

**CERTIFICATE OF ADOPTION OF DOCUMENT RETENTION POLICY**  
**OF**  
**VILLAS AT NEWPORT COMMUNITY ASSOCIATION**

**WHEREAS**, the Board of Directors (the "Board") of the Villas at Newport Community Association, a Texas non-profit corporation (the "Association") is charged with administering and enforcing those certain covenants, conditions, and restrictions contained in that certain Declaration of Covenants, Conditions, and Restrictions recorded in the office of the County Clerk of Harris County, Texas under Clerk's File No. 20150158014, as said instrument has been or may be amended or supplemented from time to time, encumbering the Villas at Newport community; and

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**WHEREAS**, Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005(m) ("Section 209.005(m)") thereto; and

**WHEREAS**, Section 209.005(m) requires a property owners' association to retain certain documents for a prescribed period of time; and

**WHEREAS**, Section 209.005(m) requires a property owners' association to adopt and comply with a document retention policy; and

**WHEREAS**, the Board has determined that in connection with retaining certain Association documents, and to provide a clear and definitive period of time to retain certain Association documents, it is appropriate for the Association to adopt a document retention policy; and

**WHEREAS**, the Bylaws of the Association provide that a majority of the number of Directors shall constitute a quorum for the transaction of business and that the action of a majority of Directors at a meeting at which a quorum is present is the action of the Board; and

**WHEREAS**, the Board held a meeting on April 17, 2015, at which at least a majority of the Directors were present and duly passed the document retention policy described herein below (the "Document Retention Policy").

**NOW, THEREFORE**, to give notice of the matters set forth herein, the undersigned, being the President of the Association, does hereby certify that at a meeting of the Board held on April 17, 2015, at which at least a majority of Directors were present, the Board duly adopted the Document Retention Policy set forth below. The Document Retention Policy is effective April 17, 2015, and supersedes any guidelines for document retention which may have previously been in effect. The Document Retention Policy is as follows:

- I. **General Policy:** It is the policy of the Association to maintain a filing system appropriate for the daily use and long-term retention of Association's documents and records. The following list shall serve as a guideline and is not necessarily an exclusive list of all Association documents. Documents not listed below are not subject to retention. Upon expiration of the retention date, the applicable documents will be considered not maintained as a part of the

ER 074-91-2093

Association books and records and are subject to destruction in a manner deemed appropriate by the Board.

II. **Permanent Records:** The Association will maintain the following records as permanent records of the Association:

- a. Certificate of Formation (or Articles of Incorporation) of the Association, and all amendments or supplements thereto;
- b. Bylaws of the Association and all amendments or supplements thereto; and
- c. Restrictive covenants, and all amendments or supplements thereto.

III. **Seven Years:** The Association will maintain the following documents for a period of at least seven years from the date the document was created:

- a. All financial books and records of the Association;
- b. Minutes of the meetings of the members of the Association and meetings of the Board of Directors of the Association; and
- c. The Association's tax returns and audit records.

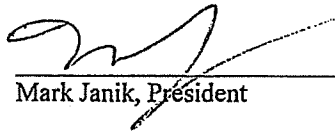
IV. **Five Years:** The Association will maintain the account records of current owners for a period of at least five years from the date the document was created.

V. **Four Years:** The Association will maintain contracts with a term of one year or more for four years after the expiration of the contract term.

**EXECUTED** on the date of the acknowledgement set forth herein below, to be effective as set forth above.

Villas at Newport Community Association, a Texas non-profit corporation

By:

  
\_\_\_\_\_  
Mark Janik, President

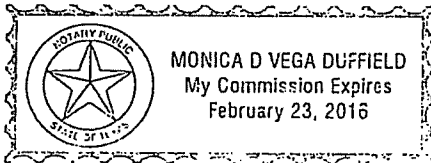
ER 074-91-2094

THE STATE OF TEXAS §

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COUNTY OF HARRIS §

This instrument was acknowledged before me on October 1, 2015, by Mark Janik, President of the Villas at Newport Community Association, a Texas non-profit corporation, on behalf of said corporation.



Monica D Vega Duffield  
Notary Public, State of Texas

ER 074-91-2095

ER 074-91-2096

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e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
STAN STANART  
COUNTY CLERK  
Fees \$24.00

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.



*Stan Stanart*

COUNTY CLERK  
HARRIS COUNTY, TEXAS