

**THE RESERVE AT CYPRESS CREEK COMMUNITY ASSOCIATION, INC.**

**RECORDS RETENTION POLICY**

STATE OF TEXAS                   §  
  §  
COUNTY OF HARRIS           §

WHEREAS, THE RESERVE AT CYPRESS CREEK COMMUNITY ASSOCIATION, INC. (the "Association"), is the governing entity for THE RESERVE AT CYPRESS CREEK COMMUNITY ASSOCIATION, INC., a subdivision in Harris County, Texas, as more particularly described in Exhibit "A", attached hereto (the "Subdivision"); and

*we*

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

WHEREAS, the Association, through its Board of Directors, shall have and may exercise discretionary authority concerning the restrictive covenants contained herein;

NOW THEREFORE, in order to comply with Section 209.005(m), the Association hereby adopts the following Records Retention Policy:

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

*3  
Notice*

20120005446

UNRECORDED COPY

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable records may be destroyed.

THE RESERVE AT CYPRESS CREEK COMMUNITY ASSOCIATION, INC.

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CERTIFICATION

"I, the undersigned, being the President of THE RESERVE AT CYPRESS CREEK COMMUNITY ASSOCIATION, INC., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the 19 day of December, 2011."

By: Brian Kelnar, President

Print name: Brian Kelnar

ACKNOWLEDGEMENT

STATE OF TEXAS

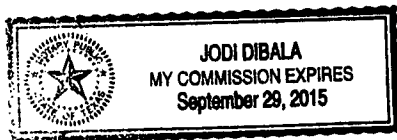
§  
§  
§

COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day, personally appeared the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same as the act of the Association for the purpose and consideration therein expressed and in the capacity therein stated.

Given under my hand and seal of office this 19 day of December, 2011.

Jodi Dibala  
Notary Public, State of Texas



UNOFFICIAL COPY

**EXHIBIT "A"**

The Reserve at Cypress Creek Community Association, Inc. a subdivision in Harris County, Texas, according to the map or plat thereof recorded under Harris County Clerk's File No. V916686 and Film Code No. 516249, Plat Records of Harris County, Texas.

**Recording Data for Association Declaration:**

Declaration of Covenants, Conditions and Restrictions for The Reserve at Cypress Creek Community Association, Inc. recorded on or about August 21, 2002 under County Clerk's File No. W025247 Real Records of Harris County, Texas.

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 - 5 2012



*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

FILED FOR RECORD  
8:00 AM

JAN - 5 2012

*Stan Stewart*  
County Clerk, Harris County, Texas

After Recording Return to:  
The Reserve at Cypress Creek Community Association, Inc.  
15215 Springhill Bend Lane  
Cypress, Texas 77429