NOTICE

Riverpoint Village Community Association, Inc. DOCUMENT RETENTION POLICY

STATE OF TEXAS	§	
	§	KNOW ALL PERSONS BY THESE PRESENTS:
COUNTY OF HARRIS	8	

WHEREAS, the Riverpoint Village Community Association, Inc. ("Association") is charged ^{1EE} with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations"); and

WHEREAS, the Board of Directors of the Association ("Board") desires to provide clear and definitive guidance to owners.

NOW, THEREFORE, the Board has duly adopted the following Document Retention Policy.

- Association Documents may be maintained in paper format or in an electronic format that can be readily transferred to paper.
- 2. Association Documents shall be retained for the durations listed below:
 - a. financial books and records, including annual budgets, reserve studies, monthly financial statements and bank statements, shall be retained for seven (7) years; and
 - b. account records of current owners shall be retained for five (5) years; and
 - c. contracts with a term of one year of more shall be retained for four (4) years after the expiration of the contract term; and
 - d. minutes of meetings of the owners and the Board shall be retained for seven
 (7) years after the date of the meeting; and
 - e. tax returns and CPA audit records shall be retained for seven (7) years after the last date of the return or audit year; and
 - f decisions of the ARC or Board regarding applications, variances, waivers or related matters associated with individual properties shall be retained for seven (7) years from the decision date.
- 3. Any Documents not described above may be retained for the duration deemed to be

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useful to the purpose of the Association, in the discretion of the Board, its attorney or its managing agent.

 Upon expiration of the retention period listed above, the Documents shall no longer considered Association records and may be destroyed, discarded, deleted, purged or otherwise eliminated.

This Policy is effective upon recording in the Public Records of Harris County, and supersedes any policy regarding document retention which may have previously been in effect.

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Approved and adopted by the Board on this 2nd day of January 20 14.			
Riverpoint Village Community Association, Inc. 10R			
Signature			
KURT ADKINS Officer Name			
PRESIDENT Position			
STATEOFTEXAS § COUNTY OF HARRIS §			
COUNTY OF HARRIS §			
Before me, the undersigned authority, on this day personally appeared Kurt Adkins, President of Riverpoint Village Community Association, Inc., a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.			
Given under my hand and seal of office this 2nd day of January, 20 14.			
VICENTE JARAMILLO MY COMMISSION EXPIRES August 20, 2015 Notary Public, State of Texas			

20140006333 # Pages 3 01/07/2014 08:24:11 AM e-Filed & e-Recorded in the Official Public Records of HARRIS COUNTY STAN STANART COUNTY CLERK Fees 20.00

RECORDERS MEMORANDUM
This instrument was received and recorded electronically
and any blackouts, additions or changes were present
at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or use of the described real property because of color or race is invalid and unenforceable under federal law. THE STATE OF TEXAS COUNTY OF HARRIS I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.

Stan Stanart

COUNTY CLERK
HARRIS COUNTY, TEXAS