

## **Record Retention Policy**

<b>Financial Records</b>	<b>7 Years</b>
<b>Account Records of Current Owners</b>	<b>5 Years</b>
<b>Contracts for Terms of One Year or More</b>	<b>4 years after expiration of contract</b>
<b>Minutes of Owners Meeting and Board Meetings</b>	<b>7 Years</b>
<b>Tax Returns and Audits</b>	<b>7 Years</b>
<b>Governing Documents</b>	<b>Permanently</b>