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SUMMERFIELD ESTATES HOMEOWNERS ASSOCIATION, INC. RECORDS RETENTION POLICY

STATE OF TEXAS

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COUNTY OF FORT BEND

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WHEREAS, Summerfield Estates Homeowners Association, Inc. (the "Association") is the governing entity for Summerfield, Sections 1, 2, 3, 4, 5 and 6, additions in Fort Bend County, Texas, according to the maps or plats thereof, recorded in the Map Records of Fort Bend County, Texas, under Slide Nos. 1294/A-1294/B, 1428/B-1429/A, 1563/A, 1559/A, 1753/A, and 1753/D, respectively, along with any amendments, supplements, replats, and annexations (collectively referred to as 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.

SUMMERFIELD ESTATES HOMEOWNERS ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of Summerfield Estates Homeowners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the 28 day of December, 2011."

By: /whal Day, President

Print Name: RZEHARD DARBY

ACKNOWLEDGEMENT

STATE OF TEXAS

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COUNTY OF FORT BEND

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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 2

_ day of

, 2011.

ANGELA CAROL CONNELL
MY COMMISSION EXPIRES
June 23, 2014

Notary Public, State of Texas

After Recording Return to: HOLT & YOUNG, P.C. 11200 Richmond Ave., Ste. 450 Houston, Texas 77082 FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

2012 Jan 03 03:58 PM

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SP \$15.00

Dianne Wilson COUNTY CLERK FT BEND COUNTY TEXAS