



1
2
Article

20110503180
12/01/2011 RP2 \$20.00

**EFFECTIVE JANUARY 1, 2012
RECORDS RETENTION POLICY**

**MISSION BEND HOMEOWNERS ASSOCIATION
RECORDS RETENTION POLICY**

This Records Retention Policy was approved by the Board of Directors for Mission Bend Homeowners Association on the 10th day of October, 2011. *1-2*

The Association shall maintain its records as follows:

<u>Record</u>	<u>Retention Period</u>
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 record will be considered not maintained as a part of the Association books and records.

**EFFECTIVE JANUARY 1, 2012
RECORDS RETENTION POLICY**

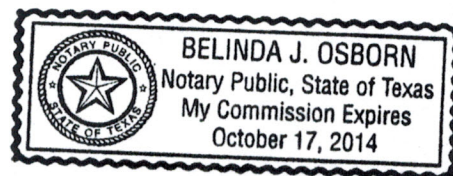
CERTIFICATION

"I, the undersigned, being the President of Mission Bend Homeowners Association hereby certify that the foregoing Resolution was adopted by at least a majority of the Mission Bend Homeowners Association Board of Directors."

By: *Marvin F. Morgan*
Marvin F. Morgan, President
Mission Bend Homeowners Association *102*

SUBSCRIBED AND SWORN TO BEFORE ME, the undersigned authority, by the above-mentioned Affiant on this the 10th day of October, 2011, to certify which witness my hand and seal of office.

Belinda J. Osborn
NOTARY PUBLIC, STATE OF TEXAS



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.

DEC - 1 2011



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

2011 DEC - 1 PM 2:49

FILED

KAT
KATHY ANN TERRY
ATTORNEY AT LAW
401 STUDEWOOD, SUITE 201
HOUSTON, TX 77007 *✓✓*

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

Dianne Wilson

2012 Feb 15 10:08 AM

2012015967

LW \$20.00

Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS