

Document Retention Policy

Date: July 11, 2022

Subdivision: Muir Wood

Property Owners Association: Muir Wood Homeowners Association, Inc., established by the certificate of formation filed with the secretary of state of Texas on November 29, 2021, under file number 804332932.


The Board of Directors of the Property Owners Association has adopted this Document Retention Policy in accordance with Texas Property Code section 209.005.

The Property Owners Association shall retain the documents referenced below for the period indicated, after which such documents may be destroyed. Documents related to the Property Owners Association but not otherwise described below may be retained or destroyed as deemed appropriate in the reasonable business judgment of the directors, officers or representatives of the Property Owners Association having control of such documents.

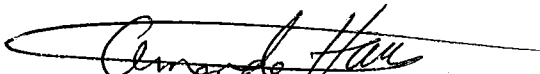
1. The Certificate of Formation of the Property Owners Association, the Bylaws of the Property Owners Association, and the Declaration for the Subdivision are records of the Association which shall be retained permanently.
2. Financial books and records of the Association shall be retained for seven years.
3. Account records of current owners shall be retained for five years.
4. Contracts for a term of one year or more shall be retained for four years after the expiration of the applicable contract term.
5. Minutes of the meetings of owners and minutes of the meetings of the Board of Directors of the Property Owners Association shall be retained for seven years.
6. Tax returns and audit records shall be retained for seven years.

The records referenced above may be retained by the Property Owners Association in paper form or electronic form readily able to be printed.

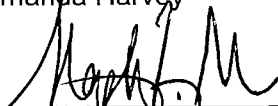
BOARD OF DIRECTORS:



Jason Williams



Amanda Harvey



Stephen Grove