

## CROWN COLONY HOMEOWNERS ASSOCIATION, INC. RECORDS RETENTION POLICY

STATE OF TEXAS §
COUNTY OF HARRIS §

WHEREAS, Crown Colony Homeowners Association, Inc. (the "Association") is the governing entity for Reserves "C" and "D" of Crown Colony Townhouse, an addition in Harris County, Texas, according to the map or plat thereof, recorded in the Map Records of Harris County, Texas, under Volume 158, Page 69, along with any amendments, supplements, replats, and annexations (collectively referred to as the "Subdivision"); 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

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

NOW THEREFORE, in order to comply with Section 209.005(m), the Association hereby adopts the following Records Retention Policy:

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 retention. Upon expiration of the retention date, the applicable records may be destroyed.

## CROWN COLONY HOMEOWNERS ASSOCIATION, INC.

## **CERTIFICATION**

"I, the undersigned, being the President of Crown Colony Homeowners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the day of Directors, 2011."

18)

By: Connie Suster, President

Print Name: Connie Lus TOR

## **ACKNOWLEDGEMENT**

STATE OF TEXAS

COUNTY OF HARRIS §

2011 DEC 30 PM 2: 50

Stan Stanet
COUNTY CLERK
HARRIS COUNTY CLERK

BEFORE ME, the undersigned authority, on this day, personally appeared the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same as the act of the Association for the purpose and consideration therein expressed and in the capacity therein stated.

Given under my hand and seal of office this 204 day of Necr mber

§

, 2011.

Wheelie plusto Roberts
Notary Public, State of Texas

After Recording Return to: HOLT & YOUNG, P.C. 11200 Richmond Ave., Ste. 450 Houston, Texas 77082

SHIRLEY G. AUSTIN-ROBERTS
MY COMMISSION EXPIRES
July 23, 2014

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE HERITA, OR USE OF THE DESCRIBED FEAT.

PROPERTY BECAUSE OF COLOR OR PACE'S WHALD AND UNSIFORCEASTE UNDER FEDERAL LAW.

THE STATE OF TEXAS

COUNTY OF HARRIS

I handay cettly that this instrument was FILED in Pills Hunder Seruzace on the date and at the time stamped hereon by me, and was duly RECORDED, in the Official Public Accords of Heal Property of Harris County, Texas

DEC 3 0 2011



STA STANKET GOUNTY, TEMAS