

BARTON CREEK NORTH PROPERTY OWNERS' ASSOCIATION, INC.
RECORD RETENTION POLICY

The Board of Directors of the Barton Creek North Property Owners' Association hereby adopts the Record Retention Schedule set forth in the attached Exhibit A, and directs the Property Manager to implement the schedule in accordance with the following:

1. All permanent records will be maintained in the offices of the Property Manager serving Barton Creek North.
2. All records of the Master Architectural Control Committee which are not designated as permanent will be maintained at the offices of the Property Manager for three years, including the current year (CY), and then transferred to storage.
3. All other records of the Association will be maintained at the offices of the Property Manger for three years, including CY, and then transferred to storage.
4. All records involved in litigation will be set aside as permanent records unless otherwise advised by legal counsel.
5. At the end of the storage period, non-permanent records will be destroyed by shredding or other suitable means.

Adopted at a regular meeting of the Barton Creek North Board of Directors held on November 16, 2011.

BARTON CREEK NORTH PROPERTY OWNERS' ASSOCIATION, INC.
RECORD RETENTION SCHEDULE

Governing Documents

Master and Development Area Declarations with amendments, Articles of Incorporation, Bylaws, Committee Charters, Authorities, Code of Conduct, Guidelines, Rules, Policies, Procedures, Variances, Easements, Licenses, Restrictive Covenants, Plats.....perm

Homeowner, Board and Committee Meeting Minutes, Resolutions, Unanimous Actions.....CY+7

Financial Records

Audits and supporting documents.....CY+7

Financial Statements and supporting documents.....CY+7

Tax returns and supporting documents.....CY+7

Approval documents.....CY+7

Owner Account Information.....CY+5

Terminated/Inactive Contracts

Management Contracts.....CY+4

Maintenance Contracts.....CY+4

Settlement Agreements.....Perm

Other contracts, agreements, warranties, etc.....CY+4

Insurance Policies.....CY+7

Correspondence/General Files

Disputes.....perm

Other.....CY+2

Architectural Control Committee

Site plans, elevations, pools, landscape plans, variances, additions, issues needing correction, resale certificates.....Perm

Other construction plans.....CY+5

Correspondence.....CY+5

Landscape Committee

Master Landscaping Plan.....perm
Other.....CY+5

Litigation Files

Active.....perm
Closed.....perm or as advised by counsel

Adopted by the Board of Directors at a regular meeting held November 16, 2011