

Property Owners' Association
Document Retention Policy
State Minimum Standards
H.B. No. 2761

Retain Permanently:

- Certificates of Formation
- Bylaws
- Restrictive Covenants
- All Amendments to the Certificates of Formation, bylaws, & Covenants

Retain for Seven (7) Years:

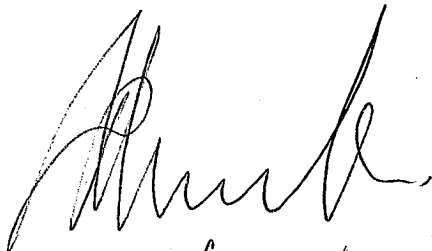
- Financial Books & Records
- Minutes of Meetings of the Owners & Board
- Tax Returns & Audit Records

Retain for Five (5) Years:

- Account Records of Current Owners

Retain for Four (4) Years:

- Contracts with a term of one year or more after the expiration of the contract term


12/01/11