

STATE OF TEXAS § RESOLUTION ADOPTING RECORDS
 § RETENTION POLICY FOR THE BAY POINT
COUNTY OF CALHOUN § PROPERTY OWNERS' ASSOCIATION, INC.

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE BAY POINT PROPERTY OWNERS' ASSOCIATION, INC.
REGARDING RECORDS RETENTION POLICY**

Pursuant to Section 209.005(m) of the Texas Property Code, The Bay Point Property Owners' Association, Inc., hereinafter referred to as "Association", acting by and through its Board of Directors, has adopted the following records retention policy, to-wit:

Records of the Association shall be kept on the following schedule:

- (1) The certificate of formation, bylaws, restrictive covenants, and all amendments to the certificate for formation, bylaws and covenants shall be retained permanently.
- (2) Financial books and records shall be retained for seven years.
- (3) Account records of current owners shall be retained for five years.
- (4) Contracts with a term of one year or more shall be retained for four years after the expiration of the contract term.
- (5) Minutes of meetings of the owners and the Board shall be retained for seven years.
- (6) Tax returns and audit records shall be retained for seven years.
- (7) Emails are not stored or saved electronically by Board Members, Committee Members, or anyone associated with the Association, including a management company. In the event that any communication is kept that started as an email, it will be printed and kept with the subject it involves. Emails are not kept as a practice and they are printed as necessary. In the event that an email is printed it may only contain the final decision or request, and not all pages of communication.

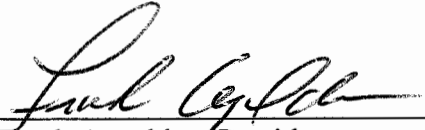
By their signatures below the President and the Secretary of the Association certify that the foregoing resolution was approved by the Board of Directors of the Association at a duly-called meeting of the Board of Directors at which a quorum of Directors was present, or by signed unanimous written consent in lieu of a meeting.

[Signatures follow on next page]

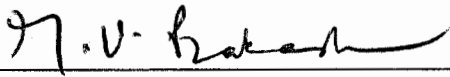
INSTRUMENT PUBLISHED RECORDS SAMPLE PAGE(S)

PASSED, ADOPTED AND APPROVED on this the 17 day of November 2012.

The Bay Point Property Owners' Association, Inc.

By: 
Frank Anzaldua, President

ATTEST:

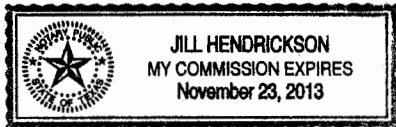
By: 
MOKKARALA PRAKASH, Secretary

THE STATE OF TEXAS §
§
COUNTY OF Calhoun §

CERTIFICATE OF ACKNOWLEDGMENT

Before me, the undersigned Notary Public, on this day personally appeared Frank Anzaldua, President, The Bay Point Property Owners' Association, Inc., known to me through personal acquaintance or proper identification to be the person whose name is subscribed to the foregoing instrument, and who acknowledged to me that he executed the instrument for the purposes and considerations therein expressed.

Given under my hand and seal of office on this 18th day of December, 2012.



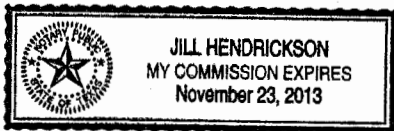
Jill Hendrickson
Notary Public in and for The State of Texas

THE STATE OF TEXAS §
§
COUNTY OF Calhoun §

CERTIFICATE OF ACKNOWLEDGMENT

Frank Anzaldua For the Secretary, The Bay Point Property Owners' Association, Inc., known to me through personal acquaintance or proper identification to be the person whose name is subscribed to the foregoing instrument, and who acknowledged to me that he/she executed the instrument for the purposes and considerations therein expressed.

Given under my hand and seal of office on this 18 day of December, 2012.



Jill Hendrickson
Notary Public in and for The State of Texas

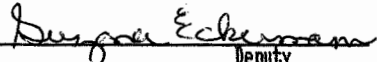
AFTER RECORDING, RETURN TO:

The Bay Point Property Owners' Association, Inc.
117 Sunset Way
Port Lavaca, Texas 77979

December 18 2012 9:18 AM

This Document has been received by this Office for Recording into the Official Public Records. We do hereby swear that we do not discriminate due to Race, Creed, Color, Sex or National Origin.

Filed for Record in:
Calhoun County
Honorable Anita Fricke
County Clerk


Deputy

Instr.: 132508
Stamps: 4 Page(s)