

**FLEETWOOD PROPERTY OWNERS ASSOCIATION, INC.**  
**DOCUMENT RETENTION POLICY**

STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS       §

WHEREAS, the property encumbered by this Document Retention Policy (“Policy”) is that property subject to the jurisdiction of the Fleetwood Property Owners Association, Inc. (the “Association”), which has been described in detail in the Management Certificate, recorded under Harris County Clerk’s File No. 20130523441, which description is incorporated herein by reference, as same has been or may be amended from time to time, and any other property which has been or may be annexed thereto and made subject to the authority of the Association; and;

WHEREAS, pursuant to Chapter 209 of the Texas Property Code, the Board of Directors (the “Board”) of the Association hereby adopts this Policy for the purposes of prescribing the document retention policy pursuant to Section 209.005 of the Texas Property Code; and

WHEREAS, the Board has determined that it is in the best interest of the Association to establish this Policy concerning the retention of records of the Association.

NOW, THEREFORE, BE IT RESOLVED THAT the Association does hereby adopt this Document Retention Policy, which shall run with the land and be binding on all owners and lots within the subdivision. This Policy shall become effective upon recording of same. After the effective date, this Policy shall replace any previously recorded or implemented policy that addresses the subjects contained herein.

This Policy provides for the future systematic review, retention, and destruction of documents received or created by the Association in connection with the transaction of the Association’s business. This Policy covers all records and documents, regardless of physical form, and contains guidelines for how long certain documents should be kept and how records should be destroyed.

The Association retains specific documents for the time periods outlined in the attached Exhibit “A.” Documents that may not be specifically listed will be retained for the time period of the documents most closely related to those listed in the schedule. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the attached Exhibit “A” will be maintained for the identified time period.

The Custodian of Records of the Association is responsible for the ongoing process of identifying the Association’s records which have met the required retention period and overseeing their destruction. Destruction of any physical documents will be accomplished by shredding. Destruction of any electronic records of the Association shall be made via a reasonable attempt to remove the electronic records from all known electronic locations and/or repositories.

**CERTIFICATION**

ER 053 - 94 - 0121

I hereby certify that, as Secretary of the Fleetwood Property Owners Association, Inc., the foregoing Document Retention Policy was approved on the 12<sup>th</sup> day of February, 2014, at a meeting of the Board of Directors at which a quorum was present.

1EE  
1OR

DATED this the 12<sup>th</sup> day of February, 2014.

*Gary Muslin*  
Gary Muslin, Secretary

STATE OF TEXAS       §  
                                  §  
COUNTY OF HARRIS   §

BEFORE ME, on this day personally appeared Gary Muslin, the Secretary of the Fleetwood Property Owners Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that he executed the same for the purposes herein expressed, in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal of office, this 12<sup>th</sup> day of February, 2014.

*Frederick E. Coverler*  
Notary Public – State of Texas



ER 053 - 94 - 0122

**EXHIBIT "A"**  
**DOCUMENT RETENTION POLICY**

<b>DOCUMENT TYPE</b>	<b>DEFINED</b>	<b>TIME PERIOD</b>	<b>EXCEPTION</b>
<b>Account Records of Current Owners</b>	Member assessment records	Five (5) years	Unless period of ownership exceeds five (5) years, then retain last five (5) years.
<b>Audit Records</b>	Independent Audit Records	Seven (7) years	
<b>Bylaws</b>	And all amendments	Permanently	
<b>Certificate of Formation</b>	And all amendments	Permanently	
<b>Contracts</b>	Final contracts between the Association and another entity.	Later of completion of performance or expiration of the contract term plus four (4) years	
<b>Financial Books &amp; Records</b>	Year End Financial Records and supporting documents	Seven (7) years	
<b>Minutes of Board &amp; Owners Meetings</b>	Board minutes and written consents in lieu of a meeting; Annual member meetings	Seven (7) years	
<b>Restrictive Covenants</b>	And all amendments	Permanently	
<b>Tax Returns</b>	Federal and State Income, Franchise Tax Returns and supporting documentation	Seven (7) years	

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ER 053 - 94 - 0124

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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