## WEST OREM PLACE HOMEOWNERS ASSOCIATION, INC. RECORDS RETENTION POLICY

STATE OF TEXAS

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20110528911 12/19/2011 RP2 \$20.00

COUNTY OF HARRIS

WHEREAS, West Orem Place Homeowners Association, Inc. (the "Association"), is the governing entity for West Orem Place, Sections 1, 2, 3 and 4, additions in Harris County, Texas, according to the maps or plats thereof, recorded under Clerk's File Nos. W525792, X362230, Y440090 and Y682633, respectively, (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

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:

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 retention. Upon expiration of the retention date, the applicable records may be destroyed.

## WEST OREM PLACE HOMEOWNERS ASSOCIATION, INC.

## **CERTIFICATION**

"I, the undersigned, being the President of West Orem Place Homeowners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the \times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\times\_\tim

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By: President

Print name: Bonita Juna

## **ACKNOWLEDGEMNENT**

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STATE OF TEXAS

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COUNTY OF HARRIS

RECORDER'S MEMORANDUM:
At the time of recordation, unto instrument was found to be inadequate for the best photographic reproduction because of disquidity, unicon or photo copy, dispetent property, etc. At blockouts additions and changes were present at the time the instrument was field and recorded.

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 10 day of 10vember, 2011.

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After Recording Return to: HOLT & YOUNG, P.C.



Notary Public, State of Texas

FILED FOR RECORD 8:00 AM

DEC 192011

5/25

County Clerk, Harris County, Texas

11200 Richmond Ave., Ste. 450
Houston, Texas 77082

AN PROVISION HEREN WHICH PESTINCTS THE SALE REHALL, OR USE OF THE DESCRIBED REAL PROPERTY DECASE OF COLORORIZES IS WALLOWN UNERFORCEASE UNDER PEDETAL LAW.
THE STATE OF TEXAS
COUNTY OF HAPFIES

Thereby couldy that this instrument was FILED in File Hundron Sequence on the date and at the time stamped housen by mit, and was duly RECORDED, in the Official Prof. Records of Real Property of Harris County, Texas

DEC 19 2011



Sta Stant COUNTY CLERK HARRIS COUNTY, TEXAS