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**RECORDS RETENTION POLICY**  
**RIDGEGATE COMMUNITY IMPROVEMENT ASSOCIATION, INC.**

WHEREAS, the Texas legislature adopted new laws affecting collection policies with respect to maintenance assessments as set forth in Section 209 of the Texas Property Code as well as other provisions of Texas law; and,

WHEREAS, Ridgeway Community Improvement Association, Inc. (the "Association") intends to comply with all such new laws;

THEREFORE, this Records Retention Policy is established on behalf of the Association.

The Association shall maintain its records as follows:

<u>RECORDS</u>	<u>RETENTION PERIOD</u>
A. Governing Documents including including Articles of Incorporation and Bylaws. Declaration of Covenants, Conditions and Restrictions and amendments thereto. Architectural Control Committee action	Permanent
B. Association Tax Records including Audits	Seven (7) years
C. Financial Books and Records	Seven (7) years
D. Contracts that are more than one year in term	Four (4) years
E. Account Records of Owners	Five (5) years
F. Minutes of Member meetings and meetings of Board of Directors	Seven (7) years

Records not specifically set forth above are not subject to retention. Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Association books and records. Such records will be disposed of by the Association subject to any further action by the Board of Directors.

CERTIFICATION

"This Records Retention Policy was approved by the Board of Directors for the Association, on the 12 day of December 2011. I, the undersigned, being the President of Ridgeway Community Improvement Association, Inc., hereby certify that the foregoing Policy was adopted by at least a majority of the Association's Board of Directors."

By: PASTER DRAHNS  
Printed name: PASTER DRAHNS

BEFORE ME, the undersigned authority, on this day personally appeared, Asst. Broner, the President of RIDGEGATE COMMUNITY IMPROVEMENT ASSOCIATION, INC., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated, on behalf of RIDGEGATE COMMUNITY IMPROVEMENT ASSOCIATION, INC.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this 12<sup>th</sup> day of December, 2011.

Shirley G. Austin-Roberts  
Notary Public- State of Texas



**FILED AND RECORDED**

OFFICIAL PUBLIC RECORDS

Dianne Wilson

2011 Dec 30 02:01 PM

2011130971

LW \$15.00

Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS