

DOCUMENT RETENTION POLICY

VINEYARD ESTATES HOMEOWNERS ASSOCIATION, INC.

Vineyard Estates Homeowners Association, Inc. ("Association"), is the governing body which manages and regulates the subdivision known as Messina Hof Estates and being more particularly described in Declaration of Protective Covenants for Messina Hof Estates is recorded in Volume 13538, Page 62; as amended, superseded, and restated in Volume 15109, Page 183; as further amended in Volume 17145, Page 74, all of the Official Records of Brazos County, Texas; and in the plats recorded in Volume 13445, Page 294, and Volume 16513, Page 158, all of the Official Records of Brazos County, Texas.

Pursuant to Texas Property Code §209.005(m), the Association adopts this Policy to comply with document retention requirements.

At a minimum, the Association will retain the documents for the periods required, which consist of the documents identified on Exhibit "A" hereto.

This Policy may not be construed to prevent the Board of Directors from adopting, amending, and restating, from time to time, one or more additional administrative policies regarding the retention of documents, records, and information of the Association, including but not limited to policies relating to storage and destruction of items identified on Exhibit "A" and other types of documents, records, and information of the Association. This provision may not be construed as a duty of the Board of Directors to adopt such additional administrative policies.

The Board of Directors adopted this Policy to ensure that the Association complies with requirements of State Law, and instructed the undersigned to execute this Policy and to effect its recording.

VINEYARD ESTATES HOMEOWNERS ASSOCIATION, INC.

By:

Merrill Bonarrigo  
Merrill Bonarrigo, Secretary

STATE OF TEXAS

COUNTY OF BRAZOS

This instrument was acknowledged before me on the 5<sup>th</sup> day of January, 2022, by Merrill Bonarrigo, Secretary of VINEYARD ESTATES HOMEOWNERS ASSOCIATION, Inc., a Texas Non-Profit Corporation, in the capacity therein stated as the act and deed of said entity.

Susan Olivia Hart  
NOTARY PUBLIC, State of Texas

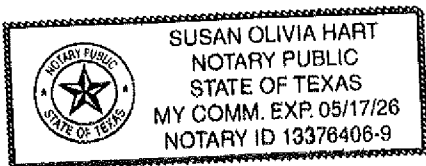


EXHIBIT "A"

Vineyard Estates Homeowners Association, Inc. will retain the following documents for the below-stated periods of time, being the stated requirements of Prop. Code Sec. 209.005(m):

- (1) certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates of formation, bylaws, and covenants shall be retained permanently;
- (2) financial books and records shall be retained for at least seven years;
- (3) account records of current owners shall be retained for at least five years;
- (4) contracts with a term of one year or more shall be retained for at least four years after the expiration of the contract term;
- (5) minutes of meetings of the owners and the board shall be retained for at least seven years;  
and
- (6) tax returns and audit records shall be retained for at least seven years.

**Brazos County  
Karen McQueen  
County Clerk**

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**Instrument Number:** 1485965  
Volume : 18276  
ERecordings - Real Property

Recorded On: October 11, 2022 03:28 PM

Number of Pages: 3

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**" Examined and Charged as Follows: "**

Total Recording: \$34.00

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**\*\*\*\*\* THIS PAGE IS PART OF THE INSTRUMENT \*\*\*\*\***

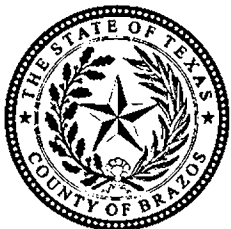
Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

**File Information:**

Document Number: 1485965  
Receipt Number: 20221011000077  
Recorded Date/Time: October 11, 2022 03:28 PM  
User: Flo W  
Station: Flo's Workstation

**Record and Return To:**

Simplifile  
5072 NORTH 300 WEST  
PROVO UT 84604



STATE OF TEXAS  
COUNTY OF BRAZOS

I hereby certify that this Instrument was FILED In the File Number sequence on the date/time printed hereon, and was duly RECORDED in the Official Public Records of Brazos County, Texas.

Karen McQueen  
County Clerk  
Brazos County, TX