

**NEWPORT COURT HOMEOWNERS ASSOCIATION, INC.**  
**DOCUMENT RETENTION POLICY**

**THIS DOCUMENT HAS BEEN  
ELECTRONICALLY RECORDED**

**WHEREAS**, the Board of Directors (the “Board”) of Newport Court Homeowners Association (“Association”) is charged with administering and enforcing those certain covenants, conditions, and restrictions contained in the recorded Declarations for the community (collectively referred to as “Declarations”); and

**WHEREAS**, Chapter 209 of Texas Property Code was amended effective January 1, 2012, to add section 209.005(m) (“Section 209.005(m)”) thereto regarding retention of Association documents and records; 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 (“Document Retention Policy”) consistent with Section 209.005; and

**NOW, THEREFORE**, the Board has duly adopted the Document Retention Policy set forth below. The Document Retention Policy is effective January 1, 2017, and supersedes any guidelines or policy for documents and record retention which may have previously been in effect. The Document Retention Policy is as follows:

- I. Association Documents may be maintained in paper format or electronic format that can be readily transferred to paper.
- II. Association Documents shall be retained as follows:
  - a. Certificate of formation or articles of incorporation, bylaws, restrictive covenants, other dedicatory instruments and any amendments to the same shall be retained permanently; and
  - b. Financial books and records shall be retained for seven (7) years; and
  - c. Account records of current owners shall be retained for five (5) years subject to section (d) below; and
  - d. Account records of former owners may be retained as a courtesy to that former owner for one (1) year after they no longer have an ownership interest in the property; and
  - e. Contracts with a term of one (1) year or more shall be retained for four (4) years after the expiration of the contract term; and
  - f. Minutes of meetings of the owners and the board shall be retained for seven (7) years; and
  - g. Tax returns and audit records shall be retained for seven (7) years.
- III. Any documents not listed above are not subject to retention, but may be retained at the discretion of the Board.

IV. Upon expiration of the retention period listed above, the documents will no longer be considered part of the Association books and records and may be destroyed, discarded, deleted, purged, or otherwise eliminated.

**EXECUTED** on date set forth herein below, to be effective as set forth above.

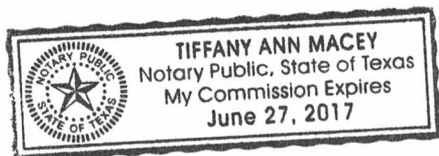
Newport Court Homeowners Association, Inc.,  
A Texas non-profit corporation

By:   
Nino R. Corbett, Managing Agent

THE STATE OF TEXAS            §  
                                                          §  
COUNTY OF HARRIS           §

This instrument was acknowledged before me on February 7, 2017 by Nino R. Corbett, Managing Agent of Newport Court Homeowners Association, Inc., a Texas non-profit corporation, on behalf of said corporation.

  
Notary Public, State of Texas



**AFTER RECORDING, RETURN TO:**

Post Oak Property Management  
27101 Westheimer Parkway  
Katy, TX. 77494