

BRAZOS GARDENS OWNERS ASSOCIATION, INC.
RECORDS RETENTION POLICY

WHEREAS, the Brazos Gardens Owners Association, Inc., a Texas non-profit corporation (the "Association"), which is governed by its Board of Directors (the "Board"), is the governing entity of the Brazos Gardens Subdivision and authorized to enact these Regulations; and

WHEREAS, this Records Retention Policy applies to the operation and utilization of property within the Brazos Gardens Subdivision, an addition in Fort Bend County, Texas, as follows:

Lots 1 through 43, Block 1 and all Lots 1 through 49, Block 2, located in Brazos Gardens Section 1, a subdivision in Fort Bend County, Texas according to the map or plat thereof recorded under Film Code #2293A and #2293 B, of the map records of Fort Bend County, Texas, and to any other properties subsequently annexed to or brought under the jurisdiction of the Brazos Gardens Owners' Association, Inc.; and any subsequent amendments, supplements, corrections or replats thereto (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 the Board of Directors of the Association desires to establish such guidelines; and

NOW THEREFORE, the Board of Directors of the Association hereby adopts the following Records Retention Policy pursuant to Chapter 209.005(m) of the Texas Property Code and the authority granted to the Board by the provisions of the By-laws:

This Records Retention Policy was approved by the Board of Directors for the Brazos Gardens Owners Association, Inc., on the 18 day of OCTOBER, 2011, to be effective January 1, 2012.

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

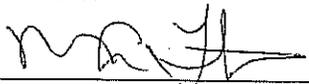
Contracts with a term of more than one year	FOUR (4) YEARS AFTER CONTRACT EXPIRES
Minutes of Member Meetings and Board Meetings	SEVEN (7) YEARS

Records not listed above are not subject to mandatory retention, but may be retained at the Association's discretion.

The Association, through its Board of Directors, shall have and may exercise discretionary authority concerning the restrictive covenants contained herein.

CERTIFICATION

"I, the undersigned, being the President of the Brazos Gardens Owners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: , President

Print name: M. L. FEDDERKE

ACKNOWLEDGEMENT

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

BEFORE ME, the undersigned authority, on this day personally appeared _____, President of the Brazos Gardens Owners Association, Inc., and known by me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that he is the person who signed the foregoing document in his representative capacity and that the statements contained therein are true and correct.

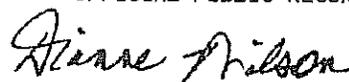
Given under my hand and seal of office this the _____ day of _____, 2011.

Notary Public, State of Texas

RETURN TO:
Holt & Young, P.C.
11200 Richmond Ave., Suite 450
Houston, Texas 77082

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS



2011 Dec 20 12:26 PM

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VCK \$71.00

Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS