


**Corinthian Point Yacht and Racquet Club  
Document Retention Policy**

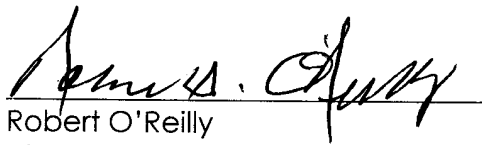
In accordance with House Bill 2761 Effective January 1, 2012 the following is the Document Retention Policy for Corinthian Point Yacht and Racquet Club.

- (1) Certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates of formation, bylaws, and covenants shall be retained permanently;
- (2) Financial books and records shall be retained for seven years;
- (3) Account records of current owners shall be retained for five years;
- (4) Contracts with a term of one year or more shall be retained for four years after the expiration of the contract term;
- (5) Minutes of meetings of the owners and the board shall be retained for seven years; and
- (6) Tax returns and audit records shall be retained for seven years.

Corinthian Point Board of Directors

  
Hugh T. Rozier  
President / Treasurer

  
Bolton Williams  
Vice President

  
Robert O'Reilly  
Vice President

  
Michelle Carruthers  
Secretary

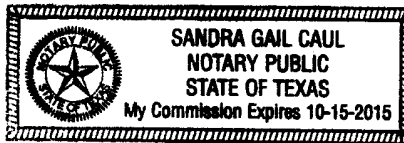
Please return this document to:  
Corinthian Point Yacht and Racquet Club, Inc.  
14008 Lakepoint Drive  
Willis, Texas 77318



State of Texas, County of Montgomery


SUBSCRIBED AND SWORN TO BEFORE ME on this the 1<sup>st</sup> day of February, 2012 by Hugh T. Rozier, President / Treasurer Corinthian Point Board of Directors

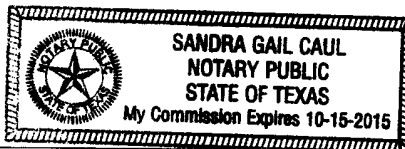
  
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THE STATE OF TEXAS



State of Texas, County of Montgomery


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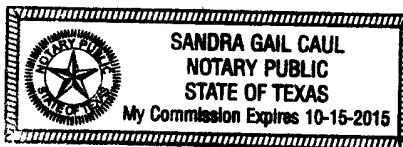
  
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State of Texas, County of Montgomery

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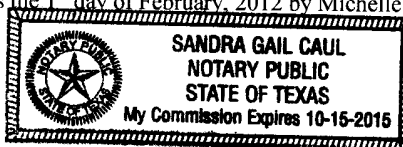
  
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SUBSCRIBED AND SWORN TO BEFORE ME on this the 1<sup>st</sup> day of February, 2012 by Michelle Carruthers, Vice President, Corinthian Point Board of Directors

  
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Please return this document to:

Corinthian Point Yacht and Racquet Club, Inc.  
P O Box 787  
Willis, Texas 77318  
(936) 856-6567

**FILED FOR RECORD**

03/05/2012 2:33PM

*Mark Tumbull*

COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS  
COUNTY OF MONTGOMERY

I hereby certify this instrument was filed in file number  
sequence on the date and at the time stamped herein  
by me and was duly RECORDED in the Official Public  
Records of Montgomery County, Texas.

**03/05/2012**



*Mark Tumbull*

County Clerk  
Montgomery County, Texas