

CYPRESS TERRACE HOMEOWNERS ASSOCIATION, INC.
RECORDS RETENTION POLICY

Notice
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WHEREAS, the Cypress Terrace Homeowners 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 Cypress Terrace Subdivision and authorized to enact this Policy; and

WHEREAS, this Records Retention Policy applies to the operation and utilization of property within the Cypress Terrace Subdivision, additions in Harris County, Texas, as follows:

(4)
lee

Cypress Terrace, Section 1, an addition in Harris County, Texas, according to the map or plat thereof recorded on April 15, 2004 at Film Code No. 556052 of the Map Records of Harris County, Texas;

lee

Cypress Terrace, Section 2, an addition in Harris County, Texas, according to the map or plat thereof recorded on July 12, 2006 at Film Code No. 602107 of the Map Records of Harris County, Texas;

lee

Cypress Terrace, Section 3, an addition in Harris County, Texas, according to the map or plat thereof recorded on January 26, 2006 at Film Code No. 596254 of the Map Records of Harris, County, Texas;

lee

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 establish 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 20th day of October, 2011, to be effective January 1, 2012.

The Association shall maintain its records as follows:

RECORD	RETENTION PERIOD
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 Cypress Terrace Homeowners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: David Crawford, President

Print name: DAVID CRAWFORD

FILED FOR RECORD
8:00 AM

JAN - 3 2012

Stan Stewart
County Clerk, Harris County, Texas

ACKNOWLEDGEMENT

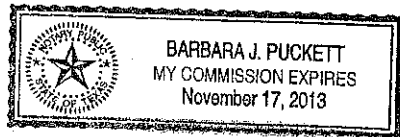
STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared DAVID CRAWFORD, President of the Cypress Terrace Homeowners 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 6th day of December, 2011.

Barbara J. Puckett
Notary Public, State of Texas

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



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

JAN - 3 2012



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS