



LMSOA DOCUMENTS & RECORDS POLICY

[EXTERNAL & INTERNAL] DOCUMENT RETENTION POLICY

Lake Medina Shores Owners Association (LMSOA)

DOCUMENT RETENTION POLICY

WHEREAS, Lake Medina Shores Owners Association (LMSOA) ("the Association") constitutes a property owners association under the provisions of Chapter 209 of the Texas Property Code (the "Code") and is composed of 15 or more lots;

WHEREAS, Section 209.005(m) of the Code provides the Association must adopt and comply with a document retention policy that includes, at a minimum, the items specified in Section 209.005(m) of the Code; and

WHEREAS, the Board of Directors of the Association ("the Board") desires to adopt a document retention policy as required under Section 209.005(m) of the Code .

NOW, THEREFORE, the Board hereby adopts this Document Retention Policy (the "Policy"), as set forth below.

1. Policy

Books and records are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for compliance with the document retention periods set forth in this Policy. Records that are no longer required, or that have satisfied their recommended period of retention, may be destroyed in an appropriate manner.

The Association's Secretary is responsible for ensuring that the Association's books and records are identified, retained, stored, protected and subsequently disposed of in accordance with the guidelines set forth in this policy. Books and records that are required to be retained pursuant to this policy may be scanned and maintained in an electronic format.

At no time, shall anyone other than a current Board Member have unfettered access or self-serve access to any LMSOA records. Current Board Members shall have access to all documents needed to do their job barring any potential or actual conflict of interest.



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2. Document Retention Periods

The following books and records are to be retained by the Association for the retention periods specified below. LMSOA may, at its own discretion, keep items for longer periods of time than those indicated above but is not required to.

	Record Type	Retention Period
1	Certificate of Formation (commonly referred to as Articles of Incorporation) and any amendments thereto	Permanently
2	Bylaws and any amendments thereto	Permanently
3	Restrictive Covenants (commonly referred to as Deed Restrictions) and any amendments thereto	Permanently
4	Other dedicatory instruments and any amendments thereto	Permanently
5	Financial Books and Records	7 years
6	Account Records of Current Lot Owners	5 years
7	Contracts with a Term of 1 year or more	4 years after the expiration of the contract term
8	Board Meeting Minutes	7 years
9	General Membership Meeting Minutes	7 years
10	Tax Returns	7 years
11	Audit Records	7 years
12	Architectural Control Committee Decisions related to individual properties	7 years
13	As a courtesy and at the discretion of the Association, account records of former property owners may be retained after they no longer have an ownership interest in the property	Up to 1 year at the discretion of the Association



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CERTIFICATION

IN WITNESS WHEREOF, the undersigned, ERIN MASSEY, as the duly elected, qualified, and acting Secretary of the Lake Medina Shores Owners Association, Inc. (LMSOA), a Texas nonprofit corporation, hereby certifies on behalf of the Association that this Document Retention Policy was duly adopted by the Board of Directors of the Association at a meeting of the Board held on 10/10/23, and shall take effect and supersede any prior document retention policies upon its recording in the Official Public Records of Bandera County, Texas.

Lake Medina Shores Owners Association, Inc. (LMSOA)

A Texas nonprofit corporation

Erin Massey

BY: ERIN MASSEY, ACTING SECRETARY

STATE OF TEXAS §

COUNTY OF BANDERA §

This document retention policy was acknowledged before me on the 7 day of December 2023, by ERIN MASSEY, Acting Secretary of Lake Medina Shores Owners Association, Inc. (LMSOA), a Texas nonprofit corporation.

Margaret Ann Schneider

NOTARY PUBLIC SIGNATURE

Margaret Ann Schneider

NOTARY PUBLIC PRINTED NAME



END

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Maggie @ LMSOA

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As a
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By:
Elizabeth Horan

Any provision herein which restricts the sale, rental or use of the described real property because of color or race is invalid and unenforceable under Federal Law.

STATE OF TEXAS
COUNTY OF BANDERA

I hereby certify that this instrument was filed on the date and time stamped hereon by me and was duly recorded in the volume and and page of the official records of Bandera County as stamped hereon by me.

Dec 07, 2023

Tandie Mansfield, County Clerk
Bandera County