



SUNSET BAY PROPERTY OWNERS ASSOCIATION
RECORDS RETENTION POLICY

This Records Retention Policy was approved by the Board of Directors for Sunset Bay Property Owners Association on the 22nd Day of March 2024.

The Association shall maintain its records as follows:

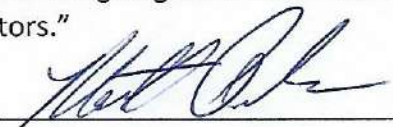
<u>RECORDS</u>	<u>RETENTION PERIOD</u>
Certificate of Formation/Articles of Incorporation, Bylaws, Declarations and all amendments to those documents.	PERMANENT
Home Construction Applications & Home Modification requests. ACC forms	PERMANENT
Association Tax Returns and Tax Audits	SEVEN (7) YEARS
Financial Books and Records	SEVEN (7) YEARS
Account Records of Current Owners	FIVE (5) YEARS
Contracts with a term of more than one Year	FOUR (4) YEARS AFTER CONTRACT EXPIRES
Minutes of Member Meetings and Board Meetings	SEVEN (7) YEARS

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable records may be destroyed.

SUNSET BAY PROPERTY OWNERS ASSOCIATION

CERTIFICATION

"I, the undersigned, being the President of Sunset Bay Property Owners Association hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: , President

Print Name: MATT OCKER

March 22, 2024



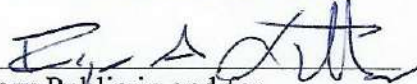
Matthew Jesse Ocker, Sunset Bay POA Board President

ACKNOWLEDGEMENT

State of Texas §

County of Aransas §

This instrument was acknowledged before me on October 23, 2024 by Matthew Jesse Ocker,
BOARD PRESIDENT OF SUNSET BAY POA, A TEXAS CORPORATION

By: 
Notary Public in and for
The State of Texas

