

**BREWSTER POINTE OWNERS ASSOCIATION, INC.
DOCUMENT RETENTION POLICY**

WHEREAS, Brewster Pointe Owners Association, Inc., a Texas nonprofit corporation (the "Association") constitutes a property owners association under the provisions of Chapter 209 of the Texas Property Code (the "Code") and is composed of fifteen (15) or more lots;

WHEREAS, Section 209.005(m) of the Code provides that the Association must adopt and comply with a document retention policy that includes, at a minimum, the items specified in Section 209.005(m) of the Code; and

WHEREAS, the Board of Directors of the Association (the "Board") desires to adopt a document retention policy as required under Section 209.005(m) of the Code.

NOW, THEREFORE, the Board hereby adopts this Document Retention Policy (the "Policy"), as set forth below.

DOCUMENT RETENTION POLICY

1. Policy:

Books and records are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for compliance with the document retention periods set forth in this Policy. Records that are no longer required, or that have satisfied their recommended period of retention, may be destroyed in an appropriate manner.

The Association's Secretary is responsible for ensuring that the Association's books and records are identified, retained, stored, protected, and subsequently disposed of in accordance with the guidelines set forth in this Policy. Books and records that are required to be retained pursuant to this Policy may be scanned and maintained in an electronic format.

2. Document Retention Periods:

The following books and records are to be retained by the Association for the retention periods specified below:

Record Type:	Retention Period:
Certificate of Formation (formerly referred to as Articles of Incorporation), Bylaws, and Declarations, and any amendments thereto	Permanently
Financial books and records	7 years
Account records of current Lot Owners	5 years

Contracts with a term of one (1) year or more	4 years after the expiration of the contract term
Minutes of Board and Membership Meetings	7 years
Tax returns and audit records	7 years

CERTIFICATION

IN WITNESS WHEREOF, the undersigned, Valerie Gonzales, as the duly elected, qualified, and acting Secretary of Brewster Pointe Owners Association, Inc., a Texas nonprofit corporation, hereby certifies on behalf of the Association that this Document retention Policy was duly adopted by the Board of Directors of the Association via a written consent action, and shall take effect upon its recording in the Official Public Records of Brazos County, Texas.

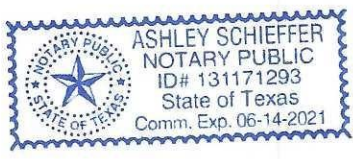
Brewster Pointe Owners Association, Inc.,
a Texas nonprofit corporation

By: *Valerie Gonzales*
Valerie Gonzales, Secretary

STATE OF TEXAS §
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COUNTY OF BRAZOS §

This instrument was acknowledged before me on the 29th day of January, 2020, by Valerie Gonzales, Secretary of Brewster Pointe Owners Association, Inc., a Texas nonprofit corporation, on behalf of such corporation.

Ashley Schieffer
Notary Public, State of Texas



AFTER RECORDING PLEASE RETURN TO:
Stephen R. Hollas
405 Technology Pkwy., Bldg. C.
College Station, TX 77845