

DOCUMENT RETENTION POLICY

LANTERN COVE OWNERS ASSOCIATION, INC.

Lantern Cove Owners Association, Inc. ("Association"), is the governing body which manages and regulates the subdivision known as Lantern Cove and being more particularly described in Declaration of Covenants, Conditions, and Restrictions of Lantern Cove, recorded in Volume 14790, Page 192 of the Official Records of Brazos County, Texas; and the plat recorded in Volume 13408, Page 198 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.

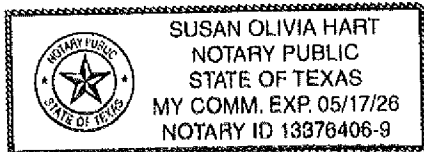
LANTERN COVE OWNERS ASSOCIATION, INC.

By: Merrill Bonarrigo
Merrill Bonarrigo, Secretary

STATE OF TEXAS

COUNTY OF BRAZOS

This instrument was acknowledged before me on the 5th day of October, 2022, by Merrill Bonarrigo, Secretary of LANTERN COVE OWNERS 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"

Lantern Cove Owners 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**

Instrument Number: 1485949
Volume : 18275
ERecordings - Real Property

Recorded On: October 11, 2022 03:07 PM

Number of Pages: 3

" Examined and Charged as Follows: "

Total Recording: \$34.00

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

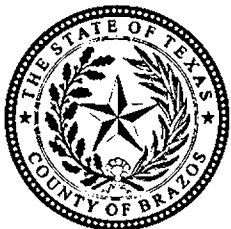
Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

File Information:

Document Number: 1485949
Receipt Number: 20221011000074
Recorded Date/Time: October 11, 2022 03:07 PM
User: Patsy D
Station: CCLERK07

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