

THE FALLS OWNERS ASSOCIATION, INC.
DOCUMENT RETENTION POLICY

STATE OF TEXAS §
 § KNOW ALL PERSONS BY THESE PRESENTS
COUNTY OF COLORADO §

WHEREAS, The Falls Owners Association, Inc. (hereafter "Association") is charged with administering and enforcing those certain Declaration of Covenants, Conditions and Restrictions as recorded in the Official Public Records of Colorado County, Texas under Volume 492 Page 181 (as amended and/or supplemented hereafter referred to as the "Declaration").

WHEREAS, the Board of Directors of the Association (hereafter "Board") desires to establish a policy for document retention consistent with Chapter 209, Section 209.005(m), regarding retention of Association documents and records.

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

1. Association Documents shall be maintained in paper format or in an electronic format that can be readily transferred to paper.
2. Association documents shall be retained as listed below¹;

<u>DOCUMENT</u>	<u>RETENTION PERIOD</u>
1. Articles of Incorporation, CCR's, By-Laws	Permanent
2. Annual Meeting Minutes	Seven (7) Years
3. Regular and Special Board of Director Meeting Minutes	Seven (7) Years
4. Policies and Guidelines	Permanent if recorded in County Official Records otherwise one (1) year after the date the document is rescinded or superseded by another document.
5. Architectural Control Committee applications and decisions associated with individual properties	Seven (7) Years from the Committee decision date
6. Financial Books and Records, Bank Statements	Seven (7) Years
7. Annual Budgets, Reserve Studies	Seven (7) Years
8. Account Records of current property owners	Five (5) Years

¹ Texas Property Code, Chapter 209, section 209.005(m)

<u>DOCUMENT</u>	<u>RETENTION PERIOD</u>
9. Account Records of former property owners	One (1) Year after no longer having ownership interest in the property
10. Federal Tax Returns	Seven (7) Years
11. State Tax Returns, if any	Seven (7) Years
12. Deeds, Easements and other Real Property Records	Permanent
13. Audit Reports	Seven (7) Years
14. Contracts	Contracts with a term of one (1) year or more shall be retained for Four (4) Years after the expiration of the contract term
15. Legal Correspondence	Permanently
16. Enforcement Letters, including violation and delinquent letters	As long as member has ownership interest property plus Four (4) Years
17. Property Owner Complaints (written and addressed to the Association)	As long as member has ownership interest property plus Four (4) Years

3. Any documents deemed useful to the purpose Association, and not listed above, shall be retained for the duration as determined by a resolution of the Board or on advice of the Association attorneys.

4. Upon expiration of the document retention period listed in section 2 above, Documents shall no longer be considered as Association records and shall be destroyed, deleted from electronic storage or otherwise purged from Association records.

5. Documents as maybe required under section 3 above, shall be purged from Association records as determined by the Board or on advice of the Association attorneys.

Presidents Certification:

The undersigned, being the duly elected President of The Falls Owners Association, Inc., a Texas Non-Profit Corporation, certifies that the foregoing Document Retention Policy was approved and adopted by the Board of Directors at a duly called and held meeting of the Board of Directors of the Association on May 26, 2018 and in witness thereof, the undersigned has subscribed his/her name.

The Falls Owners Association, Inc.


 Steve Rogers, President Board of Directors

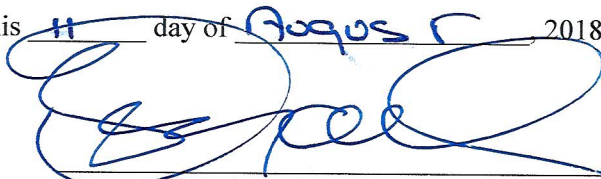
STATE OF TEXAS

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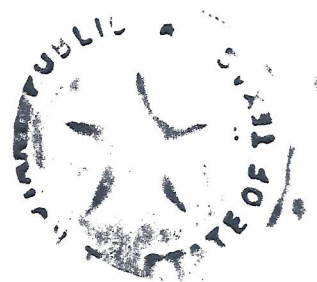
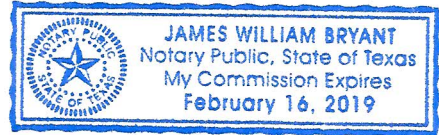
COUNTY OF COLORADO

BEFORE ME, the undersigned authority, on this day personally appeared Steve Rogers, President of the Board of Directors of The Falls Owners Association, Inc., a Texas non-profit corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he has 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 11 day of August 2018.



Notary Public in and for the State of Texas



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SECRETARY'S CERTIFICATE OF FILING

I, Rochelle Wiley, certify that:

I am the duly qualified and acting secretary of The Falls Owners Association, Inc., a duly organized and existing Texas non-profit corporation.

The foregoing instrument is an original unrecorded Dedicatory Instrument, as that term is defined by Section 202.001 of the Texas Property Code, pertaining to The Falls Owners Association, Inc.

The foregoing instrument is being presented for recording in the Official Public Records of Real Property of Colorado County, Texas, pursuant to Section 202.006 of the Texas Property Code.

Dated: 8/11/18

Rochelle Wiley

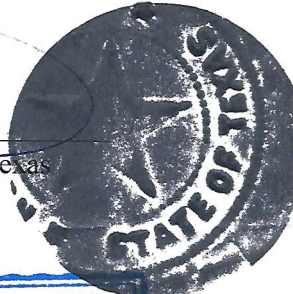
Rochelle Wiley, Secretary
The Falls Owners Association, Inc.

THE STATE OF TEXAS §
 §
COUNTY OF COLORADO §

This instrument was acknowledged before me on the 11 day of August, 2018, by Rochelle Wiley, Secretary of The Falls Owners Association, Inc., a Texas non-profit corporation, on behalf of said corporation.

[Signature]

Notary Public in and for The State of Texas



3615
FILED FOR RECORD
COLORADO COUNTY, TX
2018 AUG 15 AM 9:21
KIMBERLY MENKE
COUNTY CLERK

STATE OF TEXAS COUNTY OF COLORADO
I hereby certify that this instrument was FILED on the
date and time stamped hereon by me; and was duly
RECORDED to the Volume and Page of the OFFICIAL
RECORDS of Colorado County, Texas and stamped
hereon by me, on

AUG 15 2018

JAMES WILLIAM BRYANT
Notary Public, State of Texas
My Commission Expires
February 16, 2019

Kimberly Menke
KIMBERLY MENKE
COUNTY CLERK, COLORADO COUNTY, TEXAS

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