

**CERTIFICATE OF ADOPTION  
OF  
DOCUMENT RETENTION POLICY  
OF  
COMMUNITY ASSOCIATION OF COUNTRY COLONY EAST**

**WHEREAS**, the Board of Directors (the "Board") of the Community Association of Country Colony East ~~Inc.~~, a Texas non-profit corporation (the "Association") is charged with administering and enforcing those certain covenants, conditions, and restrictions contained in that certain Declaration of Covenants, Conditions, and Restrictions recorded in the office of the County Clerk of Montgomery County, Texas under Clerk's File No. 2017068504, or may be amended or supplemented from time to time, encumbering the Country Colony East community; and

**WHEREAS**, Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005(m) ("Section 209.005(m)") thereto; and

**WHEREAS**, Section 209.005(m) requires a property owners' association to retain certain documents for a prescribed period of time; and

**WHEREAS**, Section 209.005(m) requires a property owners' association to adopt and comply with a document retention policy; and

**WHEREAS**, the Board has determined that in connection with retaining certain Association documents, and to provide a clear and definitive period of time to retain certain Association documents, it is appropriate for the Association to adopt a document retention policy; and

**WHEREAS**, the Board, by unanimous written consent, duly passed the document retention policy described herein below (the "Document Retention Policy").

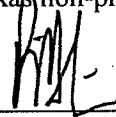
**NOW, THEREFORE**, to give notice of the matters set forth herein, the undersigned, being the President of the Association, does hereby certify that the Board, by unanimous written consent duly adopted the Document Retention Policy set forth below. The Document Retention Policy is effective January 1, 2017, and supersedes any guidelines for document retention which may have previously been in effect. The Document Retention Policy is as follows:

- I. **General Policy:** It is the policy of the Association to maintain a filing system appropriate for the daily use and long-term retention of Association's documents and records. The following list shall serve as a guideline and is not necessarily an exclusive list of all Association documents. Documents not listed below are not subject to retention. Upon expiration of the retention date, the applicable documents will be considered not maintained as a part of the Association books and records and are subject to destruction in a manner deemed appropriate by the Board.
  
- II. **Permanent Records:** The Association will maintain the following records as permanent records of the Association:

- a. Certificate of Formation (or Articles of Incorporation) of the Association, and all amendments or supplements thereto;
  - b. Bylaws of the Association and all amendments or supplements thereto; and
  - c. Restrictive covenants, and all amendments or supplements thereto.
- III. **Seven Years:** The Association will maintain the following documents for a period of at least seven years from the date the document was created:
- a. All financial books and records of the Association;
  - b. Minutes of the meetings of the members of the Association and meetings of the Board of Directors of the Association; and
  - c. The Association's tax returns and audit records.
- IV. **Five Years:** The Association will maintain the account records of current owners for a period of at least five years from the date the document was created.
- V. **Four Years:** The Association will maintain contracts with a term of one year or more for four years after the expiration of the contract term.

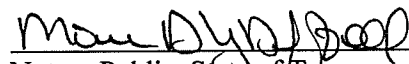
**EXECUTED** on the date of the acknowledgement set forth herein below, to be effective as set forth above.

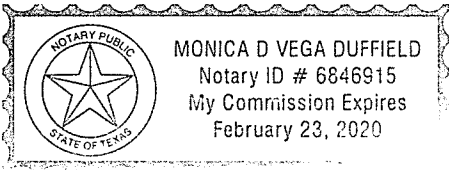
**COMMUNITY ASSOCIATION OF COUNTRY COLONY EAST**, a Texas non-profit corporation

By:   
 Brian Gibson, President

THE STATE OF TEXAS       §  
   §  
 COUNTY OF HARRIS       §

This instrument was acknowledged before me on August 3, 2017, 2017, by Brian Gibson, President of Community Association of Country Colony East Inc., a Texas non-profit corporation, on behalf of said corporation.

  
 Notary Public, State of Texas



**WHEN RECORDED, RETURN TO:**  
 Friendswood Development Company  
 681 Greens Parkway, Suite 220  
 Houston, TX 77067  
 Attn: Monica Vega-Duffield

**E-FILED FOR RECORD**

**08/09/2017 03:39PM**



COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS,  
COUNTY OF MONTGOMERY

I hereby certify that this instrument was e-filed in the file number sequence on the date and time stamped herein by me and was duly e-RECORDED in the Official Public Records of Montgomery County, Texas.

**08/09/2017**



County Clerk  
Montgomery County, Texas