

**OAK HOLLOW ESTATES HOMEOWNERS ASSOCIATION**

**DOCUMENT RETENTION POLICY**

**Per Texas Property Code, Chapter 209, Revised 2011**

All documents will be retained as follows:

- (1) certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates of formation, bylaws, and covenants shall be retained permanently;
- (2) financial books and records shall be retained for a minimum of seven years;
- (3) account records of current owners shall be retained for a minimum of five years;
- (4) contracts with a term of one year or more shall be retained for a minimum of four years after the expiration of the contract term;
- (5) minutes of meetings of the owners and the board shall be retained for a minimum of seven years;  
and
- (6) tax returns and audit records shall be retained for a minimum of seven years.