

VILLAGES OF INDIAN CREEK OWNERS ASSOCIATION
Document Retention Policy
State Minimum Standards
H.B. No. 2761

Retain Permanently:

Certificates of Formation

Bylaws

Restrictive Covenants

All Amendments to the Certificates of Formation, bylaws, & Covenants

Retain for Seven (7) Years:

Financial Books & Records

Minutes of Meetings of the Owners & Board

Tax Returns & Audit Records

Retain for Five (5) Years:

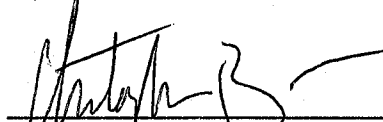
Account Records of Current Owners

Retain for Four (4) Years:

Contracts with a term of one year or more after the expiration of the contract term

Retention may be by hardcopy or electronic means.

Agreed this 14th day of December, 2011 by a dully authorized vote of the Board of Directors.



Christopher Page, President

Village of Indian Creek Owners Association

After recording, please return to:

Junction Property Management

P.O. Box 810552

Dallas, TX 75381-0552