

483749

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

WHEREAS, Waterwood Community Association, Inc. (the "Association") constitutes a property owners association under the provisions of Chapter 209 of the Texas Property Code (the "Code") and is composed of fifteen (15) or more lots;

WHEREAS, Section 209.005(m) of the Code provides that the Association must adopt and comply with a document retention policy that includes, at a minimum, the items specified in Section 209.005(m) of the Code; and

WHEREAS, the Board of Directors of the Association (the "Board") desires to adopt a document retention policy as required under Section 209.005(m) of the Code.

NOW, THEREFORE, the Board hereby adopts this Document Retention Policy (the "Policy"), as set forth below.

DOCUMENT RETENTION POLICY

1. Policy:

Books and records are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for compliance with the document retention periods set forth in this Policy. Records that are no longer required, or that have satisfied their recommended period of retention, may be destroyed in an appropriate manner.

The Association's Secretary is responsible for ensuring that the Association's books and records are identified, retained, stored, protected, and subsequently disposed of in accordance with the guidelines set forth in this Policy. Books and records that are required to be retained pursuant to this Policy may be scanned and maintained in an electronic format.

2. Document Retention Periods:

The following books and records are to be retained by the Association for the retention periods specified below:

<u>Record Type:</u>	<u>Retention Period:</u>
Certificate of Formation (formerly referred to as Articles of Incorporation), Bylaws, and Declarations, including any amendments thereto, and other Dedicatory Instruments	Permanently
Financial books and records	7 years
Account records of current Lot Owners	5 years
Contracts with a term of one (1) year or more	4 years after the expiration of the contract term
Minutes of Board and Membership Meetings	7 years
Tax returns and audit records	7 years

CERTIFICATION

WITNESS WHEREOF, the undersigned, Tom Henry, as the duly elected, qualified, and acting President of Waterwood Community Association, Inc., a Texas nonprofit corporation, hereby certifies on behalf of the Association that this Document Retention Policy was duly adopted by the Board of Directors of the Association at a meeting of the Board held on January 14, 2020, and shall take effect upon its recording in the Official Public Records of Orange County, Texas.

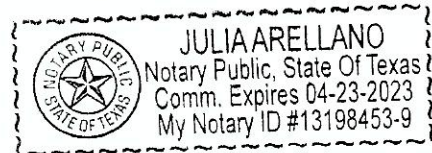
WATERWOOD COMMUNITY
ASSOCIATION, INC.,
a Texas nonprofit corporation

Tom Henry
By: Tom Henry, President

THE STATE OF TEXAS §
COUNTY OF ORANGE §

This instrument was acknowledged before me on the 22nd day of January, 2020, by Tom Henry, acting President of the Board of Directors of Waterwood Community Association, Inc., a Texas nonprofit corporation, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated.

Julia Arellano
Notary Public, State of Texas



② FB &
After recording, return to:
Sara Norman
Orgain Bell & Tucker, LLP
PO Box 1751
Beaumont, Texas 77704
9.00 + 21.00

STATE OF TEXAS

COUNTY OF ORANGE

FILED FOR RECORD
ORANGE COUNTY CLERK

20 JAN 28 P3:46

Brandy Roberts



Brandy Roberts
COUNTY CLERK, Orange County, Texas

I hereby certify that this instrument was filed on the date and time stamped hereon by me and was duly recorded in the Official Public Records of Real Property of Orange County, Texas on **01/28/2020**.