

# Ponderosa/Shady Ridge POA

## Record Retention Policy

According to [Section 209.005\(m\) of the Texas Property Code](#), they are:

### **Permanently**

- Bylaws, articles of incorporation, restrictive covenants and any amendments to these documents

### **7 years**

- Financial books and records
- Minutes of meetings of owners and the board of directors
- Tax returns and audits

### **5 years**

- Account records of current owners

### **4 years after expiration**

- Contracts with term length of at least one year