerk
Travis County, Texas

Sep 02, 2021 11:06 AM Fee: \$46.00

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Electronically Recorded

**CERTIFIED RESOLUTION OF THE BOARD OF DIRECTORS
OF BECKETT PLACE TOWNHOME ASSOCIATION
ADOPTING DOCUMENT RETENTION POLICY**

The undersigned, Joni Salminen, as the duly elected, qualified and acting Secretary of the Beckett Place Townhome Association, a Texas nonprofit corporation (the "Association"), hereby certifies on behalf of the Association that the following resolutions were duly adopted by the Board of Directors of the Association (the "Board") at a meeting of the Board held on AUGUST 30, 2021, and that such preamble and resolutions have not been amended or rescinded and are in full force and effect on the date hereof.

WHEREAS, the Board desires to adopt a document retention policy to govern the retention and destruction of the records of the Association.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby adopts the document retention policy set forth on Exhibit "A", attached hereto and incorporated herein by reference.

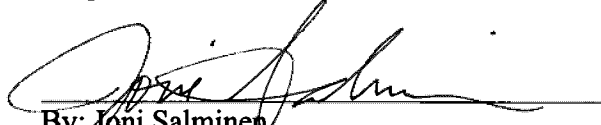
BE IT RESOLVED, FURTHER, that, the Secretary of the Association is hereby authorized and empowered, in the name and on behalf of the Association, from time to time to do and perform all such further acts and things and to execute and deliver all such further instruments as he or she may deem necessary or advisable to carry out and effectuate the intent and purposes of the foregoing resolutions and of the actions referred to therein.

BE IT RESOLVED, FURTHER, that any actions taken by the officers or directors of the Association prior to the date of this action or hereafter that are within the authority conferred hereby are hereby ratified, confirmed and approved as the act and deed of the Association.

[SIGNATURE PAGE FOLLOWS]

SECRETARY'S CERTIFICATE

IN WITNESS WHEREOF, the undersigned has executed this Certificate as Secretary on behalf of the Association to be effective upon the recording of this document in the Official Public Records of Travis County, Texas.

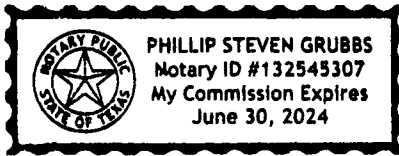

 By: Joni Salminen
 Title: Secretary

STATE OF TEXAS §

COUNTY OF TRAVIS §

This instrument was acknowledged before me on August 30 2021, by Joni Salminen, Secretary of the Beckett Place Townhome Association, a Texas non-profit corporation, on behalf of said non-profit corporation.


 Notary Public Signature

**AFTER RECORDING PLEASE RETURN TO:**

Gregory S. Cagle
 CAGLE PUGH, LTD. LLP
 4301 Westbank Drive, Ste. A-150
 Austin, Texas 78746

EXHIBIT "A"**DOCUMENT RETENTION POLICY****I. INTRODUCTION****1.1 Scope**

This Document Retention and Destruction Policy (this "Policy") applies to the Beckett Place Townhome Association, a Texas non-profit corporation (the "Association"), the Association's managing agent (the "Manager"), the Association's employees, and the Association's Board of Directors (the "Board").

Documents and records maintained by the Association's legal counsel are not subject to this Policy.

1.2 Purpose

This Policy is created to establish guidelines for identifying, retaining, storing, protecting, and disposing of the Association's books, records and other documents in the Association's possession and to ensure that the Association adheres to legal and business requirements in an efficient and cost-effective manner. For purposes of this Policy, the term "Records" means any documentary material which is generated or received by the Association in connection with transacting its business or is related to the Association's legal obligations. The Records include, among others, writings, drawings, graphs, charts, photographs, tape, disc, audio recordings, microforms, and other electronic documents from which information can be obtained or translated such as electronic mail, voice mail, floppy disks, hard discs, and CD ROMs. The Records of the Association do not include email correspondence of a member of the Board sent or received by the Board members at his or her personal email address unless the email correspondence constitutes a written consent by the Board member of an action to be taken by the Association or the Board member has forwarded the email correspondence to the Association's Secretary or its Manager for the purpose of being retained by the Association as part of its Record.

1.3 Policy

It is the Association's policy to maintain complete and accurate copies of Records. 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 other purposes as set forth in this Policy. Records that are no longer required, or have satisfied their recommended period of retention, are to be destroyed in an appropriate manner. Unless otherwise directed by legal counsel, Records may be scanned and maintained in an electronic format.

The Manager, or in the event there is no managing agent, the Association's Secretary, is responsible for ensuring that the Association's Records are identified, retained, stored, protected, and subsequently disposed of, in accordance with the guidelines set forth in this Policy.

