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SPRINGRIDGE HOMEOWNERS ASSOCIATION
c/o Consolidated Management Services
2204 Timberloch Place, Suite 245, The Woodlands, Texas 77380
Phone: 281.296.9775 Fax: 281.296.9788
Email to: conmgsvc@swbell.net

RECORDS RETENTION POLICY

- I. The name of the Subdivision is Springridge. w
- II. The name of the Association is SPRINGRIDGE 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 Harris County, Texas:

- (i) Springridge – Volume 316, Page 97

Deed Restrictions (Deed Records of Harris County, Texas):

- (i) Springridge – Harris County Clerk’s File No. H964732

- IV. **Records Retention.** This Records Retention Policy was approved by at least a majority vote of the Board of Directors of the Springridge Homeowners Association, (the “Board”), at a duly called Meeting of the Board held on the 15th day of May, 2012, at which Meeting a quorum was present.

The Association shall maintain its records as follows:

RECORDS RETENTION PERIODS

- | | | |
|----|--|--|
| 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</u>
<u>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> |

RP 092-42-0612

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 the Springridge 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of the Association's Board of Directors, and such Records Retention Policy Resolution has never been modified or repealed, and is now in full force and effect."

SPRINGRIDGE HOMEOWNER ASSOCIATION

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By: *Harvey Jones*
Harvey Jones, President

**FILED FOR RECORD
8:00 AM**

ACKNOWLEDGMENT

MAY 30 2012

**THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §**

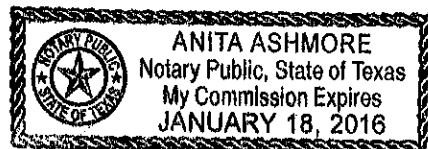
Stan Stewart
County Clerk, Harris County, Texas

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared Harvey Jones, President of the SPRINGRIDGE 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 15th day of May, 2012.

Anita Ashmore
**ANITA ASHMORE
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS**

Springridge Homeowners Association/ Records Retention Policy



RP 082-42-0613

RP 082-42-0614

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.
THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time
stamped hereon by me, and was duly RECORDED, in the Official Public Records of Real Property of Harris
County, Texas

MAY 30 2012



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS