

RECORDS RETENTION POLICY
CITY BY THE SEA
PROPERTY OWNERS ASSOCIATION, INC
 Effective 1 January 2012

This Records Retention Policy was approved by the Board of the City by the Sea Property Owners Association, Inc. on the 8th day of October, 2011.

The Association shall maintain its records as follows:

<u>Record</u>	<u>Retention Period</u>
Certificate of Formation/ Articles of Incorporation, Bylaws, Declarations and all Amendments to those documents	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	Permanent
Architectural Committee plan and specification submittals, and approvals	Permanent

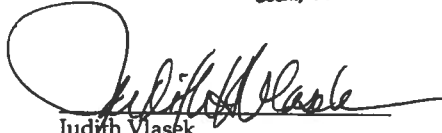
Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Association books and records.

CERTIFICATION

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

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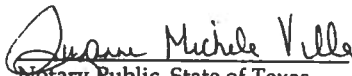
File No. _____
County Clerk, Aransas County, Texas


Judith Vlasek
President of CBTS Property Owners
Association, Inc.

[Notary signature on the next page]

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on the 24th day of January, 2012, by Judith Vlasek, President of CBTS Property Owners Association, Inc., on behalf of said Association.


Notary Public, State of Texas



My Commission expires:

October 11, 2014

AFTER FILING, RETURN TO:

Linda Collins
Secretary
CBTS Property Owners Association
P.O. Box 13
Aransas Pass, Texas 78335

FILED FOR RECORD IN OPR
AT 2:17 P.M.

INDEXED

JAN 24 2012

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PEGGY L. FRIEBELE, COUNTY CLERK
ARANSAS COUNTY, TEXAS

STATE OF TEXAS
COUNTY OF ARANSAS

I hereby certify that this instrument was FILED on the date and at the time attested hereon by me and was duly RECORDED in the OFFICIAL PUBLIC RECORDS of ARANSAS COUNTY TX as stamped hereon by me on 1-25-2012.




PEGGY L. FRIEBELE, COUNTY CLERK
ARANSAS COUNTY, TEXAS

Filed by & Return to:
Judith Vlasek
P.O. Box 13
Aransas Pass, TX
78335