

STRATHMORE COMMUNITY ASSOCIATION, INC.

DOCUMENT RETENTION POLICY

20110476138  
11/11/2011 RP1 \$20.00

STATE OF TEXAS §

§ KNOW ALL PERSONS BY THESE PRESENTS:

COUNTY OF HARRIS §

WHEREAS, the STRATHMORE 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 or 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 that 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; and
- c. account records of current owners shall be retained for five (5) years; and
- d. contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term; and
- e. minutes of meetings of the owners and the Board shall be retained for seven (7) years after the date of the meeting; and
- f. tax returns and CPA audit records shall be retained for seven (7) years after the last

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Notice

STRATHMORE COMMUNITY ASSOCIATION, INC.

date of the return or audit year; and

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.

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 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 Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 3 day of Nov, 2011.

FILED FOR RECORD  
8:00 AM

NOV 11 2011

*St. Stewart*  
County Clerk, Harris County, Texas

*J. Goodman*  
\_\_\_\_\_  
President  
Strathmore Community Association, Inc.

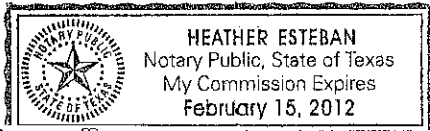
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*lew*

STATE OF TEXAS §

COUNTY OF HARRIS §

Before me, the undersigned authority, on this day personally appeared Jamie Goodman of Strathmore 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 3 day of November, 2011.



*Heather Esteban*  
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NOTARY PUBLIC in and for the  
STATE OF TEXAS

After Recording Return To:  
Bradley R. Walton  
17171 Park Row, Suite 250  
Houston, Texas 77084

*JJ*

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.

NOV 11 2011



*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS