

ESTATES OF SILVER RIDGE NEIGHBORHOOD ASSOCIATION  
RECORDS RETENTION POLICY

WHEREAS, the Estates of Silver Ridge Neighborhood Association, a Texas non-profit corporation (the "Association"), which is governed by its Board of Directors (the "Board"), is the governing entity of the Estates of Silver Ridge Subdivision and authorized to enact this Policy; and

WHEREAS, this Records Retention Policy applies to the operation and utilization of property within the Estates of Silver Ridge Subdivision, an addition in Fort Bend County, Texas, as follows:

All of that certain property heretofore platted and subdivided into that certain residential subdivision known as Estates of Silver Ridge, being 120.8 acres of land containing seventy (70) lots and five (5) reserves in two (2) blocks, according to the maps or plats thereof respectively recorded in Slide Nos. 2001089405 and 2002066084 of the Map Records of Fort Bend County, Texas; and any subsequent amendments, supplements, corrections or replats thereto (the "Subdivision"); and

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 the Estates of Silver Ridge Neighborhood Association, on the 16<sup>th</sup> day of DECEMBER, 2011, to be effective January 1, 2012.

The Association shall maintain its records as follows:

<u>RECORD</u>	<u>RETENTION PERIOD</u>
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 Estates of Silver Ridge Neighborhood Association, hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: [Signature], President

Print name: William L. Rugg Jr.

ACKNOWLEDGEMENT

STATE OF TEXAS            §  
  §  
COUNTY OF FORT BEND   §

BEFORE ME, the undersigned authority, on this day personally appeared William L. Rugg Jr., President of the Estates of Silver Ridge Neighborhood Association, 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 16th day of December, 2011.

[Signature]  
Notary Public, State of Texas

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

