



**PHEASANT CREEK HOMEOWNERS
ASSOCIATION, INC.**

2204 Timberloch Place, Suite 245
The Woodlands, Texas 77380
Tel. No. (281) 296-9775 / Fax No. (281) 296-9788
conmgsvc@swbell.net

RECORDS RETENTION POLICY

- I. The name of the Subdivision is Pheasant Creek.
- II. The name of the Association is Pheasant Creek Homeowners Association.
- III. The recording data (i.e., Map or Plat reference) for each Section of the Subdivision, and the recording data for the Declaration (i.e., Deed Restrictions) for each Section of the Subdivision is as follows:

Map(s) or Plat(s) Records of Fort Bend County, Texas:

- (i) Pheasant Creek, Section One (1): Volume 22, Page 32 of the Plat Records of Fort Bend County, Texas; and
- (ii) Pheasant Creek, Section Two (2): Volume 31, Page 2; Volume 31, Page 12; and Volume 33, Page 8 of the Plat Records of Fort Bend County, Texas.

Deed Restrictions (Deed Records of Fort Bend County, Texas):

- (i) Declaration of Covenants, Conditions and Restrictions for Pheasant Creek, Section One - Fort Bend County Clerk's File No. 92546; and
- (ii) Declaration of Covenants, Conditions and Restrictions for Pheasant Creek, Section Two - Fort Bend County Clerk's File No. 48544.

- IV. **Records Retention.** This Records Retention Policy was approved by at least a majority vote of the Board of Directors of Pheasant Creek Homeowners Association (the "Board"), at a duly called Meeting of the Board held on the 06th day of December, 2011, at which Meeting a quorum was present.

The Association shall maintain its records as follows:

RECORDS RETENTION PERIOD

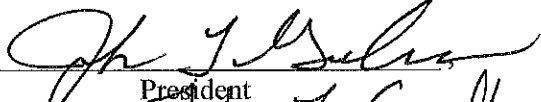
- | | | |
|----|--|--|
| 1. | Certificate of Formation/Articles of Incorporation, By-Laws, Declarations and all amendments to those documents. | <u>Permanent</u> |
| 2. | Financial Books and Records | <u>Seven (7) years</u> |
| 3. | Account Records of Current Owners | <u>Five (5) years</u> |
| 4. | Contracts with a term of more than one year | <u>Four (4) years after Contract expires</u> |
| 5. | Minutes of Member Meetings and Board Meetings | <u>Seven (7) years</u> |
| 6. | Association Tax Returns and Tax Audits | <u>Seven (7) years</u> |

Records not listed above are not subject to retention. Relative to the above-listed records, upon expiration of the retention date, the applicable record(s) shall not be considered a part of the Association's books and records and may be destroyed.

CERTIFICATION

"I, the undersigned, being the President of Pheasant Homeowners Association, hereby certify that the foregoing Records Retention Policy Resolution was adopted by at least a majority of the Association's Board of Directors, and such Records Retention Policy Resolution has never been modified or repealed, and is now in full force and effect."

Pheasant Creek Homeowners Association.

By: 
President

Printed name: John T. Goodbee

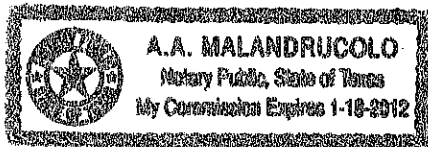
Date: 12-6-11

ACKNOWLEDGMENT

THE STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared John T. Godbee, President of Pheasant Creek Homeowners Association., a Texas Non-Profit Corporation, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn and declared that he executed same in the capacity and for the consideration therein expressed, and as the act and deed of such Corporation.

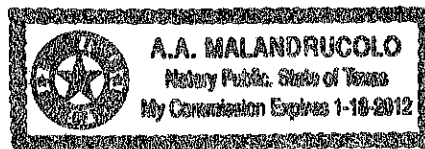
GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 06th day of December, 2011.



A.A. Malandrucolo

NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

Pheasant Creek Homeowners Association / Records Retention Policy



Return to: Michael T. Gainer
Attorney at Law
9801 Westheimer, Ste 302
Houston, TX 77042

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

2011 Dec 30 03:51 PM
LJ \$24.00

2011131282

Dianne Wilson COUNTY CLERK
FT BEND COUNTY TEXAS

RETURNED AT COUNTER TO:

Dee Donalson
9801 Westheimer Suite 302
Houston, TX 77042