

**HORSESHOE BEND HOMEOWNERS ASSOCIATION  
RECORDS RETENTION GUIDELINES**

In accordance with Chapter 209.005(m) of the Texas Property Code, as amended and effective January 1, 2012, the Board of Directors of the Horseshoe Bend Homeowners Association adopted the following Records Retention Guidelines at their regularly scheduled meeting on June 9, 2012. These guidelines were subsequently approved by members of the Association at their Annual Meeting held October 6, 2012:

<b>Corporate Records</b>	<b>Retention Period</b>
Association meeting minutes (written)	Permanent; Proxies and ballots are maintained for one (1) year after the Annual Meeting
Board meeting minutes (written)	Permanent
Board meeting and/or Association meeting minutes (tape recordings)	2 Years; Longer if litigation is pending
Bylaws, Declarations of Covenants and Articles of Incorporation	Permanent
Board Directives	Permanent
Contracts	Life + 4 years
Guidelines, Rules & Regulations, and/or Policies established by the Board or Association	Permanent
Insurance policies	Life + 4 years
Leases/mortgages	Permanent
Homeowner records	Permanent

Real Property Records	Retention Period
Construction records	Permanent
Leasehold improvements	Permanent
Real estate purchases	Permanent
Dam	Permanent
Lake	Permanent
Lodge & Storage Building	Permanent

Records subject to mandatory retention include the following: Certificate of Formation/Articles of Incorporation, Bylaws, Declarations and all amendments to those documents; Association tax returns and tax audits; financial books and records; account records of current owners; contracts with a term of more than one year, and minutes of member meeting and Board meetings. All other records listed above are not subject to mandatory retention but are retained as noted at the Association's discretion.