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RIVERWAY ESTATES COMMUNITY ASSOCIATION, INC.
RECORDS RETENTION POLICY

JAN 18 2012

STATE OF TEXAS §
§
COUNTY OF FORT BEND §

WHEREAS, Riverway Estates Community Association, Inc. (the "Association") is the governing entity for Riverway Estates Subdivision, an addition in Fort Bend County, Texas, according to the map or plat thereof recorded in the Map Records of Fort Bend County, Texas, under Clerk's File No. 2004-143061, along with any amendments, supplements, replats, and annexations (collectively referred to as the "Subdivision"); and

WHEREAS, Chapter 209 of the Texas Property Code was amended, effective January 1, 2012, to add Section 209.005(m), which requires the Association to adopt and record a policy regarding retention of Association Books and Books and Records; and

WHEREAS, the Association, through its Board of Directors, shall have and may exercise discretionary authority concerning the restrictive covenants contained herein;

NOW THEREFORE, in order to comply with Section 209.005(m), the Association hereby adopts the following Records Retention Policy:

The Association shall maintain its records as follows:

RECORD	RETENTION PERIOD
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	SEVEN (7) YEARS

JAN 18 2012

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

RIVERWAY ESTATES COMMUNITY ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of Riverway Estates Community Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the 19th day of December 2011."

By: Joanna Figueroa, President

Print Name: Joanna Figueroa

ACKNOWLEDGEMENT

STATE OF TEXAS §
§
COUNTY OF FORT BEND §

BEFORE ME, the undersigned authority, on this day, personally appeared the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same as the act of the Association for the purpose and consideration therein expressed and in the capacity therein stated.

Given under my hand and seal of office this 19th day of December, 2011.

Notary Public, State of Texas

ANGELA CAROL CONNELL
MY COMMISSION EXPIRES
June 23, 2014

After Recording Return to:
HOLT & YOUNG, P.C.
11200 Richmond Ave., Ste. 450
Houston, Texas 77082

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

Dianne Wilson

2012 Jan 03 04:06 PM 2012000814

CAK $15.00

Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS