

WOLF PEN CREEK HOMEOWNERS ASSOCIATION

**DOCUMENT RETENTION POLICY**

Adopted by the Board of Directors 8 December 2012

Wolf Pen Creek Homeowners Association  
Hoelscher Lipsey Elmore and Poole  
Post Office Box DT  
1021 University Drive, College Station, TX 77840  
Attention: Cully Lipsey, Attorney at Law

It is the policy of the Wolf Pen Creek Homeowners Association (the "Association") to retain the Association's records for the time periods shown below. Permanent Corporate records will be filed at the Brazos County Courthouse. Copies will be available at the Associations address above. Current Accounting records will be available from the Treasurer. Other records will be maintained in a Safe Deposit Box at the Association's bank.

Type of Record	Retention Period in years	
<b>ACCOUNTING</b>		
Account records of current owners	5	Prop. Code Sec. 209.005(m)(3)
All other financial records and books	7	Prop. Code Sec. 209.005(m)(2)
<b>CORPORATE RECORDS</b>		
Certificates of Foundation and all amendments	Permanent	Prop. Code Sec. 200.005(m)(1)
Bylaws and all amendments	Permanent	Prop. Code Sec. 200.005(m)(1)
Restrictive Covenants	Permanent	Prop. Code Sec. 200.005(m)(1)
Standards Identified by the Board	Permanent	Prop. Code Sec. 200.005(m)(1)
Minutes of meetings of the Owners and The Board of Directors	7	Prop. Code Sec. 200.005(m)(5)
<b>LEGAL</b>		
Contracts with a term of one year or more	4 years after the expiration of the Contract Term	Prop. Code Sec. 200.005(m)(4)
<b>PERSONNEL</b> (The Association has no employees at the present time)		
Employee earnings/payroll records	3	FLSA, Equal Pay Act
Time cards/sheets	3	FLSA
Form I-9	3 years after date of hire or 1 year after date of termination, whichever is later	Immigration Reform and Control Act
<b>TAXES</b> (Under papers filed on February 7, 2005 the Association is a Texas Non-Profit Corporation with no tax liability, other than sales taxes on goods and services.)		
Income tax returns, audit records and cancelled checks (Federal, State, Local)	7	Prop. Code Sec. 200.005(m)(7), IRS Code
Payroll Tax Returns	7	IRS Code