20120002517
01/03/2012 RP1 $20.00

Notice

RIVERBEND PLANNING COMMITTEE, INC.
RECORDS RETENTION POLICY

WHEREAS, the Riverbend Planning Committee, Inc. (the "Association"), a Texas non-profit corporation, which is governed by its Board of Directors (the "Board"), is the governing entity of the Riverbend Addition Subdivision and authorized to enact this Policy; and

WHEREAS, this Records Retention Policy applies to the operation and utilization of property within the Riverbend Addition Subdivision, an addition in Harris County, Texas, according to the maps or plats thereof, recorded in the Map Records of Harris County, Texas under Clerk's File Number 1121609 (Volume 43, Page 21), along with any supplements thereto or replats thereof (the Subdivision"); and

WHEREAS, Chapter 209 of the Texas Property Code was amended, effective January 1, 2012, to add Section 209.005(m), which requires the Association to adopt and record a policy regarding retention of Association Books and Books and Records and the Board of Directors of the Association desires to establishes such guidelines; and

NOW THEREFORE, the Board of Directors of the Association hereby adopts the following Records Retention Policy pursuant to Chapter 209.005(m) of the Texas Property Code and the authority granted to the Board by the provisions of the By-laws:

This Records Retention Policy was approved by the Board of Directors for the Riverbend Planning Committee, Inc., on the 6 day of December, 2011, to be effective January 1, 2012.

The Association shall maintain its records as follows:

RECORD	RETENTION PERIOD
Certificate of Formation/ Articles of Incorporation, Bylaws, Declarations and all amendments to those documents.	PERMANENT
Association Tax Returns and Tax Audits	SEVEN (7) YEARS
Financial Books and Records	SEVEN (7) YEARS
Account Records of Current Owners	FIVE (5) YEARS
Contracts with a term of more than one year	FOUR (4) YEARS AFTER CONTRACT EXPIRES
Minutes of Member Meetings and Board Meetings	SEVEN (7) YEARS

Records not listed above are not subject to mandatory retention, but may be retained at the Association's discretion.

The Association, through its Board of Directors, shall have and may exercise discretionary authority concerning the restrictive covenants contained herein.

CERTIFICATION

"I, the undersigned, being the President of the Riverbend Planning Committee, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: _____, President

Print name: Todd Mueller

FILED
2012-JAN-3 PM 4:42
Stan Stanart
COUNTY CLERK
HARRIS COUNTY, TEXAS

ACKNOWLEDGEMENT

STATE OF TEXAS §
§
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared TODD MUELLER, President of the Riverbend Planning Committee, Inc., and known by me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that he is the person who signed the foregoing document in his representative capacity and that the statements contained therein are true and correct.

Given under my hand and seal of office this the 6TH day of DECEMBER, 2011.

Sharon Jackson
Notary Public, State of Texas

RETURN TO:
Holt & Young, P.C.
11200 Richmond Ave., Suite 450
Houston, Texas 77082

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.
THE STATE OF TEXAS
COUNTY OF HARRIS
I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas

JAN - 3 2012

Stan Stanart
COUNTY CLERK
HARRIS COUNTY, TEXAS

SHARON JACKSON
NOTARY PUBLIC
STATE OF TEXAS
EXPIRES
02-07-2013