

WENTWORTH PHASE IV HOMEOWNERS ASSOCIATION
Document Retention Policy
State Minimum Standards
H.B. No. 2761

Retain Permanently:

Certificates of Formation

Bylaws

Restrictive Covenants

All Amendments to the Certificates of Formation, bylaws, & Covenants

Retain for Seven (7) Years:

Financial Books & Records

Minutes of Meetings of the Owners & Board

Tax Returns & Audit Records

Retain for Five (5) Years:

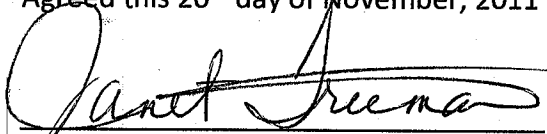
Account Records of Current Owners

Retain for Four (4) Years:

Contracts with a term of one year or more after the expiration of the contract term

Retention may be by hardcopy or electronic means.

Agreed this 20th day of November, 2011 by a duly authorized vote of the Board of Directors.



Janet Freeman, Agent for the HOA
Wentworth Phase IV HOA

After recording, please return to:
Junction Property Management
P.O. Box 810552
Dallas, TX 75381-0552

Filed and Recorded
Official Public Records
Stacey Kemp, County Clerk
Collin County, TEXAS
12/30/2011 11:05:49 AM
\$272.00 DLAIRD
20111230001413280

