

**SPRING CREEK OAKS COMMUNITY IMPROVEMENT ASSOCIATION  
DOCUMENT RETENTION POLICY**

This document sets forth the Spring Creek Oaks Community Improvement Association's general policy regarding the retention of all documents created, produced and/or utilized by the Association.

The Association shall follow the document retention policy described below:

**1. Permanently Retained Documents.**

- a. Certificate of Formation / Articles of Incorporation, and all amendments thereto;
- b. Bylaws of the Association, and all amendments thereto;
- c. Declaration of Covenants, Conditions and Restrictions for all Sections of the subdivisions governed by Spring Creek Oaks Community Improvement Association, and all amendments, supplements, annexation agreements and other documents related thereto.

**2. Documents Retained for Not Less than Seven (7) Years.**

- a. Financial books;
- b. Financial records;
- c. Minutes of the meetings of the owners;
- d. Minutes of the meetings of the board;
- e. Tax returns;
- f. Audit records.

**3. Documents Retained for Not Less than Five (5) Years**

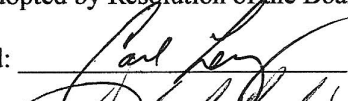
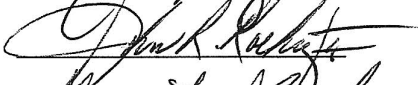

- a. Account records of all current owners;

**4. Documents Retained for Not Less than Four (4) Years**

- a. All contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term. All records of decisions reached by the Board of Directors and/or Architectural Committee regarding applications, variances, waivers and/or related matters associated with individual properties.

Adopted by Resolution of the Board of Directors on DECEMBER 5, 2011.

Signed: \_\_\_\_\_

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