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03/21/2012 RP2 \$24.00

CERTIFICATE OF AUTHORIZATION

of

STERLING GREEN SOUTH SECTION 6 COMMUNITY IMPROVEMENT ASSOCIATION

STATE OF TEXAS §
§
COUNTY OF HARRIS §

The undersigned, a director of Sterling Green South Section 6 Community Improvement Association ("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 Sterling Green South Section 6 Community Improvement Association" 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 1st day of March, 2012.

Diane E. Pinkney
STERLING GREEN SOUTH SECTION 6
COMMUNITY IMPROVEMENT ASSOCIATION

[Handwritten signature]

By: DIANE E. PINKNEY
(print name)

FILED FOR RECORD
8:00 AM

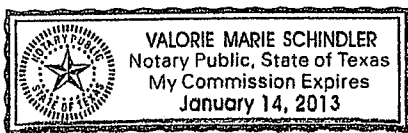
MAR 21 2012

STATE OF TEXAS §
COUNTY OF HARRIS §

Stan Stewart
County Clerk, Harris County, Texas

This instrument was acknowledged before me on 1st day of March, 2012 by

Diane E. Pinkney, a director of Green South Section 6 Community Improvement Association on behalf of the Association.



Valorie Schindler
Notary Public in and for the State of Texas

North Loop
1 Glenway Plaza #1005
Alex, TX 77046

RECORDS RETENTION POLICY
FOR STERLING GREEN SOUTH SECTION 6 COMMUNITY IMPROVEMENT ASSOCIATION

The corporate records of Sterling Green Section 6 Community Improvement Association (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.
- 6) **Tax/Audit Records**. Tax records include, but are not limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents

concerning the Association's revenues. Tax records will be retained for a period of seven years from the date of filing the applicable return.

11-11-11

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS HEREBY REPEALED BY THIS INSTRUMENT.
THE STATE OF TEXAS
COUNTY OF HARRIS

This instrument was filed in the Public Records on the date and at the time stated herein by me, and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas.

MAR 21 2012



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS