

**CORPORATE CERTIFICATE**  
**THE VINTAGE AT LAKE ROAD PROPERTY OWNERS ASSOCIATION, INC.**

The undersigned certifies that he is the President of The Vintage at Lake Road Property Owners Association, Inc. (the "Association"). The Association is the property owners' association for The Vintage at Lake Road, a subdivision in Harris County, Texas, being a split out of the subdivision known as Lake Road Park, according to the map or plat thereof recorded in the real property records of Harris County, Texas.

The Association is a Texas nonprofit corporation, and a true and correct copy of the **Records Retention Policy of The Vintage at Lake Road Property Owners Association, Inc.** is attached to this certificate.

Signed this 15<sup>th</sup> day of September 2023.

THE VINTAGE AT LAKE ROAD PROPERTY  
OWNERS ASSOCIATION, INC.

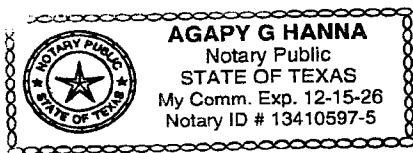
By: \_\_\_\_\_

Ernesto Grey, President

STATE OF TEXAS §

COUNTY OF Harris §

This instrument was acknowledged before me on 9 / 15, 2023, by Ernesto Grey, President, of The Vintage at Lake Road Property Owners Association, Inc., a Texas nonprofit corporation, on behalf of said nonprofit corporation.



\_\_\_\_\_  
Notary Public, State of Texas

My commission expires: 12 / 15 / 2026

RP-2023-381082

**RECORDS RETENTION POLICY**  
**THE VINTAGE AT LAKE ROAD PROPERTY OWNERS ASSOCIATION, INC.**

WHEREAS, the property affected by this Records Retention Policy is subject to that certain *Declaration of Covenants, Conditions, and Restrictions for The Vintage at Lake Road Subdivision*, recorded under File No. RP-2023-148765 in the Official Public Records of Real Property of Harris County, Texas (the "Declaration");

WHEREAS, pursuant to the authority vested in The Vintage at Lake Road Property Owners Association, Inc. (the "Association") in the Declaration and as required by the Texas Property Code, the Board of Directors of the Association (the "Board") hereby promulgates the following Records Retention Policy;

WHEREAS, the Association keeps books and records of account and minutes of the proceedings of its Members and Board (collectively, "Records");

WHEREAS, the Board desires to set a schedule for retaining such Records and other information maintained by the Association; and

WHEREAS, it is desirable to set a reasonable records retention schedule to maintain control, effective record keeping, and to effectively conduct the Association's normal business.

NOW, THEREFORE, BE IT RESOLVED, that the following records retention schedule is established by the Association:

1. Capitalized terms used herein and not otherwise defined shall have the same meanings ascribed to them in the Declaration.
2. Corporate "Legal" Documents & Records. The following Records are to be retained permanently:
  - Certificate of Formation
  - Bylaws
  - Declaration
  - Amendments to the Certificate of Formation
  - Amendments to the Bylaws
  - Amendments to the Declaration
  - Deeds for Association Property
  - Annexation Records
  - Plats
  - Management Certificates
3. Corporate Financial Records. The following financial Records and reports shall be kept for seven (7) years:
  - Check Register
  - Trail Balance

- Prepaid/Accounts Receivable
- Income Statements
- Detailed General Ledger
- Accounts Payable
- Bank Statements/Bank Reconciliations/Cancelled Checks
- Approved Annual Budget
- Annual Assessment Roll and sample of a typical assessment statement
- Year End Audits/Tax Returns

4. Minutes of Meetings. The following Records are to be retained for seven (7) years:

- Approved Minutes of Board Meetings
- Approved Minutes and Records of ACC Meetings
- Approved Minutes of Committee Meetings
- Approved Minutes of Annual and Special Meetings of Members

5. Account Records of Current Owners. Account Records shall be kept for five (5) years.

6. Contracts. Contracts with a term of more than one (1) year are to be retained for four (4) years after the contract expires.

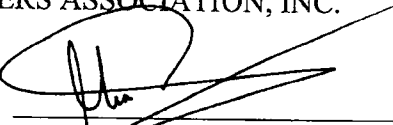
Except as affected by the Texas Property Code and/or by this Policy, all other provisions contained in the Declaration or any other dedicatory instruments of the Association shall remain in full force and effect.

This is to certify that the foregoing Records Retention Policy was adopted by the Board of Directors, effective as of April 26, 2023, until such date as it may be modified, rescinded, or revoked.

Signed this 26<sup>th</sup> day of April 2023.

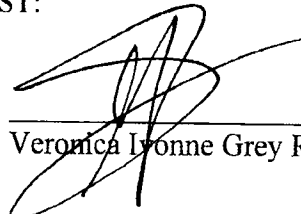
THE VINTAGE AT LAKE ROAD PROPERTY  
OWNERS ASSOCIATION, INC.

By:

  
Ernesto Grey, President

ATTEST:

By:

  
Veronica Lyonne Grey Reyes, Secretary

RP-2023-381082  
# Pages 4  
10/04/2023 11:44 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$26.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically  
and any blackouts, additions or changes were present  
at the time the instrument was filed and recorded.

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.



*Teneshia Hudspeth*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

RP-2023-381082