

SOUTHGATE PROPERTY OWNERS ASSOCIATION DOCUMENT RETENTION POLICY

WHEREAS, Southgate Property Owners Association (the “Association”) constitutes a property owners association under the provisions of Chapter §209 of the Texas Property Code (the “Code”) and is composed of at least eighty-eight (88) or more lots;

WHEREAS, Section §209.005(m) of the Code provides that 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.

DOCUMENT RETENTION POLICY

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are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for compliance with the document retention periods set forth in this Policy.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

2. Document Retention Periods:

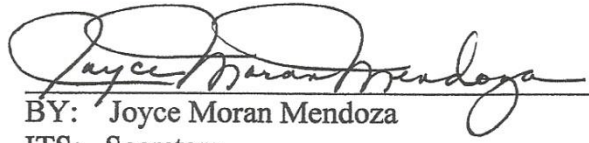
The following books and records are to be retained by the Association for the retention periods specified below:

<u>Record Type:</u>	<u>Retention Period:</u>
Articles of Incorporation, Bylaws, 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

CERTIFICATION

IN WITNESS WHEREOF, the undersigned Joyce Moran Mendoza, as the duly elected, qualified, and acting Secretary of Southgate Property Owners Association, a Texas non-profit 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 June 13, 2018 and shall take effect upon its recording in the Official Public Records of Hidalgo County, Texas.

**SOUTHGATE PROPERTY OWNERS ASSOCIATION
a Texas non-profit corporation**


BY: Joyce Moran Mendoza
ITS: Secretary

THE STATE OF TEXAS §
COUNTY OF HIDALGO §

This instrument was acknowledged before me on the 13th day of June, 2018, by Joyce Moran Mendoza, Secretary of Southgate Property Owners Association, a Texas non-profit corporation.


Notary Public Signature




CERTIFICATE OF ATTESTATION

The undersigned being the Southgate Property Owners Association duly elected Board of Directors, hereby unanimously enact and approve the:

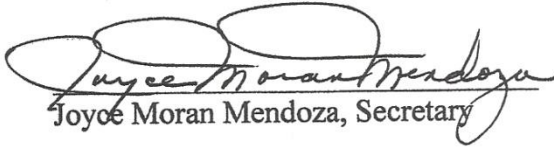
**SOUTHGATE PROPERTY OWNERS ASSOCIATION
DOCUMENT RETENTION POLICY**




Claude J. Buckland, President



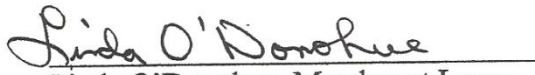
Viola De Ochoa, Vice President



Joyce Moran Mendoza, Secretary



George Herrington, Treasurer



Linda O'Donohue, Member at Large

THE STATE OF TEXAS §
COUNTY OF HIDALGO §

Before me, the Southgate Property Owners Association Board of Directors on this date personally appeared Claude J. Buckland, President; Viola De Ochoa, Vice President; Joyce Moran Mendoza, Secretary; George Herrington, Treasurer; and Linda O'Donohue, Member at Large. Known to me to be the persons whose names are subscribed in the Certificate of Attestation and acknowledged to me that they each executed the same in the capacities stated and for the purposes and consideration therein expressed.

This instrument was acknowledged before me on the 13th day of

June, 2018

(Seal)



Notary Public Signature





Hidalgo County
Arturo Guajardo Jr.
County Clerk
Edinburg, Texas 78540

Document No: 2925155

Billable Pages: 5

Recorded On: June 15, 2018 11:01 AM

Number of Pages: 6

*****Examined and Charged as Follows*****

Total Recording: \$ 52.00

*****THIS PAGE IS PART OF THE DOCUMENT*****

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.

File Information:

Document No: 2925155
Receipt No: 20180615000164
Recorded On: June 15, 2018 11:01 AM
Deputy Clerk: Tania Rivera
Station: CH-1-CC-K11

Record and Return To:

Southgate Property Owners Association
100 West Moore Rd #91
Original returned to customer/PCR
Pharr TX 78577



STATE OF TEXAS
COUNTY OF HIDALGO

I hereby certify that this Instrument was FILED in the File Number sequence on the date/time printed hereon, and was duly RECORDED in the Official Records of Hidalgo County, Texas.

Arturo Guajardo Jr.
County Clerk
Hidalgo County, Texas