

CERTIFICATE OF ADOPTION OF DOCUMENT RETENTION POLICY

OF

HARPER'S PRESERVE PROPERTY OWNER'S ASSOCIATION, INC.

STATE OF TEXAS

§

KNOW ALL PERSONS BY THESE PRESENTS:

§

COUNTY OF MONTGOMERY

§

WHEREAS, the Board of Trustees (the "Board") of Harper's Preserve Property Owner's Association, Inc., a Texas non-profit corporation (the "Association") is charged with administering and enforcing those certain covenants, conditions, and restrictions encumbering the Harper's Preserve community (the "Community"); and

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 members of the Board shall constitute a quorum for the transaction of business and that the action of a majority of the members of the Board at a meeting at which a quorum is present is the action of the Board; and

WHEREAS, the Board held a meeting on March 20, 2012 (the "Adoption Meeting"), at which at least a majority of the members of the Board 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 the Adoption Meeting, at least a majority of Directors were present and the Board duly adopted the Document Retention Policy set forth below. The Document Retention Policy is effective January 1, 2012, and supplements any restrictive covenants, guidelines or policies for document retention which may have previously been in effect for the Community, unless such restrictive covenants, guidelines or policies are in conflict with the Document Retention Policy, in which case the terms in the Document Retention Policy will control. 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 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 a period of at least 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.

**HARPER'S PRESERVE PROPERTY OWNER'S
ASSOCIATION, INC.**, a Texas non-profit corporation

By: _____


Sam Yager III, President

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on March 10 2012, by Sam Yager III, President of Harper's Preserve Property Owner's Association, Inc., a Texas non-profit corporation, on behalf of said corporation.



Tiffany Meadows
Notary Public, State of Texas

WHEN RECORDED, RETURN TO:
Mark K. Knop
Hoover Slovacek LLP
5847 San Felipe, Suite 2200
Houston, Texas 77057

E-FILED FOR RECORD
03/26/2012 1:42PM



COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS
COUNTY OF MONTGOMERY

I hereby certify this instrument was e-FILED in
file number sequence on the date and at the time
stamped herein by me and was duly e-RECORDED in
the Official Public Records of Montgomery County, Texas.

03/26/2012



County Clerk
Montgomery County, Texas