



BRAZOS LANDING RESIDENTIAL ASSOCIATION, INC.  
RECORDS RETENTION POLICY

WHEREAS, the Brazos Landing Residential 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 Brazos Landing Subdivision and authorized to enact this Policy; and

WHEREAS, this Records Retention Policy applies to the operation and utilization of property within the Brazos Landing Subdivision, additions in Fort Bend County, Texas, as follows:

Brazos Landing, Section 1, an addition in Fort Bend County, Texas, according to the map or plat thereof recorded in Slides 1741A and 1741B of the Map Records of Fort Bend County, Texas;

Brazos Landing, Section 2, an addition in Fort Bend County, Texas, according to the map or plat thereof recorded in Slides 1906A and 1906B of the Map Records of Fort Bend County, Texas;

Brazos Landing, Section 3, an addition in Fort Bend County, Texas, according to the map or plat thereof recorded in Slides 1976B and 1977A of the Map Records of Fort Bend County, Texas;

Brazos Landing, Section 4, an addition in Fort Bend County, Texas, according to the map or plat thereof recorded in Slides 2146A and 2146B of the Map Records of Fort Bend County, Texas;

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 Homeowners Association, Inc., on the 26<sup>th</sup> day of September, 2011, to be effective January 1, 2012.

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

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 Brazos Landing Residential Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: Tim Armand, President

Print name: Tim ARMAND

ACKNOWLEDGEMENT

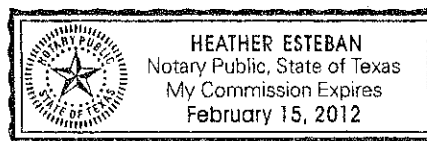
STATE OF TEXAS           §  
   §  
 COUNTY OF HARRIS       §

BEFORE ME, the undersigned authority, on this day personally appeared Tim Armand, President of the Brazos Landing Residential 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 20 day of September, 2011.

HEsteban  
 Notary Public, State of Texas

**RETURN TO:**  
 Holt & Young, P.C.  
 11200 Richmond Ave., Suite 450  
 Houston, Texas 77082



FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

*Dianne Wilson*

2011 Oct 21 11:22 AM

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KG1 \$15.00

Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS