Serenity Pines

SERENITY PINES RESIDENTIAL ASSOCIATION, INC.
DOCUMENT RETENTION POLICY

STATE OF TEXAS §
§
COUNTY OF LIBERTY §

I. PURPOSE

The purpose of this Document Retention Policy (this "***Policy***") is to prescribe the document retention policy pursuant to Section 209.005 of the Texas Property Code. The Board of Directors (the "***Board***") of Serenity Pines Residential Association, Inc., a Texas nonprofit corporation (the "***Association***") has determined that it is in the best interest of the Association to establish this Policy concerning the retention of records of the Association.

II. APPLICABILITY AND AUTHORITY

The property encumbered by this Policy is that property restricted by the Declaration of Covenants, Conditions, and Restrictions for Serenity Pines (Residential Property), recorded under Clerk's File No. 2026022712 in the Official Public Records of Liberty County, Texas, as same has been and may be amended from time to time (the "***Declaration***"), and any other property which has been and may be subsequently annexed into Serenity Pines and made subject to the authority of the Association.

Reference is made to the Declaration for all purposes. Unless otherwise set forth in this Policy, the capitalized terms used in this Policy are defined in the same manner as set forth in the Declaration and the interpretation provision set forth in the Declaration applies to this Policy, which definitions and interpretation provision are incorporated in this Policy for all purposes by this reference.

Pursuant to the Dedicatory Instruments governing the Property, the Board is vested with the authority to adopt policies, rules, and guidelines.

The Board adopts this Policy, which runs with the land and is binding on all Owners and Lots within the Property. The provisions of this Policy are in addition to any other applicable guidelines, rules, or policies. This Policy is effective upon the recording of same. After the effective date, in the event of a conflict between the terms of this Policy and any previously adopted guidelines, rules, or policies addressing the subjects contained in this Policy, this Policy will control.

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Invalidation of any one or more of the covenants, conditions, restrictions, or provisions contained in this Policy will in no way affect any one of the other covenants, conditions, restrictions, or provisions of this Policy, which remain in full force and effect.

III. DOCUMENT RETENTION POLICY

This Policy provides for the future systematic review, retention, and destruction of documents received or created by the Association in connection with the transaction of the Association's business. This Policy covers all records and documents, regardless of physical form, and contains guidelines for how long certain documents should be kept and how records should be destroyed.

The Association retains specific documents for the time periods outlined in the attached **Exhibit A**. Documents that may not be specifically listed will be retained for the time period of the documents most closely related to them as listed in the schedule. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the attached **Exhibit A** will be maintained for the identified time period.

The Custodian of Records of the Association is responsible for the ongoing process of identifying the Association's records which have met the required retention period and overseeing their destruction. Destruction of any physical documents will be accomplished via shredding. Destruction of any electronic records of the Association will be accomplished via a reasonable attempt to remove the electronic records from all known electronic locations or repositories.

[SIGNATURE PAGE FOLLOWS]

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CERTIFICATION

I certify that, as President of the Serenity Pines Residential Association, Inc., a Texas nonprofit corporation, the foregoing Document Retention Policy was approved on the 19th day of August, 2026, at a meeting of the Board of Directors at which a quorum was present.

DATED this the 19th day of August, 2026.

Serenity Pines Residential Association, Inc.,
a Texas nonprofit corporation

By: _____
Print Name: Kevin Campbell
Title: President

STATE OF TEXAS §
§
COUNTY OF Liberty §

BEFORE ME, on this day personally appeared Kevin Campbell the President of the Serenity Pines Residential Association, Inc., a Texas nonprofit corporation, known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that s/he executed the same for the purposes and in the capacity stated in this instrument, and as the act and deed of said corporation.

Given under my hand and seal of office, this 19th day of August, 2026.

SANDRA LOPEZ MARTINS NOTARY PUBLIC STATE OF TEXAS ID: 125675759 EXP: 07-31-2030

_____
Notary Public – State of Texas

After Recording Return To:
Lisa L. Gambrell
Rida J. Sarwar
Roberts Markel Weinberg Butler Hailey PC
2800 Post Oak Blvd., 57th Floor
Houston, Texas 77056

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EXHIBIT A DOCUMENT RETENTION POLICY			
DOCUMENT TYPE	**DEFINED**	**TIME PERIOD**	**EXCEPTION**
Account Records of Current Owners	Member Assessment records	5 years	Unless period of ownership exceeds 5 years, then retain last 5 years.
Audit Records	Independent Audit Records	7 years	
Bylaws	And all amendments	Permanently	
Certificate of Formation	And all amendments	Permanently	
Contracts	Final contracts between the Association and another entity	Later of completion of performance or expiration of the contract term plus 4 years	
Financial Books & Records	Year End Financial Records and supporting documents	7 years	
Minutes of Board & Owners Meetings	Board minutes and written consents in lieu of a meeting; Annual member meetings	7 years	
Restrictive Covenants	And all amendments	Permanently	
Tax Returns	Federal and State Income and Franchise Tax Returns and supporting documentation	7 years	

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THE STATE OF TEXAS
COUNTY OF LIBERTY

I hereby certify that this instrument was FILED on the date and the time stamped hereon by me and was duly RECORDED in the Records of Liberty County, Texas.

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08/25/2026 10:29:08 AM Total Fees: $37.00

Lee Haidusek Chambers,County Clerk
Liberty County, Texas