

**MESQUITE RIDGE MASTER ASSOCIATION, INC.
DOCUMENT RETENTION POLICY**

WHEREAS, Mesquite Ridge Master Association, Inc. (the "Association") constitutes a property owners association under the provisions of Chapter 209 of the Texas Property Code (the "Code");

WHEREAS, Section 209.005(m) of the Code requires the Association to adopt a document retention policy; and

WHEREAS, the Board of Directors of the Association (the "Board") desires to adopt such a document retention policy as required under Section 209.005(m) of the Code.

NOW, THEREFORE, the Board hereby adopts the Document Retention Policy (this "Policy"), as set forth below.

Document Retention Policy

1. Purpose. The purpose of this Policy is to ensure that necessary records and documents of the Association are adequately protected and maintained and to ensure that records that are no longer needed by the Association or are of no value are discarded at the proper time.

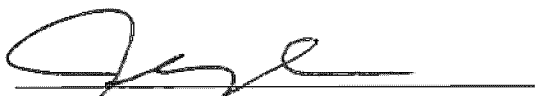
2. Policy. Attached as Exhibit "A" is a schedule setting forth the period that the Association will maintain certain records and documents. Records and documents not listed in Exhibit "A" are to be retained by the Association for the duration deemed to be useful by the Association, unless longer retention is legally or contractually required.

3. Administration. The Association's Secretary or manager is responsible for ensuring that the Association's books and records are identified, retained, stored, protected, and subsequently disposed of, in accordance with the guidelines set forth in this Policy. Books and records that are required to be retained pursuant to this Policy may be scanned and maintained in an electronic format.

CERTIFICATION

IN WITNESS WHEREOF, the undersigned, Josh Langham, as the duly elected, qualified and acting President of Mesquite Ridge Master Association, Inc., a Texas nonprofit corporation, hereby certifies on behalf of the Association that this Document Retention Policy was duly adopted by the Board of Directors of the Association and shall take effect upon its recording in the Official Public Records of Randall County, Texas.

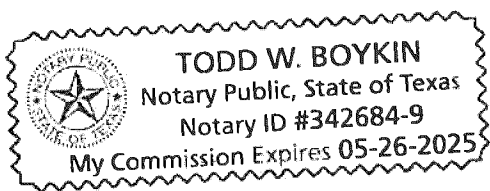
MESQUITE RIDGE MASTER ASSOCIATION, INC.,
a Texas nonprofit corporation



BY: Josh Langham
ITS: President

STATE OF TEXAS §
COUNTY OF Randall §
§

This instrument was acknowledged before me, the undersigned authority, on the 27th day of October, 2021, by Josh Langham, President, of Mesquite Ridge Master Association, Inc., a Texas nonprofit corporation, on behalf of said nonprofit corporation.



Todd W. Boykin
Notary Public, State of Texas

Exhibit "A"
Retention Schedule

<u>Record Type</u>	<u>Retention Period</u>
Certificate of Formation (including all amendments)	Permanently
Bylaws (including all amendments)	Permanently
Restrictive covenants (including all amendments)	Permanently
Master Declaration (including all amendments)	Permanently
Financial books and records	7 years
Account records of current owners	5 years
Contracts with a term of one year or more	4 years after the expiration of the contract term
Minutes of meetings of the owners and the board	7 years
Tax returns and audit records	7 years

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS



Susan B. Allen

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10/29/2021 10:47:27 AM
Fee: \$34.00
Susan B. Allen, County Clerk
Randall County, Texas
AG