

CERTIFICATE OF AUTHORIZATION
of
CLEAR CREEK FOREST SECTION 11 PROPERTY OWNERS ASSOCIATION, INC.

LT1-1-2012017019-1

STATE OF TEXAS §
COUNTY OF MONTGOMERY §

The undersigned, a director of Clear Creek Forest Section 11 Property Owners Association, Inc. ("Association"), does hereby certify that, at a regular meeting of the Association's Board of Directors ("Board") duly called and held with at least a quorum of the Board members being present and remaining throughout, the attached "Records Retention Policy for Clear Creek Forest Section 11 Property Owners Association, Inc." was adopted and approved, and same supersedes and replaces all Record Retention Policies previously adopted by the Board which directly controvert the new policies.

I hereby certify that the foregoing resolution was approved as set forth above and now appears in the books and records of the Association.

TO CERTIFY which witness my hand this 22nd day of December, 2011.

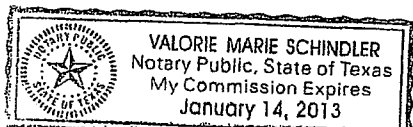
By: *Lisa K Dennis*
CLEAR CREEK FOREST SECTION 11
PROPERTY OWNERS ASSOCIATION, INC.

Lisa K Dennis
(print name)

STATE OF TEXAS §
COUNTY OF MONTGOMERY §

This instrument was acknowledged before me on 22nd day of December, 2011, by Lisa K Dennis a director of Clear Creek Forest Section 11 Property Owners Association, Inc. on behalf of the Association.

Valorie Schindler
Notary Public in and for the State of Texas



✓ NORTH LANE
1 GREENWAY PLAZA
STE. 1005
HOUSTON, TX 77046

LT2-4

RECORDS RETENTION POLICY
FOR CLEAR CREEK FOREST SECTION 11 PROPERTY OWNERS ASSOCIATION, INC.

The corporate records of Clear Creek Forest Section 11 Property Owners Association, Inc. (hereafter the "Association") are important assets. Corporate records include, but are not limited to, declarations, bylaws, certificates of formation, financial records, account records of owners, contracts, meeting minutes, and tax records, whether paper or electronic.

Texas state law requires the Association to maintain certain types of corporate records for a specified period of time.

The Association expects all employees, representatives, and members to fully comply with this records retention policy and its schedules, unless the Association records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then those records should be preserved until the records are no longer needed notwithstanding whether the term of retention exceeds the requirements set forth in the policy.

From time to time, the Association establishes retention policies and schedules for specific categories of records in order to ensure legal compliance and also to accomplish other objectives such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified below. While minimum retention periods are set forth, the retention of the documents identified below and of documents not included in the identified categories will be reassessed periodically and will be determined by the application of legal guidelines affecting document retention as well as all other pertinent factors. Following the expiration of the Retention Period, the Association, at its discretion, retains the right to destroy that documentation which falls outside of the below noted statutory retention guidelines.

- 1) **Declarations, Bylaws, Certificates of Formation, and Amendments to Same ("Governing Documents")**. The Association will retain permanent copies of all Governing Documents and any amendments to same.
- 2) **Financial Records**. The Association will keep final copies of financial records for the same period of time that it keeps tax/audit records, seven years.
- 3) **Account Records of Owners**. Account records of owners will be maintained for a period of five years.
- 4) **Contracts**. Final, executed copies of all contracts entered into by the Association, whose term is one year or more, will be retained for four years beyond the term of the contract.
- 5) **Meeting Minutes**. Meeting minutes will be retained for a period of seven years by the Association.

- 6) **Tax/Audit Records.** Tax records include, but are not limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning the Association's revenues. Tax records will be retained for a period of seven years from the date of filing the applicable return.

FILED FOR RECORD

02/27/2012 4:47PM

Mark Tumbull

COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS
COUNTY OF MONTGOMERY

I hereby certify this instrument was filed in file number
sequence on the date and at the time stamped herein
by me and was duly RECORDED in the Official Public
Records of Montgomery County, Texas.

02/27/2012



Mark Tumbull

County Clerk
Montgomery County, Texas