



**TRILLIUM COMMUNITY ASSOCIATION, INC.**  
**DOCUMENT RETENTION POLICY**

STATE OF TEXAS                   §  
  §  
COUNTY OF FORT BEND       §

**I.     PURPOSE**

The purpose of this Document Retention Policy (this “*Policy*”) is to prescribe the document retention policy pursuant to Section 209.005 of the Texas Property Code. The Board of Directors (the “*Board*”) of Trillium Community Association, Inc. (the “*Association*”) has determined that it is in the best interest of the Association to establish this Policy concerning the retention of records of the Association.

**II.    APPLICABILITY AND AUTHORITY**

The property encumbered by this Policy is that property restricted by the Declaration of Covenants, Conditions, and Restrictions for Trillium, recorded in the Official Public Records of Fort Bend Texas, under Clerk’s File No. 2023101009, as same has been or may be amended from time to time (the “*Declaration*”), and any other property which has been or may be subsequently annexed into Trillium and made subject to the authority of the Association.

The capitalized terms used in this Policy are defined in the same manner as set forth in the Declaration and the interpretation provision set forth in the Declaration applies to this Policy, which definitions and interpretation provision are incorporated in this Policy by this reference.

The Board adopts this Policy, which runs with the land and is binding on all Owners and Lots within the Property. This Policy is effective upon the recording of same. After the effective date, this Policy replaces any previously recorded or implemented policy that addresses the subjects contained in this Policy.

Invalidation of any one or more of the covenants, conditions, restrictions, or provisions contained in this Policy will in no way affect any one of the other covenants, conditions, restrictions, or provisions of this Policy, which remain in full force and effect.

**III.   DOCUMENT RETENTION POLICY**

This Policy provides for the future systematic review, retention, and destruction of documents received or created by the Association in connection with the transaction of the Association’s business. This Policy covers all records and documents, regardless of physical form, and contains guidelines for how long certain documents should be kept and how records should be destroyed.

The Association retains specific documents for the time periods outlined in the attached **Exhibit A**. Documents that may not be specifically listed will be retained for the time period of the documents most closely related to them as listed in the schedule. Electronic documents will


be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the attached Exhibit A will be maintained for the identified time period.

The Custodian of Records of the Association is responsible for the ongoing process of identifying the Association's records which have met the required retention period and overseeing their destruction. Destruction of any physical documents will be accomplished via shredding. Destruction of any electronic records of the Association will be made via a reasonable attempt to remove the electronic records from all known electronic locations or repositories.

**CERTIFICATION**

I certify that, as President of Trillium Community Association, Inc., the foregoing Document Retention Policy was approved on the 24th day of October, 2023, at a meeting of the Board of Directors at which a quorum was present.

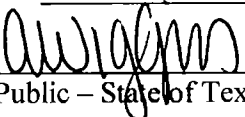
DATED this the 24 day of October, 2023.

By:   
Print Name: Robert Skinner  
Title: President

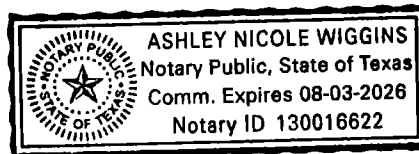
STATE OF TEXAS           §  
  §  
COUNTY OF Harris       §

BEFORE ME, on this day personally appeared Robert Skinner, the President of Trillium Community Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that s/he executed the same for the purposes and in the capacity stated in this instrument, and as the act and deed of said corporation.

Given under my hand and seal of office, this 24 day of October, 2023.

  
Notary Public – State of Texas

After Recording Return To:  
Lisa L. Gambrell  
Isabella L. Vickers  
Roberts Markel Weinberg Butler Hailey PC  
2800 Post Oak Blvd., 57<sup>th</sup> Floor  
Houston, Texas 77056



<b>EXHIBIT A DOCUMENT RETENTION POLICY</b>			
<b>DOCUMENT TYPE</b>	<b>DEFINED</b>	<b>TIME PERIOD</b>	<b>EXCEPTION</b>
<b>Account Records of Current Owners</b>	Member assessment records	5 years	Unless period of ownership exceeds 5 years, then retain last 5 years.
<b>Audit Records</b>	Independent Audit Records	7 years	
<b>Bylaws</b>	And all amendments	Permanently	
<b>Certificate of Formation</b>	And all amendments	Permanently	
<b>Contracts</b>	Final contracts between the Association and another entity	Later of completion of performance or expiration of the contract term plus 4 years	
<b>Financial Books &amp; Records</b>	Year End Financial Records and supporting documents	7 years	
<b>Minutes of Board &amp; Owners Meetings</b>	Board minutes and written consents in lieu of a meeting; Annual member meetings	7 years	
<b>Restrictive Covenants</b>	And all amendments	Permanently	
<b>Tax Returns</b>	Federal and State Income and Franchise Tax Returns and supporting documentation	7 years	