



STATE OF TEXAS                    §     RESOLUTION ADOPTING RECORDS  
    §     RETENTION POLICY FOR  
    §     DOLPHIN POINT  
 COUNTY OF CALHOUN           §     PROPERTY OWNERS ASSOCIATION, INC.

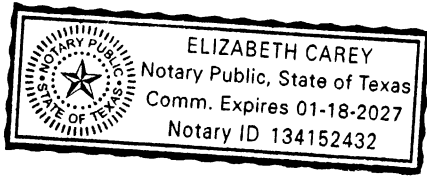
**RESOLUTION OF THE BOARD OF DIRECTORS OF  
 DOLPHIN POINT PROPERTY OWNERS ASSOCIATION, INC.  
 REGARDING RECORDS RETENTION POLICY**

Pursuant to Section 209.005(m) of the Texas Property Code, Dolphin Point Property Owners Association, Inc., hereinafter referred to as “Association”, acting by and through its Board of Directors, has adopted the following records retention policy, to-wit:

Records of the Association shall be kept on the following schedule:

- (1) **Legal Documents:**
  - a. The certificate of formation, bylaws, restrictive covenants, and all amendments to the certificate for formation, bylaws and covenants shall be retained permanently.
  - b. All resolutions and policies adopted shall be retained permanently.
  
- (2) **Legal Contracts:**
  - a. Contracts with a term of one year or more shall be retained for four years after the expiration of the contract term.
  
- (3) **Financial:**
  - a. Financial books and records shall be retained for seven years.
  - b. Tax returns and audit records shall be retained for seven years.
  
- (4) **Member**
  - a. Account records of current owners shall be retained for five years.
  
- (5) **Minutes of Meetings (BOD, POA Annual, etc)**
  - a. Minutes of meetings of the owners and the Board shall be retained for seven years.
  
- (6) **Communications:**
  - a. Emails are not stored or saved electronically by Board Members, Committee Members, or anyone associated with the Association, including a management company. In the event that any communication is kept that started as an email, it will be printed and/or saved as an electronic (digital) document (i.e. as a .PDF) and kept with the subject it involves. Emails are not kept as a practice





*Elizabeth Carey*  
Notary Public in and for The State of Texas

AFTER RECORDING, RETURN TO:

Dolphin Point Property Owners Association, Inc.  
P.O. Box 426  
Port O'Connor, Texas 77982

**FILED AND RECORDED**  
OFFICIAL PUBLIC RECORDS 2024-01058

RL Fee: \$33.00  
04/15/2024 01:20 PM ksmith



*Anna M. Goodman*

Anna Goodman, County Clerk  
Calhoun County, Texas