



3

## AFFIDAVIT FOR FILING DEDICATORY INSTRUMENTS

STATE OF TEXAS )  
)  
COUNTY OF MONTGOMERY )

KNOW ALL BY THESE PRESENTS:

WHEREAS section 202.006 of the Texas Property Code requires that a property owners' association file its dedicatory instruments in the real property records of the county in which the property is located, and

WHEREAS the The Village at High Meadow Community Association, Inc. is a property owners' association as the term is defined in the Texas Property Code and has property located in Montgomery County, Texas,

NOW THEREFORE, true copies of the following dedicatory instruments of the The Village at High Meadow Community Association, Inc. which have not been previously filed in the public records of Montgomery County are attached hereto, including:

The Village at High Meadow Community Association, Inc. Document Retention Policy

FURTHER, other dedicatory instruments of the The Village at High Meadow Community Association, Inc. have already been filed in the public records of Montgomery County and these documents supplement the previously filed documents.

SIGNED on this 24th day of October, 2011.

Signature: \_\_\_\_\_

By: Susan Gonzales

Title: CKM Property Management, Managing Agent for  
The Village at High Meadow Community  
Association, Inc.

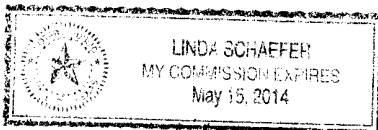
STATE OF TEXAS )  
)  
COUNTY OF MONTGOMERY )

This instrument was acknowledged before me on this 24th day of October, 2011 by Susan Gonzales.

Signature: \_\_\_\_\_

By: Linda Schaefer

Title: Notary in and for the State of Texas  
My commission expires on 05/15/14



Return to: CKM Property Management, Inc.  
P.O. Box 160  
Tomball, TX 77377-0160  
Phone: 281-255-3055 Fax: 281-255-3056



**The Village at High Meadow Community Association, Inc.  
DOCUMENT RETENTION POLICY**

STATE OF TEXAS

§

§

COUNTY OF MONTGOMERY

§

KNOW ALL PERSONS BY THESE PRESENTS:

WHEREAS, the The Village at High Meadow Community Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations"); and

WHEREAS, chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005(m) ("Section 209.005") thereto regarding retention of Association documents and records ("Documents"); and

WHEREAS, the Board of Directors of the Association ("Board") desires to establish a policy for document retention consistent with Section 209.005 and to provide clear and definitive guidance to owners.

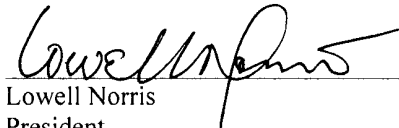
NOW, THEREFORE, the Board has duly adopted the following *Document Retention Policy*.

1. Association Documents may be maintained in paper format or in an electronic format this can be readily transferred to paper.
2. Association Documents shall be retained for the durations listed below:
  - a. certificate of formation or articles of incorporation, bylaws, restrictive covenants, other dedicatory instruments and any amendments to same shall be retained permanently; and
  - b. financial books and records, including annual budgets, reserve studies, monthly financial statements and bank statements, shall be retained for seven (7) years (for example the July 2011 financial statements shall be retained until July 31, 2018); and
  - c. account records of current owners shall be retained for five (5) years (for example, invoice, payment and adjustment records on an owner's account with a transaction date of 08/15/2011 will be retained until 08/15/2016 subject to section (d) below); and
  - d. account records of former owners shall be retained as a courtesy to that former owner for one (1) year after they no longer have an ownership interest in the property; and
  - e. contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term (for example, a contract expiring on 06/30/2011 and not extended by amendment must be retained until 06/30/2015); and
  - f. minutes of meetings of the owners and the Board shall be retained for seven (7) years after the date of the meeting (for example, minutes from a 07/20/2011 board meeting must be retained until 07/20/2018); and
  - g. tax returns and CPA audit records shall be retained for seven (7) years after the last date of the return or audit year (for example, a tax return for the calendar year 2011 shall be retained until 12/31/2018); and

- h. decisions of the Architectural Control Committee or Board regarding applications, variances, waivers or related matters associated with individual properties shall be retained for seven (7) years from the decision date (for example, an application for a swimming pool approved on 10/31/2011 must be retained until 10/31/2018).
3. Any Documents not described above may be retained for the duration deemed to be useful to the purpose of the Association, in the discretion of the Board, its attorney or its managing agent.
4. Upon expiration of the retention period listed above, the Documents shall no longer be considered Association records and may be destroyed, discarded, deleted, purged or otherwise eliminated.

This Policy is effective upon recordation in the Public Records of MONTGOMERY County, and supersedes any policy regarding document retention which may have previously been in effect. Except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 17<sup>th</sup> day of October, 2011.

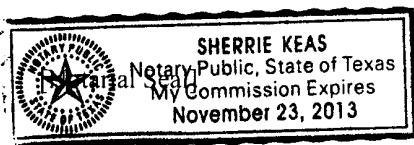
  
\_\_\_\_\_  
Lowell Norris  
President

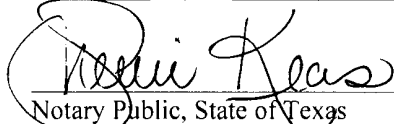
The Village at High Meadow Community Association, Inc.

STATE OF TEXAS                   §  
   §  
COUNTY OF MONTGOMERY   §

Before me, the undersigned authority, on this day personally appeared Lowell Norris, President of The Village at High Meadow Community Association, Inc., a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 19<sup>th</sup> day of October, 2011.



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

SHERRIE KEAS  
\_\_\_\_\_  
Printed Name

My commission expires: 11/23/13

**FILED FOR RECORD**

11/07/2011 1:04PM

*Mark Tumbull*

COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS  
COUNTY OF MONTGOMERY

I hereby certify this instrument was filed in file number  
sequence on the date and at the time stamped herein  
by me and was duly RECORDED in the Official Public  
Records of Montgomery County, Texas.

**11/07/2011**



*Mark Tumbull*

County Clerk  
Montgomery County, Texas