

**DOCUMENT RETENTION POLICY**  
**LIVE OAK BEND CIVIC CLUB**

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Sargent, Texas 77414

It is the policy of LIVE OAK BEND CIVIC CLUB to retain the Property Owners' Association records for the time periods shown below:

<b>Type of Record</b>	<b>Retention Period</b>
<b>ACCOUNTING</b>	
Account records of current owners	5 Years
All other financial books and records	7 Years
<b>CORPORATE RECORDS</b>	
Certificates of formation and all amendments_	Permanent
Bylaws and all amendments_____	Permanent
Restrictive covenants and all amendments_____	Permanent
Minutes of meetings of the owners and the board of directors_____	7 Years
<b>LEGAL</b>	
Contracts with a term of one year or more_____	4 Years after expiration of the contract term

Hard copies of all of the records listed above will be stored at a designated storage facility, Sargent, Texas 77414 for the duration of the Document Retention Schedule.

Financial books and records, Minutes of meetings of the owners and the Board of Directors, Bylaws and all amendments and Restrictive Covenants and all amendments will also be available for the duration of this Document Retention Schedule on the Association website: lobcivic.org and at 22114 FM 457, Sargent, Texas 77414 for the duration of the Document Retention Schedule.

This is to certify that the foregoing Document Retention Policy was adopted by the Board of Directors, effective as of November 1, 2014, and shall continue thereafter until such date as it may be modified, rescinded or revoked.

The Board of Directors hereby approves and authorizes the above Policy.

SIGNED this the 7<sup>th</sup> day of November, 2014.

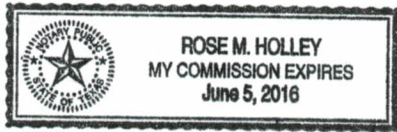
LIVE OAK BEND CIVIC CLUB

By: Tommy Loftus  
Printed name: Tommy Loftus  
Its: President

THE STATE OF TEXAS §

COUNTY OF MATAGORDA §

This instrument was acknowledged before me on this the 7<sup>th</sup> day of November, 2014, by Tommy Loftus, the President of LIVE OAK BEND CIVIC CLUB



Rose M. Holley  
NOTARY PUBLIC