

**MARBELLA LANDING TOWNHOMES HOA, INC.
RECORDS RETENTION POLICY**

WHEREAS, Marbella Landing Townhomes HOA, Inc. (the "Association"), is the governing entity for the Marbella Landing, a subdivision in Harris County, Texas filed of record in the Map Records of Harris County, Texas under Clerk's File No. 20150156441, being a replat of Lots 1, 2, 3, 4, 6, 7, and 10 in Block 1 of Kendall Place, an addition in Harris County, Texas, according to the map or plat thereof recorded in Volume 241, Page 21 of the Deed records of Harris County, Texas (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:

| <u>RECORD</u> | <u>RETENTION PERIOD</u> |
|--|---------------------------------------|
| 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 |

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

RP-2019-380021

MARBELLA LANDING TOWNHOMES HOA, INC.

CERTIFICATION

"I, the undersigned, being the President of Marbella Landing Townhomes HOA, Inc., hereby certify that the foregoing Policy was adopted by at least a majority of the Association Board of Directors at an open Board meeting, properly noticed to the members, at which a quorum of the Board was present.

By: [Signature], President
Print Name: JASON FREEMAN

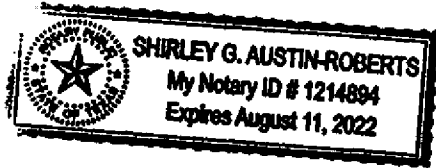
ACKNOWLEDGEMENT

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

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 22nd day of August, 2019.

[Signature]
Notary Public, State of Texas



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Pages 3
08/28/2019 11:28 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
DIANE TRAUTMAN
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.



Diane Trautman

COUNTY CLERK
HARRIS COUNTY, TEXAS

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