

NOTICE
B

RECORDS RETENTION POLICY
for
TOMBALL HILLS CIVIC CLUB, INC.

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, Rhonda Bolton, President of Tomball Hills Civic Club, Inc. (the "Association"), do hereby do hereby certify that at a meeting of the Board of Directors of the Association ("Directors") duly called and held on the 23 day of Oct, 2012, with at least a quorum of the Directors being present and remaining throughout, and being duly authorized to transact business, the following "Records Retention Policy" was duly approved by a majority vote of the Directors in attendance:

RECITALS:

1. Chapter 209 of the Texas Property Code was amended to add Section 209.005(m) requiring property owners' associations to adopt a records retention policy and to set forth minimum retention periods for particular types of documents.
2. The new law becomes effective on January 1, 2012.
3. The Board of Directors of the Association desires to adopt a records retention policy consistent with the new law.

POLICY:

It is the policy of the Association to retain the records of the Association listed below for the periods of time set forth below. The Association is not required to retain any other records. As used herein, "records" means documents originated or obtained by the Association in connection with its operations, whether a paper document or a document in electronic form.

1. Retention Periods.

Record Description	Record Retention Period
a) Financial records (including budgets, financial reports, bank records, and paid invoices)	Seven (7) years
b) including records relating to assessments and other sums owed and paid to the Association	Five (5) years
c) Account records (including records relating to assessments and other sums owed and paid to the Association and	One (1) year after the former owner ceases to own a lot in the subdivision

ER 037 - 88 - 0089

records relating to violations of any dedicatory instrument of the Association) of former owners	
d) Contracts	Four (4) years after expiration or termination of the contract
e) Minutes of meetings of the Board of Directors	Seven (7) years
f) Minutes of the meetings of the members	Seven (7) years
g) Federal tax returns	Permanently
h) State tax returns	Permanently
i) Audit reports	Seven (7) years
j) Certificate of Formation and Bylaws of the Association and all amendments; Declaration of Covenants, Conditions and Restrictions and all amendments and supplements to the Declaration of Covenants, Conditions and Restrictions; the Protective Covenants and all amendments and supplements to the Protective Covenants; annexation documents; and deeds conveying real property to the Association	Permanently
k) Other dedicatory instruments of the Association not listed in (j) above, including, without limitation, Architectural Guidelines, Rules and Regulations and Policies	One (1) year after the date the document is rescinded or superseded by another document
l) Minutes and reports of committees	Seven (7) years
m) Insurance policies	Four (4) years after expiration or termination of the policy
n) Insurance claims and related documents	Four (4) years after expiration or termination of the policy
o) Personnel records, excluding payroll records	Permanently
p) Payroll records	Five (5) years after the date of termination of employment
q) Reserve study	For the period of time covered by the study plus two (2) years
r) Legal opinions issued by counsel for the Association	Permanently
s) Suit files	Seven (7) years after the date the suit is resolved or concluded


2. **Destruction of Documents.** The documents listed in Section 1 above, will be destroyed as soon as practicable when the applicable retention period expires. Other

documents of the Association not listed in Section 1 above, will be destroyed when deemed appropriate by the Board of Directors of the Association. Destruction of paper documents shall be by shredding, bagging and trash pick-up, unless another method of destroying the documents is approved by the Board of Directors of the Association. Destruction of electronic documents shall be by deletion from hard disks and reformatting of removable disks.

I hereby certify that I am the duly elected, qualified and acting President of the Association and that the foregoing Records Retention Policy was approved by a majority vote of the Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Harris County, Texas.


TO CERTIFY which witness my hand this 25 day of Oct, 2012.

TOMBALL HILLS CIVIC CLUB, INC., ^{1EE}
a Texas nonprofit corporation ^{1OR}

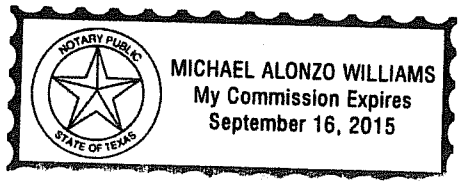
By: 
Rhonda Bolton President

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned notary public, on this 25 day of October, 2012 personally appeared Rhonda Bolton, President of Tomball Hills Civic Club, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and in the capacity therein expressed.


Notary Public in and for the State of Texas

My commission expires: September 16 2015
[Seal]



ER 037 - 88 - 0091

ER 037 - 88 - 0092

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Pages 4
10/30/2012 10:05:16 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
STAN STANART
COUNTY CLERK
Fees 24.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

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.



Stan Stanart

COUNTY CLERK
HARRIS COUNTY, TEXAS