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AFFIDAVIT FOR THE FILING OF DEDICATORY INSTRUMENTS

THE STATE OF TEXAS

W
COUNTY OF HARRIS

WHEREAS, SECTION 202.006 of Title 11 of the Texas Property Code require that a property owner's association file its dedicatory instruments in the real property records of the county in which the property is located, and

WHEREAS, The New Property Owner's Association of Newport, Inc. dba Newport Property Owner's Association (the "Association") is a property owner's association as the term is defined in Title 11 of the Texas Property Code.

NOW, THEREFORE, true copy of the following dedicatory instrument of The New Property Owner's Association of Newport, Inc. adopted August 24, 2011 is attached hereto, including:

DOCUMENT RETENTION POLICY

FURTHER, other dedicatory instruments of The New Property Owner's Association of Newport, Inc. have already been filed in the public records of Harris County.

Carol Jones

Carol Jones, Community Manager

*for
role*

STATE OF TEXAS
COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared Carol Jones, whose position is Community Manager for The New Property Owner's Association of Newport, Inc., known to me personally to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed same for the purposes and in the capacity therein expressed.

SUBSCRIBED AND SWORN TO BEFORE ME on this 28th day of November, 2011.



Teresa Platt

Notary Public for the State of Texas

Return to:
Newport Property Owner's Association
P.O. Box 1362
Crosby, Texas 77532

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COUNTY CLERK
HARRIS COUNTY, TEXAS

The Newport Property Owner's Association of Newport, Inc. Document Retention Policy

This policy specifies how all documents of The New Property Owner's Association of Newport, Inc., dba Newport Property Owner's Association are retained, protected and eligible for destruction. This policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

Document Retention Schedule

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule.

Corporate Records

Article of Incorporation to apply for corporate status & amendments	Permanent
By Laws	Permanent
Board Policies	Permanent
Resolutions	Permanent
Board meeting minutes	Permanent

Financial Records

Financial Books and Records	7 years
Check registers/books	7 years
Bank deposit slips/documentation	7 years
Cancelled checks/documentation	7 years
Invoices	7 years
Account Records of Current Owners	5 years
Property/asset inventories	7 years
Credit card receipts	3 years

Tax Records

Annual tax filing for the organization (Form 990)	Permanent
Payroll registers	7 years
Payroll tax withholdings	7 years
Earnings records	7 years
Payroll tax returns	7 years
W-2 Statements	7 years

Personnel Records

Employee applications and resumes	7 years after termination
Promotions, demotions, letter of reprimand, termination	7 years after termination
Employee Manual Acknowledgement	7 years after termination
Workers' Compensation records	5 years
I-9 Forms	5 years after termination
Time reports	3 years after termination

Insurance Records

Property Insurance Policy	Permanent
Directors and Officers Insurance Policy	Permanent
Workers' Compensation Insurance Policy	Permanent
General Liability Insurance Policy	Permanent

Contracts

Vendor Contracts with term of one year	4 years after expiration
Legal correspondence	Permanent
Loan/mortgage contracts	Permanent
Leases/ deeds	Permanent

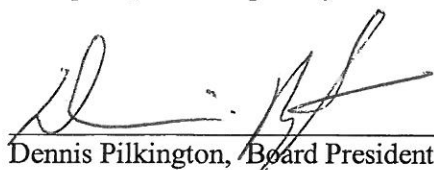
Document Destruction

Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Digital copies will be deleted or destroyed by proven means to destroy such media after they have been retained until the end of the Document Retention Schedule.

Provision of Documentation for Investigations or Litigation

Documents requested and subpoenaed by legally authorized personnel will be provided within 10 business days. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

This policy was adopted by the Board of Directors at its regularly scheduled meeting on August 24, 2011.


Dennis Pilkington, Board President


Earl Boykin, Board Secretary