

HARBOR POINT OWNERS ASSOCIATION
DOCUMENT RETENTION POLICY

Permanent Records

- Articles of Incorporation
- Deed Restrictions, Sections I and II
- Amendments
- By-Laws
- Policies (Dog etc.)

SEVEN YEAR RETENTION

- Financial Records
- Minutes of Board Meetings and Annual Meetings
- Tax Returns and Audit Records

FIVE YEAR RETENTION

- Account records of current owners

FOUR YEAR RETENTION

- Contracts with a term of one year or more

R. L. Davis
Russell L. Davis, Registered Agent

STATE OF TEXAS §
COUNTY OF BROWN §

Before me, the undersigned authority, on this 10 day of May, 2013 personally appeared Russell L. Davis know to me thru Texas Drivers License to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed on the 10 day of May 2013.

Kelley Horan
Notary Public State of Texas