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ADMINISTRATIVE POLICIES & PROCEDURES, August 10, 2012; Page 1 of 2:

1.) Association Records:

- The Estates of RiverTree Owner's Association, Inc., maintains an Open Records policy.
- Retention of Documents and Records:
  - i. Certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates of formation, bylaws, and covenants shall be retained permanently.
  - ii. Financial books and records shall be retained for seven years.
  - iii. Account records of current owners shall be retained for five years.
  - iv. Contracts with a term of one year or more shall be retained for four years after the expiration of the contract term.
  - v. Minutes of meetings of the owners and the board shall be retained for seven years.
  - vi. Tax returns and audit records shall be retained for seven years.
- Production and Copying costs:
  - i. Quarterly financial statements:
    - 1. Initial copy – no charge;
    - 2. Subsequent copies of the same document to the same lot owner --ten cents per single copy or twenty cents for each double-sided page.
  - ii. All other records, as allowed by law:
    - 1. Quantity requested under 5 pages – no charge;
    - 2. Quantity requested 5 or more pages - ten cents per single copy or twenty cents for each double-sided page.

EXECUTED effective as of the 17<sup>th</sup> day of December,  
2014

THE ESTATES OF RIVERTREE OWNER'S ASSOCIATION, INC.

Tammie J. Dugat

By: Tammie J. Dugat

Its: President

STATE OF TEXAS )

COUNTY OF REAL )

This instrument was acknowledged before me on December 17,  
2014, by Tammie J. Dugat, President of The Estates of RiverTree Owner's  
Association, Inc.

Anne M. Guinn

Notary Public, State of Texas

My commission expires: 1-25-2016



Doc#	BK	Vol	Ps
10111	OR	82	556

FILED AND RECORDED  
OFFICIAL PUBLIC RECORDS  
On: Dec 23, 2014 at 09:05A

Receipt#:	9440
BK/Vol/Ps:	OR 82 556
Document Number:	10111
Amount:	30.00

By: D Ann Green, Deputy

STATE OF TEXAS

COUNTY OF REAL

I hereby certify that this instrument was  
FILED on this date and time stamped herein by  
me and was duly RECORDED in the OFFICIAL PUBLIC  
RECORDS OF REAL COUNTY, TEXAS in the volume  
and page as shown.

Bella Rubio, County Clerk  
Real County, Texas

By: D Ann Green, Deputy

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.