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ELECTRONICALLY RECORDED  
Official Public Records  
12/17/2019 11:02 AM



*L. H. Chambers*  
Lee Haidusek Chambers, County Clerk  
Liberty County, TX Fee: \$ 28.00  
Pages: 4 AGR

**LIBERTY LAKES PROPERTY OWNERS' ASSOCIATION, INC.'S**  
**DOCUMENT RETENTION POLICY**

WHEREAS, Liberty Lakes Property Owners' Association, Inc (the "Association") constitutes a property owners association under the provisions of Chapter 209 of the Texas Property Code ("TPC") and is composed of fifteen (15) or more lots; and

WHEREAS, the Board of Directors of the Association (the "Board") desires to adopt a document retention policy pursuant to TPC Section 209.005(m).

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

**TO THE EXTENT THAT ANY PROVISION OF THIS POLICY IS IN CONFLICT WITH THE TPC OR ANY OTHER APPLICABLE LAW, INCLUDING WITHOUT LIMITATION, GOVERNING TEXAS STATUTES, REGULATIONS, AND/OR COMMON LAW (REPORTED DECISIONS), SUCH CONFLICTING PROVISION SHALL BE SUPERSEDED BY THE APPLICABLE LAW.**

**THIS POLICY SUPERSEDES ANY CONFLICTING POLICIES, RULES, AND REGULATIONS ADOPTED BY THE ASSOCIATION.**

The adoption of this Policy for the purposes stated herein is in compliance with TPC Section 202.006, requiring all property Owners' associations to file all Governing Documents in the real property records of each county in which the Property to which the Governing Documents relate is located. This Policy shall become effective as of the date it is filed in the Official Public Records of Liberty County, Texas.

This Policy may be revoked or amended from time to time by the Board. This Policy will remain effective until the Association records an amendment to this Policy in the public records of Liberty County, Texas.

**LIBERTY LAKES PROPERTY OWNERS' ASSOCIATION, INC.'S**  
**DOCUMENT RETENTION POLICY**

**1. Document Retention 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are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for compliance with the document retention periods set forth in this Policy.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.

**2. Document Retention Periods:**

The following books and records are to be retained by the Association for the retention periods specified below:

<b><u>Record Type:</u></b>	<b><u>Retention Period:</u></b>
Certificate of Formation (formerly referred to as Articles of Incorporation), Bylaws, and Declarations, and any amendments thereto	Permanently
Financial books and records	7 years
Account records of current Lot Owners	5 years
Contracts with a term of one (1) year or more	4 years after the expiration of the contract term
Minutes of Board and Membership Meetings	7 years
Tax returns and audit records	7 years

**3. Other Provisions:**

The Board hereby authorizes and empowers Management to do all such things and perform all such acts as are reasonably necessary to implement and effectuate the purposes of this Policy without further action by the Board.

The terms and conditions of this Policy, as may be amended from time to time by the Board, shall bind all Owners including their heirs, successors, transferees, or assigns, and all Property as defined in the Declaration, and the Property shall hereafter be held, occupied, transferred, and conveyed subject to the terms and conditions of this Policy, as amended.

If a provision of this Policy, or its application to any person or circumstance, is invalid or unenforceable, then the remainder of this Policy or the application of those provisions to other persons or circumstances shall not be affected thereby.

**CERTIFICATION**

IN WITNESS WHEREOF, the undersigned, Lisa Gloyna, as the duly elected, qualified, and acting Secretary of Liberty Lakes Property Owners' Association, Inc., a Texas nonprofit corporation, hereby certifies on behalf of the Association that this Document Retention Policy was duly adopted at a meeting of the Membership held on November 20, 2019 and continued on December 14, 2019, and shall take effect upon its recording in the Official Public Records of Liberty County, Texas.

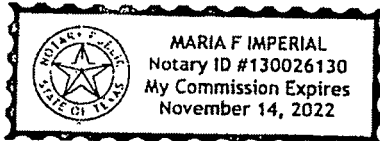
LIBERTY LAKES PROPERTY OWNERS' ASSOCIATION, INC.

a Texas nonprofit corporation

By: *Lisa Gloyna*  
Lisa Gloyna, Secretary

THE STATE OF TEXAS    §  
COUNTY OF HARRIS    §

This instrument was acknowledged before me on the 14 day of December, 2019, by Lisa Gloyna, Secretary of Liberty Lakes Property Owners' Association, Inc., a Texas nonprofit corporation.



*Maria Imperial*  
Notary Public Signature

AFTER RECORDING PLEASE RETURN TO:

Liberty Lakes Property Owners' Association, Inc.  
c/o Lisa Gloyna, Secretary  
P.O. Box 573036  
Houston, Texas 77257