



DOCUMENT RETENTION AND DISPOSITION POLICY
FOR KINGS POINT PROPERTY OWNERS ASSOCIATION, INC.

KINGS POINT PROPERTY OWNERS ASSOCIATION, INC., a Texas Non-Profit Corporation and Texas Property Owners' Association has adopted the following Document Retention and Disposition Policy and hereby records this document as allowed by Section 209.005 of the Texas Property Code.

The records of the Association will be kept either in paper or electronic form as outlined in this policy. Any records that do not have a records retention schedule as specified in this document may be discarded at any time without written notification.

RECORDS RETENTION SCHEDULE

Financial Documents	Records Retention Schedule
General Ledgers and Journals	Current year + 7
Year End Financial Statements	Current year + 7
Tax Returns	Current year + 7
Audit Records and Reports	Current year + 7
Depreciation Schedules/Capital Inventory Plan	Current year + 7
Accounts Payable/Accounts Receivable Ledgers	Current year + 7
Expense Records	Current year + 7
Canceled Checks	Current year + 7
Electronic Payment Records	Current year + 7
Purchase Orders and Vendor Invoices	Current year + 7
Bank Statements	Current year + 7
Deposit Slips	Current year + 7
Budgets	Current year + 7
Petty Cash Vouchers	Current year + 7
Accounting Records of Current Owners	Current year + 5

Governing Documents	Records Retention Schedule
Deed Covenants and Restrictions and all Amendments	Permanent
By-Laws and all Amendments	Permanent
Articles of Incorporation	Permanent
Rules and Regulations	Permanent
Adopted Policies and Procedures	Permanent

Corporate Documents	Records Retention Schedule
Board Meeting Minutes	Current year + 7
Membership Meeting Minutes	Current year + 7
Proxies and Voting Records	Current year + 7
Notices of Meetings	Current year + 7
Written Agendas	Current year + 7
Attendance Records	Current year + 7
Committee Meeting Records	Current year + 7
Architecture Control Records and Documents	Permanent

Legal and Insurance Documents	Records Retention Schedule
Contracts with term of one year or more	Current year + 4 after expiration
Contracts with term of less than one year	Current year + 4
Insurance Policies	Current year + 7
Insurance Records	Current year + 7
Settled Insurance Claims	Current year + 7
Court Files and Pleadings	Current year + 7 or until matter is resolved, whichever is longer
Attorney Legal Opinions	Permanent

DESTRUCTION OF RECORDS

The Association will be responsible for complying with the records retention policy and the destruction of records. The destruction of records should be done to preserve the confidentiality of the documents.

Before the destruction of any records, the Board of Directors will be notified that documents are set to be destroyed in accordance with this policy. The Board will review the information and consent to the categories of items proposed for destruction. After approval by the Board, the documents will be destroyed. The destruction of documents (both hardcopy and electronic) may be by shredding, pulping, or any other method that destroys media beyond reconstruction in an environmentally sound manner.

This policy may be amended from time to time by the Board of Directors.

KINGS POINT PROPERTY OWNERS ASSOCIATION, INC.
A Texas Non-Profit Corporation

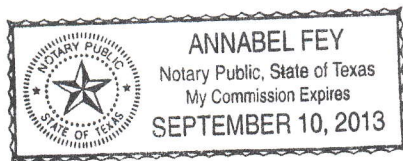
By: Darryl G. Stegemoller
Darryl G. Stegemoller
President

Attest:

By: Charlotte Henley
Charlotte Henley
Secretary

THE STATE OF TEXAS §
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COUNTY OF COMAL §

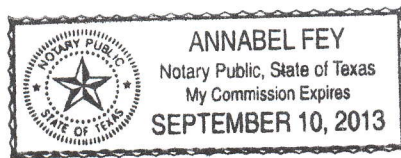
This instrument was acknowledged before me this 2nd day of October 2011, by Darryl G. Stegemoller, President of the Kings Point Property Owners Association, Inc., a Texas non-profit corporation, on behalf of such corporation.



Annabel Fey
Notary Public, State of Texas

THE STATE OF TEXAS §
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COUNTY OF COMAL §

This instrument was acknowledged before me this 2nd day of October 2011, by Charlotte Henley, Secretary of the Board of Directors of the Kings Point Property Owners Association, Inc., a Texas non-profit corporation, on behalf of such corporation.



Annabel Fey
Notary Public, State of Texas

After Filing Return to:

Charlotte Henley
Secretary/Treasurer
Kings Point Property Owners Association, Inc.
1228 Kings Point Drive
Canyon Lake, Texas 78133

Filed and Recorded
Official Public Records
Joy Streater, County Clerk
Comal County, Texas
10/06/2011 10:27:10 AM
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201106034601



Joy Streater