



CERTIFICATE OF AUTHORIZATION
of
RIDGEMONT P.U.D. HOMEOWNERS ASSOCIATION, INC.

STATE OF TEXAS §
COUNTY OF FORT BEND §

The undersigned, a director of Ridgemont P.U.D. Homeowners 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 Ridgemont P.U.D. Homeowners 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 29th day of December, 2011.

By: [Signature]
RIDGEMONT P.U.D. HOMEOWNERS ASSOCIATION, INC.

Michael A. Malcolm-Hicks
(print name)

STATE OF TEXAS §
COUNTY OF FORT BEND §

This instrument was acknowledged before me on 27th day of December, 2011, by Michael A. Malcolm-Hicks a director of Ridgemont P.U.D. Homeowners Association, Inc. on behalf of the Association.

[Signature]
Notary Public in and for the State of Texas



RECORDS RETENTION POLICY
FOR RIDGEMONT P.U.D. HOMEOWNERS ASSOCIATION, INC. OF FORT BEND COUNTY

The corporate records of Ridgemont P.U.D. Homeowners 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.

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

Dianne Wilson

2012 Apr 16 11:45 AM

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RMM \$15.00

Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS
