

ASSOCIATION OF PROPERTY OWNERS OF RIVERHILL

A NON-PROFIT CORPORATION

Record Retention Policy

21-04814

This filing corrects and supersedes original Kerr County Clerk document 21-03606 filed 04.27.21

I. Purpose

This document sets forth the Record Retention Policy of the Association of Property Owners of Riverhill. The document takes effect upon recording in the Official Public Records of Kerr County, Texas.

II. Compliance & Responsibility

The Secretary of the Board of Directors will be responsible for maintaining records of the Association of Property Owners of Riverhill in accordance with this retention policy. The Board Secretary may assign actual record retention activities to an Administrative Assistant. The Board Secretary will review records in the fourth quarter of every fiscal year to ensure compliance. Compliance consists of:

- a. Ensuring that all records within the scope of the retention policy are properly preserved. It is the goal of the organization that records be kept electronically (in original electronic form, in scanned form, or in properly electronic archived form) whenever possible.
- b. Ensuring that all records considered out of scope of the retention policy are properly destroyed by shredding if paper, by archiving if electronic.

III. Retained Records and Retention Time.

In accordance with the Texas Property Code Section 209.005 regulations, the following guidelines and document Retention Periods will apply:

<u>Document</u>	<u>Retention Period</u>
Association Legal & Governance Documents (Articles of Incorporation, Bylaws, Declarations, etc.)	Permanently
Financial Books & Records	7 Years
Board and Membership Meeting Minutes	7 Years
Tax Returns and Audit Records	7 Years
Account Records of Current Lot Owners	5 Years
Contracts with a Term of One Year or More	4 Years

IV: Record Location: The Secretary will be responsible for the physical location of the official Association records. Whenever feasible, said records will be converted to digital format, backed up and stored in a safe and accessible location. Upon proper notification, the records will be made available for inspection by any member of the Association.

IN WITNESS THEREOF, by my signature hereto undersigned, being the duly elected 2020-2021 President of the Association of the Association of Property Owners of Riverhill hereby certifies on behalf of the Association that this Document was duly adopted by email vote of the Board of Directors conducted on May 26, 2021 and shall take effect upon its recording in the Official Public Records for Kerr County, Texas.

ASSOCIATION OF PROPERTY OWNERS OF RIVERHILL.
INC.
A Texas nonprofit corporation

By: Bill White 5/26/21
Name: Bill White (Date)
Title: President

THE STATE OF TEXAS
COUNTY OF KERR

[SEAL]



Mary Theresa Smith 05/26/21
Notary Public Signature (Date)

Filed By and Return TO:
✓ Bill White
513 Oakland Hills Lane
Kerrville, TX 78028



FILED AND RECORDED
At 1:19 o'clock P M
STATE OF TEXAS
COUNTY OF KERR
June 2, 2021

I hereby certify that this instrument was filed in the numbered sequence on the date and time stamped above by me and was duly recorded in the Official Public Records of Kerr County Texas.
Jackie Dowdy County Clerk
Uma Kalla Deputy