



**CALLENDER LAKE PROPERTY OWNERS
IMPROVEMENT ASSOCIATION (CLPOIA)**

**DOCUMENT RETENTION POLICY
REVISED 09-23-17**

In accordance with the Texas Property Code, Chapter 209.005 (m), CLPOIA documents shall be retained in physical or electronic format according to the following schedule:

1. PERMANENTLY:

- a) Certificate of formation (“Articles of Incorporation”),
- b) Bylaws,
- c) Restrictive Covenants (“Restrictions”)
- d) Any amendments to the above, and
- e) All returned ballots, election judge tally sheets, or returned envelopes
Pertaining to general elections, including Board Member elections if
They contain amendments to any of the above.
- f) Minutes of meetings of the Owners and the Board.

2. DOCUMENTS TO BE RETAINED FOR SEVEN (7) YEARS:

- a) Financial books and records
- b) Tax returns and audit records
- c) Insurance Policies

3. DOCUMENTS TO BE RETAINED FOR FIVE (5) YEARS:

- a) Account records of current Owners

4. DOCUMENTS TO BE RETAINED FOR FOUR (4) YEARS:

- a) Contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term.

5. DOCUMENTS TO BE RETAINED FOR ONE (1) YEAR:

- a) Any contract for a term less than one year is to be retained while it is in force and then for one year after expiration.
- b) All returned ballots, election judge tally sheets, or returned envelopes pertaining to Board elections.