



RSR HOA
RECORDS RETENTION POLICY

This Record Retention Policy was approved by the board of Directors for RSR HOA, on the 10th day of October, 2011.

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 record will be considered not maintained as a part of the Association books and records.

CERTIFICATION

"I, the undersigned, being the President of RSR HOA, hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: [Signature], President

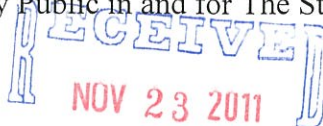
Print name: Larry Siller

STATE OF Texas, COUNTY OF Harris

This instrument was acknowledged before me on the 26 day of October, 2011 by [Signature], President of RSR HOA



Melinda Rodriguez
Notary Public in and for The State of Texas



BY: _____

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

Dianne Wilson

2011 Nov 15 10:03 AM

2011114518

LW \$11.00

Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS