

NORTHCREST
Property Owners' 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

As President

Roberta M. [Signature]

Dated 10-27-11