

# Document Retention Policy

*RIVER RUN ASSOCIATION, INC.*

## I. Introduction

Pursuant to the dedicatory instruments granting power in the Board of Directors of the River Run Association, Inc. and as required by Texas Property Code § 209.005(m), the Board of Directors hereby adopts this Document Retention Policy. This policy sets the minimum length of time that documents will be preserved.

## II. Terms

The association hereby sets the following policy for retaining documents:

- |  |                         |
|--|-------------------------|
| 1. Dedicatory instruments including certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates of formation, bylaws, and covenants | Permanently             |
| 2. Financial books and records   | 7 years                 |
| 3. Account records of current owners   | 5 years                 |
| 4. Contracts with a term of one year or more   | 4 yrs after completion  |
| 5. Minutes of meetings of the owners and the board   | 7 years                 |
| 6. Tax returns and audit records   | 7 years                 |
| 7. Records known to be relevant to litigation or potential litigation  | 10 yrs after litigation |
| 8. All other documents not previously characterized  | 5 years                 |

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\_\_\_\_\_, as the President of Southern Trace Home Owners' Association, Inc.

**STATE OF TEXAS**  
**COUNTY OF BRAZOS**

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This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2012 by \_\_\_\_\_, as the President of River Run Association, Inc. a Texas nonprofit corporation, on behalf of said corporation.

\_\_\_\_\_  
NOTARY PUBLIC in and for  
The State of Texas

\_\_\_\_\_  
Date commission expires

*AFTER RECORDING, PLEASE RETURN TO:*

River Run Association, Inc.  
c/o Association Services  
427 DELLWOOD ST  
Bryan, TX 77801 USA

*PREPARED BY:*

Burns & Reyes-Burns, PLLC  
205 South Hill Street  
Caldwell, Texas 77836  
Tel: 979-567-3366