

FOREST WEST OWNERS ASSOCIATION, INC.

DOCUMENT RETENTION POLICY

WHEREAS, pursuant to Section 82.1141(l) of the Texas Uniform Condominium Act, the Forest West Owners Association, Inc. (the "Association") is required to adopt a document retention policy for the Association's books and records.

NOW, THEREFORE, IT IS RESOLVED, in order to comply with the procedures set forth by Section 82.1141(l) of the Texas Uniform Condominium Act, that the following procedures and practices are established for the maintenance and retention of the Association's books, records and related documents, and the same are to be known as the "Document Retention Policy" of the Association.

1. **Purpose**. The purpose of this Document Retention Policy is to ensure that the necessary records and documents of the Association are adequately protected and maintained.

2. **Administration**. The Association is in charge of the administration of this Document Retention Policy and the implementation of processes and procedures to ensure that the Records Retention Schedule attached as Exhibit "A" is followed. The Board is authorized to make modifications to this Records Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and that the schedule includes the appropriate document and record categories for the Association.

3. **Suspension of Record Disposal in Event of Litigation or Claims**. In the event the Association is served with any subpoena or request for documents or the Association becomes aware of a governmental investigation or audit concerning the Association or the commencement of any litigation against or concerning the Association, all documents relating or pertaining to such investigation, claim or litigation shall be retained indefinitely, and any further disposal of documents shall be suspended and shall not be reinstated until conclusion of the investigation or lawsuit, or until such time as the Board, with the advice of legal counsel, determines otherwise.

4. **Applicability**. This Document Retention Policy applies to all physical records generated in the course of the Association's operation, including both original documents and reproductions. It also applies to electronic copies of documents. Any electronic files that fall under the scope of one of the document types on the Records Retention Schedule below will be maintained for the appropriate amount of time. Documents that are not listed on Exhibit "A", but are substantially similar to those listed in the Records Retention Schedule, should be retained for a similar length of time.

This policy shall supersede and replace any previously adopted policy to the extent that the terms of such policy are inconsistent with this policy. In the event of any conflict between Section 82.1141(l) of the Texas Uniform Condominium Act and any restrictions contained in any dedicatory instrument of the Association, Section 82.1141(l) and this policy control.



IT IS FURTHER RESOLVED that this Document Retention Policy is effective upon adoption and recordation hereof, to remain in force and effect until revoked, modified or amended.

This is to certify that the foregoing policy was adopted by the Board of Directors at a meeting of same on _____, and has not been modified, rescinded or revoked.

DATE: 11/9/21


Secretary

EXHIBIT A – RECORD RETENTION SCHEDULE

A. DEDICATORY INSTRUMENTS/GOVERNING DOCUMENTS

Any certificates of formation, bylaws, dedicatory instruments, and all amendments to the certificates of formation, bylaws, and dedicatory instruments Permanently

B. FINANCIAL RECORDS

Financial books and records 7 years

C. RECORDS OF OWNERS' ACCOUNTS

Account records of current unit owners 5 years

D. CONTRACTS

Contracts with a term of one year or more 4 years after expiration

E. MEETING MINUTES

Minutes of meetings of the unit owners and the board 7 years

F. TAX RETURNS AND AUDIT RECORDS

All tax returns and audit records for the Association 7 years