

RESOLUTION OF THE BOARD OF DIRECTORS OF
WEST MEMORIAL CIVIC ASSOCIATION
DOCUMENT RETENTION POLICY

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WHEREAS, pursuant to the Chapter 209.005(m) of the Texas Property Code, WEST MEMORIAL CIVIC ASSOCIATION, (the "Association") must adopt and comply with a document retention policy and there is a need and the Board of Directors desires to establish rules and regulations relating to a uniform and systematic procedure for retaining Association records; and

WHEREAS, at a regular meeting of the Board of Directors of the Association, said meeting being properly called and a quorum being present, a Document Retention Policy was adopted; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Association has and does hereby adopt the following Document Retention Policy which shall be recorded in the real property records of each county in which the subdivision is located.

By: St M, President

Printed Name: SCOTT MOSHER

CERTIFICATION

"I, the undersigned do hereby certify that I am the duly elected and acting President of WEST MEMORIAL CIVIC ASSOCIATION and the Document Retention Policy was adopted at a regular meeting of the Board of Directors, said meeting being properly called and a quorum being present on the 25 day of October, 2011."

IN WITNESS WHEREOF, I have hereunto subscribed my name this the 25 day of October, 2011.

WEST MEMORIAL CIVIC ASSOCIATION

By: St M, President

Printed Name: SCOTT MOSHER

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ACKNOWLEDGEMENT

STATE OF TEXAS §
COUNTY OF HARRIS §

BEFORE ME, on this day personally appeared SCOTT MOSHER, the President of WEST MEMORIAL CIVIC ASSOCIATION, known by me to be the person whose name is subscribed to the foregoing instrument, and being duly sworn acknowledged to me that s/he executed the same for the purposes and consideration therein expressed and in the capacity therein and herein stated, and as the act and deed of said corporation.

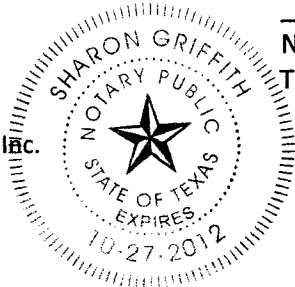
Given under my hand and seal of office, this the 25 day of October, 2011.

Sharon Griffith

NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

FILED FOR RECORD
8:00 AM

DEC 16 2011



After recording, return to:
SCS Management Services, LLC.
7170 Cherry Park Drive
Houston, TX 77095

Stan Stewart
County Clerk, Harris County, Texas

DOCUMENT RETENTION POLICY	
DOCUMENT TYPE	TIME PERIOD RETAINED
Certificate of Formation/Articles of Incorporation, By-Laws, Declarations, and all Amendments to those documents amendments	Permanently
Financial books and records	7 years
Account records of current owners	5 years
Contracts with a term of one year or more	4 years (after the expiration of the contract term)
Minutes of meetings with owners and the board	7 years
Tax returns and audits	7 years

Records not listed above are not subject to retention. Relative to the above-listed records, upon expiration of the retention date, the applicable record(s) shall not be considered a part of the Association's books and records and will be shredded or destroyed in a manner approved by the Board.

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

DEC 16 2011



Stan Stewart
 COUNTY CLERK
 HARRIS COUNTY, TEXAS