

Property Owners Association of Tierra Santa, Inc
Records Retention Policy

2276104

Filed for Record in:
Hidalgo County

The Board of Directors of the Property Owners Association of Tierra Santa, Inc, has adopted the following records retention policy.

1. All papers relating to the formation, covenants restrictions, by-laws, and their amendments, of the Association 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.

The foregoing was approved by The Board of Directors of the Association at a duly-called meeting of the Board at which a quorum of Directors was present.

Signed 27 day of January, 2012

PROPERTY OWNERS ASSOCIATION OF TIERRA SANTA, INC

By: Anne Charlton
Anne Charlton, President

Signed 27 day of January, 2012

PROPERTY OWNERS ASSOCIATION OF TIERRA SANTA, INC

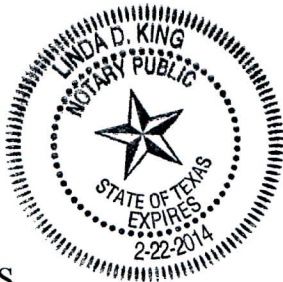
By: Norma Christian Wilson
Norma Christian Wilson, Secretary


Property Owners Association of Tierra Santa, Inc
Records Retention Policy(2)

STATE OF TEXAS

COUNTY OF HIDALGO

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Anne Charlton, President, Property Owners Association of Tierra Santa, Inc. on the date of execution above.




Notary Public, State of Texas

STATE OF TEXAS

COUNTY OF HIDALGO

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Norma Christian Wilson, Secretary, Property Owners Association of Tierra Santa, Inc. on the date of the execution above.




Notary Public, State of Texas

AFTER RECORDING RETURN TO:
Property Owners Association of Tierra Santa, Inc
P. O. Box 185
Weslaco TX 78599