

River Mountain Ranch
Property Owner's Association
P.O. Box 182
Wimberley, TX 78676

www.rivermountainranch.org

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Hays County

River Mountain Ranch Subdivision
The State of Texas
County of Hays

Policy # 5 - River Mountain Ranch Records Retention Policy

Purpose: Define the Records Retention Policy for the River Mountain Ranch POA. This policy supplements the Records Retention Process defined under Article 8 of the Association's Bylaws. The **Bylaws** are posted and may be downloaded from the Association's website on the Documents & Maps page, http://www.rivermountainranch.org/docs_maps.html.

Policy Details: The following is a summary of the **Records Retention** Policy:

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
Architectural Plans	Return when construction complete
Construction Approval/Disapproval/Variance Documents	Permanent
Minutes of member meetings and Board Meetings	Seven (7) years

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Association books and records.

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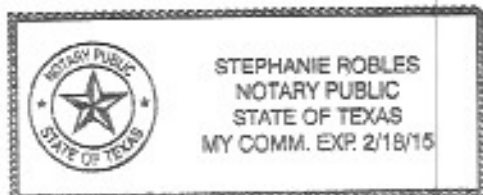
CERTIFICATION

"I, the undersigned, being the President of River Mountain Ranch -- Wimberley Property Owners Association hereby certify that the foregoing Policy was adopted by a majority of the River Mountain Ranch-- Wimberley Property Owners Association Board of Directors on the 10th day of May, 2012."

By: *John Tanzillo*

John Tanzillo
President, River Mountain Ranch -- Wimberley
Property Owners Association

SUBSCRIBED AND SWORN TO BEFORE ME, the undersigned authority, by John Tanzillo
the President of River Mountain Ranch -- Wimberley Property Owners Association on the 17 day
of May, 2012, to certify which witness my hand and seal of office.



Stephanie Robles
NOTARY PUBLIC, State of Texas