

**SUNRISE LAKES HOMEOWNERS ASSOCIATION  
DOCUMENT RETENTION POLICY**

This document sets forth the Sunrise Lakes Homeowners Association's general policy regarding the retention of all documents created, produced and/or utilized by the Association.

The Association shall follow the document retention policy described below:

**1. Permanently Retained Documents.**

- a. Certificate of Formation / Articles of Incorporation, and all amendments thereto;
- b. Bylaws of the Association, and all amendments thereto;
- c. Declaration of Covenants, Conditions and Restrictions for all Sections of the subdivisions governed by Sunrise Lakes Homeowners Association, and all amendments, supplements, annexation agreements and other documents related thereto.

**2. Documents Retained for Not Less than Seven (7) Years.**

- a. Financial books;
- b. Financial records;
- c. Minutes of the meetings of the owners;
- d. Minutes of the meetings of the board;
- e. Tax returns;
- f. Audit records.

**3. Documents Retained for Not Less than Five (5) Years**

- a. Account records of all current owners.

**4. Documents Retained for Not Less than Four (4) Years**

- a. All contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term. All records of decisions reached by the Board of Directors and/or Architectural Committee regarding applications, variances, waivers and/or related matters associated with individual properties.

Adopted by Resolution of the Board of Directors on February 23, 2012, 2011.

\_\_\_\_\_  
Signature Frederick  
Position Board President  
Sunrise Lakes Homeowners Association

STATE OF TEXAS

§  
§  
§

COUNTY OF BRAZORIA

Before me, the undersigned authority, on this day personally appeared Freddie Harris  
President (position) of Sunrise Lakes Homeowners Association, a Texas non-profit  
corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument  
and acknowledged to me that he/she had executed the same as the act of said entity for the purpose and  
consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 23<sup>rd</sup> day of February, 2012  
2011.



F. Molina  
Notary Public, State of Texas

Fanny Molina  
Printed Name