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Notice

KIRKWOOD COUNTRY HOMEOWNERS ASSOCIATION, INC.  
RECORDS RETENTION POLICY

STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS       §

WHEREAS, Kirkwood Country Homeowners Association, Inc. (the "Association") is the governing entity for Kirkwood Country, Sections One and Two, additions in Harris County, Texas, according to the maps or plats thereof, recorded in the Map Records of Harris County, Texas, under Volume 285, Page 1, Clerk's File No. F937697; and Volume 285, Page 10, Clerk's File No. F937698, respectively, along with any amendments, supplements, replats, and annexations (collectively referred to as the "Subdivision"); and

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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:

<b>RECORD</b>	<b>RETENTION PERIOD</b>
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

RP 080-43-1433

JAN 17 2012

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable records may be destroyed.

KIRKWOOD COUNTRY HOMEOWNERS ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of Kirkwood Country Homeowners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the 13 day of December, 2011." 102

By: John Rankin, President

Print Name: John Rankin

ACKNOWLEDGEMENT

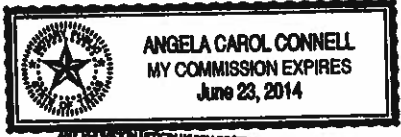
STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS       §

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 13<sup>th</sup> day of December, 2011.

[Signature]  
Notary Public, State of Texas

2011 DEC 30 PM 2:50  
FILED  
Stan Stewart  
COUNTY CLERK  
HARRIS COUNTY, TEXAS



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

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENT, 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 57350 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

DEC 30 2011



Stan Stewart  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

RP 080-43-1434