

SUNBURY ESTATES COMMUNITY IMPROVEMENT ASSOCIATION, INC.
RECORDS RETENTION POLICY

20110525482
12/16/2011 RP1 \$20.00

2
Notice
b

WHEREAS, the Sunbury Estates Community Improvement Association, Inc., hereinafter the "Association", a Texas non-profit corporation; (the "Association"), which is governed by its Board of Directors (the "Board"), is the governing entity of the Post Wood, Section Five (5) Subdivision and authorized to enact this Policy; and

WHEREAS, this Records Retention Policy applies to the operation and utilization of property within the Post Wood, Section Five (5) Subdivision, an addition in Harris County, Texas, under Harris County Clerk's File Number F959955, and as amended under Clerk's File Number G941180 and as according to the maps or plats thereof recorded under Volume 285, Page 57, and as amended under Volume 301, Page 116, of the Map Records of Harris County, Texas; and

D

WHEREAS, Chapter 209 of the Texas Property Code was amended, effective January 1, 2012, to add Section 209.005(m), which requires the Association to adopt and record a policy regarding retention of Association Books and Books and Records and the Board of Directors of the Association desires to establish such guidelines; and

NOW THEREFORE, the Board of Directors of the Association hereby adopts the following Records Retention Policy pursuant to Chapter 209.005(m) of the Texas Property Code and the authority granted to the Board by the provisions of the By-laws:

This Records Retention Policy was approved by the board of Directors for the Sunbury Estates Community Improvement Association, Inc., on the 10th day of October, 2011, to be effective January 1, 2012.

The Association shall maintain its records as follows:

<u>RECORD</u>	<u>RETENTION PERIOD</u>
Certificate of Formation/ Articles of Incorporation, Bylaws, Declarations and all amendments to those documents.	PERMANENT
Association Tax Returns and Tax Audits	SEVEN (7) YEARS
Financial Books and Records	SEVEN (7) YEARS
Account Records of Current Owners	FIVE (5) YEARS
Contracts with a term of more than one year	FOUR (4) YEARS AFTER CONTRACT EXPIRES
Minutes of Member Meetings and Board Meetings	SEVEN (7) YEARS

