

**RESOLUTION OF
THE BOARD OF DIRECTORS OF PARADISE COVE PROPERTY OWNERS' ASSOCIATION
CONCERNING ITS RECORD RETENTION POLICY**

The Board of Directors (the "Board") of PARADISE COVE PROPERTY OWNERS' ASSOCIATION (the "Association" or "PCPOA"), at a regular meeting on March 25, 2023, at which a quorum of the Directors was present as required by the Bylaws of the Association, and after consideration, motion and vote, adopted by unanimous vote of the directors present, the following resolution concerning the Association's policy and procedures regarding the Association's Record Retention Policy.

RESOLVED that the Association's policy on the retention of the Association's records shall be as follows:

1. The Association shall retain its business records in accordance with the following minimum requirements as prescribed by the Texas Property Code:
 - a. Certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates of formation, bylaws, and covenants shall be retained permanently;
 - b. Financial books and records shall be retained for seven (7) years;
 - c. Account records of current owners shall be retained for five (5) years;
 - d. Contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term;
 - e. Minutes of meetings of the owners and minutes of meeting of the board shall be retained for seven (7) years;
 - f. Tax returns and audit records shall be retained for seven (7) years.
2. Owners or their authorized representatives may request access or copies of records by making such request in written form via certified mail in accordance with the Books and Records Policy.
3. The Association may produce books and records requested by owners in hard copy, electronic format, or other format reasonably available to the Association.
4. The attached notice of this policy shall be posted on the Association's website and sent to each owner once per year.

Adopted by the Paradise Cove Property Owners Association Board of Directors this 25th day of March 2023.

Paradise Cove Property Owners' Association

Notice of Record Retention Policy

The Paradise Cove Property Owners' Association has adopted by the following policy regarding Record Retention.

1. The Association shall retain its business records in accordance with the following minimum requirements as prescribed by the Texas Property Code:
 - a. Certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates of formation, bylaws, and covenants shall be retained permanently;
 - b. Financial books and records shall be retained for seven (7) years;
 - c. Account records of current owners shall be retained for five (5) years;
 - d. Contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term;
 - e. Minutes of meetings of the owners and minutes of meeting of the board shall be retained for seven (7) years;
 - f. Tax returns and audit records shall be retained for seven (7) years.
2. Owners or their authorized representatives may request access or copies of records by making such request in written form via certified mail in accordance with the Books and Records Policy.
3. The Association may produce books and records requested by owners in hard copy, electronic format, or other format reasonably available to the Association.

Signed this 11 day of May, 2023.

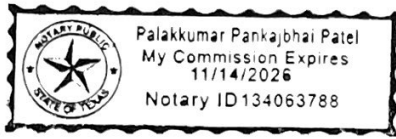


Lacey Webster, President
Paradise Cove Property Owners Association

STATE OF TEXAS §

COUNTY OF SAN JACINTO §

This instrument was acknowledged before me on the 11 day of May 2023, by Lacey Webster, President of the Paradise Cove Property Owners Association, a Texas nonprofit corporation, on behalf of said corporation.



Notary Public's Signature