Notice

SUNBURY ESTATES COMMUNITY IMPROVEMENT ASSOCIATION, INC. RECORDS RETENTION POLICY

20110525482 12716/2011 RP1 \$20.00

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

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 establishes 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 Little day of Community Improvement, 2011, to be effective January 1, 2012.

The Association shall maintain its records as follows:

| RECORD | RETENTION PERIOD |
|--|---------------------------------------|
| 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 |

Records not listed above are not subject to mandatory retention, but may be retained at the Association's discretion.

The Association, through its Board of Directors, shall have and may exercise discretionary authority concerning the restrictive covenants contained herein.

CERTIFICATION

| "I, the undersigned, being the President of the | Sunbury Estates Community Improvement |
|---|---|
| Association, Inc., hereby certify that the foregoing Reso | olution was adopted by at least a majority of |
| the Association Board of Directors." | , , and anything of |

By: Jee All lagelly,

Print name: TACK MAXWELL

ACKNOWLEDGEMENT

RECORDER'S MEMORANDUM:
At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.

STATE OF TEXAS §
COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared <u>ack wards</u>, President of the Sunbury Estates Community Improvement Association, Inc., and known by me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that he is the person who signed the foregoing document in his representative capacity and that the statements contained therein are true and correct.

Given under my hand and seal of office this the 11 day of

ia M. Kith

RETURN TO:

Holt & Young, P.C. 11200 Richmond Ave., Suite 450 Houston, Texas 77082 GINA M. SMITH

Notary Public, State of Texas

My Commission Expires

March 29, 2014

FILED FOR RECORD 8:00 AM

DEC 16 2011

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County Clerk, Harris County Toyon

ANY PROVISION HEREIN WHICH RESTRICTS THE SILE REMITAL WE USE OF THE GRACES TO FAMILIAND UNENFORCEASE UNKERFEDERAL LAW.

THE STATE OF TEXAS.

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I hereby cordly 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 Hairis County, Taxas

DEC 16 2011



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