

MONTSERRAT HOMEOWNERS ASSOCIATION, INC.

RECORDS RETENTION POLICY

This Records Retention Policy was approved by the Board of Directors for the Montserrat Homeowners Association, Inc. on the 10th day of September, 2013.

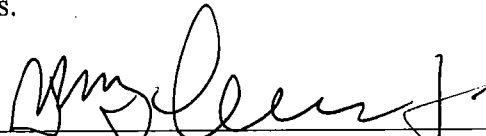
The Association shall maintain its records as follows:

<u>Record</u>	<u>Retention Period</u>
Certificate of Formation/Articles of Incorporation, Bylaws, Declarations, and all amendments to those documents	Permanent
Financial books and records	Seven (7) years
Account records of current owners	Five (5) years
Contracts with a term of more than one year	Four (4) years after contract expires
Minutes of Member meetings and Board meetings	Seven (7) years
Tax returns and audit records	Seven (7) years

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Association's books and records.

CERTIFICATION

I, the undersigned, being the President of the Montserrat Homeowners Association, Inc., hereby certify that the foregoing Resolution was adopted by a majority of the Montserrat Homeowners Association's Board of Directors.



Joseph F. Cleveland, Jr., President

SUBSCRIBED AND SWORN TO BEFORE ME, the undersigned authority, by the above-mentioned Affiant on this 27th day of November, 2013, to certify which witness my hand and seal of office.

Ellen L. Lucas

Notary Public in and for the State of Texas

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