

HERITAGE SQUARE COMMUNITY ASSOCIATION, INC.

RECORDS RETENTION POLICY

STATE OF TEXAS §
COUNTY OF HARRIS § KNOW ALL PERSONS BY THESE PRESENTS:
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WHEREAS, HERITAGE SQUARE COMMUNITY ASSOCIATION, INC. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declaration of Covenants, Conditions and Restrictions for Heritage Square and any Amendments thereto (referred to collectively as the "Declaration"); and

WHEREAS, § 209.005(m) of the TEXAS PROPERTY CODE was added effective January 1, 2012, regarding retention of Association documents and records; and

WHEREAS, the Board of Directors of the Association desires to establish a policy of record retention consistent with § 209.005 and to provide clear and definitive guidance to owners.

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

1. Association Records may be maintained in paper format or in an electronic format that can be readily transferred to paper.
2. Association Records 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;
 - b. financial books and records, including annual budgets, reserve studies, monthly financial statements and bank statements, shall be retained for seven (7) years;
 - c. account records of current owners shall be retained for five (5) years;
 - d. contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term;
 - e. minutes of meetings of the owners and the Board shall be retained for seven (7) years after the date of the meeting;
 - f. tax returns and CPA audit records shall be retained for seven (7) years after the last date of the return or audit year;
 - g. decisions of the of the Board regarding applications, variances, waivers or related matters associated with individual properties shall be retained for seven (7) years from the decision date; and
 - h. decisions of the of the Board regarding applications, variances, waivers or related matters associated with individual properties shall be retained for seven (7) years from the decision date.

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3. Any Records 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 Records 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 Harris 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 Declaration or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 29 day of December, 2011.

HERITAGE SQUARE COMMUNITY ASSOCIATION, INC.

By: [Signature]
Richard Remels, President

STATE OF TEXAS §
COUNTY OF HARRIS §

RECORDER'S MEMORANDUM:
At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts additions and changes were present at the time the instrument was filed and recorded.

Before me, the undersigned authority, on this day personally appeared RICHARD REMELS, President of HERITAGE SQUARE COMMUNITY ASSOCIATION, INC., a Texas non-profit corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he 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 29th day of December, 2011.



[Signature]
NOTARY PUBLIC in and for the STATE OF TEXAS

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR PAGE 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

FILED FOR RECORD
8:00 AM

JAN - 6 2012

JAN - 6 2012

RETURN TO:
MESSOCK & WALTON
17171 Park Row, SUITE 250
HOUSTON, TEXAS 77084



[Signature]
County Clerk, Harris County, Texas
HARRIS COUNTY, TEXAS