



**BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC.  
RECORDS RETENTION POLICY**

NOW THEREFORE, in order to comply with Section 209.005(m), the Association hereby adopts the following Records Retention Policy:

The Association shall maintain its records as follows:

| <u>RECORD</u>   | <u>RETENTION PERIOD</u>               |
|---|---------------------------------------|
| 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 |
| Meeting Minutes   | SEVEN (7) YEARS                       |

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable records may be destroyed.

ER 060 - 26 - 1223

CERTIFICATION

STATE OF TEXAS                   §  
   §  
COUNTY OF HARRIS           §

I, the undersigned, pursuant to §202.006 of the Texas Property Code, do hereby certify, as follows:

- (1) I am an Agent for BellaVita at Green Tee Homeowners Association, Inc. a Texas non-profit corporation;
- (2) Instruments titled: "BellaVita at Green Tee Records Retention Policy", "BellaVita at Green Teen Access to Records/Copying/Production Policy", "BellaVita at Green Tee Rules and Regulations", and "Architctural Guidelines BellaVita at Green Tee Homeowners Association", are attached hereto;
- (3) The Property affected by the said Instruments is described as, to wit:

BellaVita at Green Tee, Sections 1, 2, 3, 4 and 5 additions in Harris County, Texas, according to the maps or plats thereof recorded in the Map Records of Harris County, Texas, under Clerk's File Nos. U404467, V343320, W173156, X817492 and Y808903, respectively, along with any amendments, supplements and replats. 5EE

(4) The attached Instruments are true and correct copies of the originals.

IN WITNESS WHEREOF, I have subscribed my name on this 14<sup>th</sup> of August, 2014.

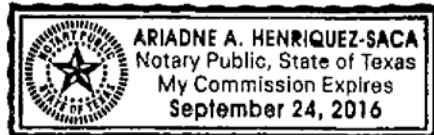
By: [Signature]  
Luke P. Tollett, Attorney for BellaVita at Green Tee Homeowners Association, Inc. 2OR

STATE OF TEXAS                   §  
   §  
COUNTY OF HARRIS           §

BEFORE ME, the undersigned authority, on the day personally appeared Luke P. Tollett, Attorney for the BellaVita at Green Tee Homeowners Association, 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 14 day of August, 2014.  
[Signature]  
Notary Public, State of Texas

After recording return to:  
HOLT & YOUNG, P.C.  
9821 Katy Freeway, Ste. 350  
Houston, Texas 77024



ER 060 - 26 - 1222

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# Pages 70  
08/21/2014 14:23:11 PM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
STAN STANART  
COUNTY CLERK  
Fees 288.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

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.



*Stan Stanart*

COUNTY CLERK  
HARRIS COUNTY, TEXAS