

SCANNED

Resolution 41  
Records retention policy



PI2-20110230063-2

**Villages of Westcreek**  
Owners' Association

RESOLUTION OF THE BOARD OF DIRECTORS OF  
VILLAGES OF WESTCREEK OWNER'S ASSOCIATION  
RECORDS RETENTION POLICY

STATE OF TEXAS       §  
                                  §     KNOW ALL MEN BY THESE PRESENT:  
COUNTY OF BEXAR   §

Pursuant to Section 209.005(m), Texas Property Code, The Villages of Westcreek Owner's Association, acting through its Board of Directors, has adopted the following records retention policy, to-wit:

- (1) The certificate of formation(formally known as The Articles of Incorporation), bylaws, restrictive covenants, and all amendments to the certificate of formation, bylaws, and covenants shall be retained permanently;
- (2) All financial books and records shall be retained for seven years;
- (3) The account records of current owners shall be retained for five years;
- (4) All contracts with a term of one year or more shall be retained for four years after the expiration of the contract term;
- (5) All minutes of meetings of the owners and board shall be retained for seven years.
- (6) Federal and State tax returns and audit records shall be retained for seven years.

By their signatures below the President and Secretary of the Association certify that the foregoing was approved by Board of Directors of the Association at a duly-called meeting of the Board of Directors at which a quorum of Directors was present, or by signed, unanimous written consent in lieu of a meeting.

Thus executed this 12 day of DECEMBER, 2011

Villages of Westcreek Owner's Association

By: [Signature]  
John Steele, Its President

ATTEST:

By: [Signature]  
Kenneth Fowler, its Secretary

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STATE OF TEXAS       §  
                                  §  
COUNTY OF BEXAR   §

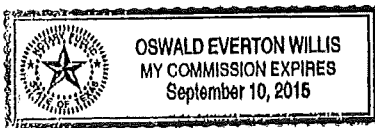
I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, John Steele, President, Villages of Westcreek Owner's Association, on the date execution set forth above.



Oswald E Willis 12-27-11  
Notary Public, State of Texas

STATE OF TEXAS       §  
                                  §  
COUNTY OF BEXAR   §

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, Kenneth Fowler, Secretary, Villages of Westcreek Owner's Association, on the date execution set forth above.



Oswald E Willis 12-27-11  
Notary Public, state of Texas

Any provision herein which restricts the sale, or use of the described real property because of race is invalid and unenforceable under Federal law  
STATE OF TEXAS, COUNTY OF BEXAR  
I hereby Certify that this Instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Real Property of Bexar County, Texas on:

DEC 27 2011



Gerard C. Rickhoff  
COUNTY CLERK BEXAR COUNTY, TEXAS

Doc# 20110230063 Fees: \$20.00  
12/27/2011 2:17PM # Pages 2  
Filed & Recorded in the Official  
Public Records of BEXAR COUNTY  
GERARD C. RICKHOFF COUNTY CLERK