1.4 Board Members

The Association does not require members of the Board to maintain any Records that were generated by the Association. However, if a Board member receives Records relating to the Association which were not generated by the Association or not received through the Association, the Board member must send the originals of such Records to the Manager or Secretary of the Association (as is applicable) to be maintained in the Association's books and records.

When a Board member ceases to be a Board member, such Board member shall turn over to the Manager or the Secretary of the Association (as is applicable) all Records and files relating to the business of the Association which are not otherwise in the Association's books and records.

1.5 Annual Purge of Files

The Manager or Secretary of the Association (as is applicable) shall conduct an annual purge of files from the Association's books and records. The annual purge of files is to be conducted during the first quarter of each calendar year.

1.6 Destruction Procedure

If the Records to be destroyed are of public record, it is recommended that they be recycled. If recycling is not possible, such Records may be placed in a trash receptacle.

If the Records to be destroyed are not of public record, they should only be recycled if their confidentiality can be protected; otherwise, such Records should be destroyed in a manner that ensures the information contained thereon remains confidential.

1.7 Miscellaneous

Copies of any Records may be destroyed, provided that an original is maintained in the Association's books and records or is otherwise not required to be maintained pursuant to this Policy.

1.8 Onset of Litigation

At the onset of litigation, or if it is reasonably foreseeable that litigation may be imminent, all Records potentially relevant to the dispute must be preserved.

At the direction of legal counsel, the Manager or Secretary of the Association (as is applicable) will advise the Board and any other person who may be in possession of Records of the matter and instruct them that all Records potentially relevant to such litigation must not be destroyed. At the conclusion of the litigation, as determined by legal counsel, the "hold" period will cease, and the time periods otherwise provided in this Policy will recommence.

II. DOCUMENT RETENTION PERIODS

Set forth below is a chart detailing the required retention periods for Records of the Association. Records are grouped into five functional categories as set forth below. For purposes

of this Policy, the term "**Permanent**" means that the retention period for that Record is for the life of the Association, and the term "**Termination**" means expiration of the term of the applicable Record. For example: "Termination+ 4 years" means four (4) years beyond expiration of the term of such Record.

1.	<u>Accounting Records</u>	<u>Retention Period</u>
	Audit Reports	Permanent
	Chart of Accounts	Permanent
	Fixed Asset Purchases	Permanent
	General Ledger	Permanent
	Accounts Payable	7 years
	Account Receivable	7 years
	Expense Records	7 years
	Financial Statements (Annual)	7 years
	Inventory Records	7 years
	Loan Payment Schedules	7 years
	Tax Returns	7 years
2.	<u>Bank Records</u>	<u>Retention Period</u>
	Bank Reconciliation	7 years
	Bank Statements	7 years
	Cancelled Checks	7 years
	Electronic Payment Records	7 years
3.	<u>Governing Documents and Corporate Records</u>	<u>Retention Period</u>
	Articles or Certification of Incorporation, Bylaws, Declaration, and other Restrictive Covenants, including any amendments thereto	Permanent
	Voting Records, Proxies, and Correspondence Relating to Amendments to the Declaration	Permanent
	Rules and Regulations	Permanent
	Policies and Guidelines	Permanent
	Record of Actions of Board or Members taken by Written Ballot or Written Consent in Lieu of a Meeting	Permanent
	Record Meeting Notice Waivers	Permanent
	Business Licenses	Permanent
	Correspondence from Legal Counsel	Permanent
	Leases/Mortgages	Permanent
	Board Meeting Minutes and Resolutions	Permanent
	Member Meeting Minutes	Permanent
	Committee Minutes	7 years
	Contracts	Termination + 4 Years
	Insurance Policies	Termination + 4 Years
	Account Records of Current Association Members	5 Years

4.	<u>Employee Records</u>	<u>Retention Period</u>
	Benefit Plans	Permanent
	Pension/Profit Sharing Plans	Permanent
	Employee Files (ex-employees)	7 Years
	Employment Taxes	7 Years
	Payroll Records	7 Years
	Employment Applications, Resumes, Ads, or Notices for Job Opportunities	3 Years
5.	<u>Real Property Records</u>	<u>Retention Period</u>
	Construction Records	Permanent
	Warranties	Permanent
	Leasehold Improvements	Permanent
	Real Estate Purchases	Permanent
	Lease Payment Records	7 Years
6.	<u>Association Records</u>	<u>Retention Period</u>
	Architectural Review Applications and Determinations	Permanent
	Variance Documents	Permanent
	Resale Certificates	Permanent
	Condominium Information Statements and all Amendments Thereto	Permanent
	Construction or As-Built Drawings of all Capital Improvements and Buildings	Permanent
	Plans and Specifications used to Construct the Condominium	Permanent
	Approvals of Modifications of the Common Elements	Permanent