

**NORTH BRIAR COMMUNITY ASSOCIATION, INC.
DOCUMENT RETENTION POLICY**

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

KNOW ALL PERSONS BY THESE PRESENTS:

The NORTH BRIAR COMMUNITY ASSOCIATION, INC. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations"); and

Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005(m) ("Section 209.005") thereto regarding retention of Association documents and records ("Documents"); and

The Board of Directors of the Association ("Board") desires to establish a policy for document retention consistent with Section 209.005 and to provide clear and definitive guidance to owners.

The Board has duly adopted the following *Document Retention Policy*:

1. Association Documents may be maintained in paper format or in an electronic format that can be readily transferred to paper.
2. Association Documents shall be retained for the durations listed below:
 - a. certificate of formation or articles of incorporation, bylaws, restrictive covenants, other dedicatory instruments and any amendments to same shall be retained permanently; and
 - b. financial books and records, including annual budgets, reserve studies, monthly financial statements and bank statements, shall be retained for seven (7) years; and
 - c. account records of current owners shall be retained for five (5) years; and
 - d. contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term; and
 - e. minutes of meetings of the owners and the Board shall be retained for seven (7) years after the date of the meeting; and
 - f. tax returns and CPA audit records shall be retained for seven (7) years after the last date of the return or audit year.
3. Any Documents not described above may be retained for the duration deemed to be useful to the purpose of the Association, in the discretion of the Board or its managing agent.
4. Upon expiration of the retention period listed above, the Documents shall no longer be considered Association records and may be destroyed, discarded, deleted, purged or otherwise eliminated.

RP-2018-33205

This Policy is effective upon recordation in the Public Records of Harris County, and supersedes any policy regarding document retention which may have previously been in effect. Except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

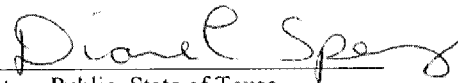
I, the undersigned, being the Secretary of North Briar Community Association, Inc., hereby certify that the foregoing resolution was adopted by at least a majority of the Association's Board of Directors. Approved and adopted by the Board on this 24 day of JANUARY 2018.


Nathan Feldpausch, Secretary of President of
NORTH BRIAR COMMUNITY ASSOCIATION, INC.

STATE OF TEXAS §
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Before me, the undersigned authority, on this day personally appeared Nathan Feldpausch, Secretary of NORTH BRIAR COMMUNITY ASSOCIATION, INC., a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

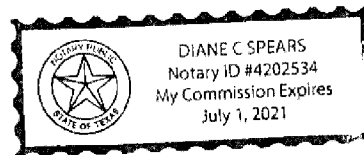
Given under my hand and seal of office this 24th day of January, 2018.


Notary Public, State of Texas

[Notarial Seal]

Diane C Spears
Printed Name

My commission expires: 7-1-2021



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Pages 3
01/25/2018 02:27 PM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
STAN STANART
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.



Stan Stanart

COUNTY CLERK
HARRIS COUNTY, TEXAS

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