

12774

**CERTIFICATE OF ADOPTION OF DOCUMENT RETENTION POLICY
OF
LAKE LIVINGSTON VILLAGE IMPROVEMENT ASSOCIATION, INC.**

STATE OF TEXAS §
 §
COUNTY OF POLK §

KNOW ALL PERSONS BY THESE PRESENTS:

WHEREAS, the Board of Directors (the "Board") of Lake Livingston Village Improvement Association, Inc., a Texas non-profit corporation (the "Association") is charged with administering and enforcing that certain Declaration of Covenants, Conditions and Restrictions of Lake Livingston Village, Section One recorded in the Office of the County Clerk of Polk County, Texas, under Volume 506, Page 453; Declaration of Covenants, Conditions and Restrictions of Lake Livingston Village, Section Two recorded in the Office of the County Clerk of Polk County, Texas, under Volume 560, Page 699; Declaration of Covenants, Conditions and Restrictions of Lake Livingston Village, Section Three recorded in the Office of the County Clerk of Polk County, Texas, under Volume 566, Page 636; Declaration of Covenants, Conditions and Restrictions of Lake Livingston Village, Section Four recorded in the Office of the County Clerk of Polk County, Texas, under Volume 571, Page 99; Declaration of Covenants, Conditions and Restrictions of Lake Livingston Village, Section Five recorded in the Office of the County Clerk of Polk County, Texas, under Volume 591, Page 404; Declaration of Covenants, Conditions and Restrictions of Lake Livingston Village, Section Six recorded in the Office of the County Clerk of Polk County, Texas, under Volume 560, Page 711; Declaration of Covenants, Conditions and Restrictions of Lake Livingston Village, Sections Seven, Eight, Nine, Ten and Eleven recorded in the Office of the County Clerk of Polk County, Texas, under Volume 599, Page 192; Declaration of Covenants, Conditions and Restrictions of Lake Livingston Village, Section Twelve recorded in the Office of the County Clerk of Polk County, Texas, under Volume 599, Page 181; Declaration of Covenants, Conditions and Restrictions of Lake Livingston Village, Section Thirteen recorded in the Office of the County Clerk of Polk County, Texas, under Volume 621, Page 428; Declaration of Covenants, Conditions and Restrictions of Lake Livingston Village, Section Fourteen recorded in the Office of the County Clerk of Polk County, Texas, under Volume 704, Page 568; as may be supplemented and amended from time to time encumbering the Lake Livingston Village 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 NOVEMBER 20, 2021 (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 upon recordation of this Certificate in the Official Public Records of Polk County, Texas (the "Official Public Records"), 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 acknowledgment set forth herein below, to be effective upon recordation in the Official Public Records.

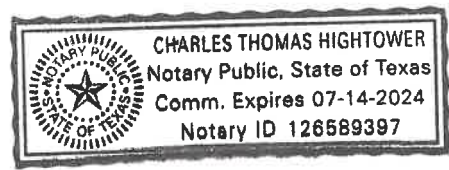
Lake Livingston Village Improvement Association, Inc.,
a Texas non-profit corporation

By: *Howard Vernon Moody*
Howard Vernon Moody, President

THE STATE OF TEXAS §
 §
COUNTY OF POLK §

This instrument was acknowledged before me on NOVEMBER 23, 2021, by Howard Vernon Moody, President of Lake Livingston Village Improvement Association, Inc., a Texas non-profit corporation, on behalf of said entity.

Charles Thomas Hightower
Notary Public, State of Texas



WHEN RECORDED, RETURN TO:

Hoover Slovacek LLP
Galleria Tower II
5051 Westheimer Rd., Suite 1200
Houston, Texas 77056

STATE OF TEXAS)
COUNTY OF POLK) *KP*
I, SCHELANA HOCK hereby certify that the instrument was FILED in the file number sequence on the date and at the time stamped hereon by me and was duly RECORDED in the Official Public Records in Volume and Page of the named RECORDS OF Polk County, Texas as stamped hereon by me.

FILED FOR RECORD
2021 NOV 23 PM 2:14

Schelana Hock
SCHELANA HOCK
POLK COUNTY CLERK



NOV 23 2021

Schelana Hock
COUNTY CLERK
POLK COUNTY, TEXAS