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NOTICE
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SHADY RIVER CIVIC ASSOCIATION
P. O. Box 662
La Porte, Texas 77572-0662

RECORDS RETENTION POLICY

- I. The name of the Subdivision(s) is/are Shady River, Shady River, Section Two and Shady River, Section Three (together referred to hereinafter as "Shady River").
- II. The name of the Association is SHADY RIVER CIVIC ASSOCIATION.
- III. The recording data (i.e., Map or Plat reference) for each Section of the Subdivision, and the recording data for the Declaration (i.e., Deed Restrictions) for each Section of the Subdivision is as follows:

Map(s) or Plat(s) Records of Harris County, Texas:

Shady River: Volume 89, Page 52;
 Shady River, Section Two: Volume 114, Page 62 ; and
 Shady River, Section Three: Volume 146, Page 57.

See

Deed Restrictions (Deed Records of Harris County, Texas):

Shady River: Film Code No. 087-02-0418 through 087-02-0422 ;
 Shady River, Section Two: Film Code No. 015-31-1123 through 015-31-1124 ;
 Shady River, Section Three: Film Code No. 079-35-1043 through 079-35-1045; and
 the Addition to and Modification of the Deed Restrictions for all three (3) Sections of Shady River, a Subdivision in Harris County, Texas (the "Deed Restrictions"), is recorded under County Clerk's File No. M867448 in the Deed Records of Harris County, Texas.

- IV. **Records Retention.** This Records Retention Policy was approved by at least a majority vote of the Board of Directors of SHADY RIVER CIVIC ASSOCIATION (the "Board"), at a duly called Meeting of the Board held on the 8th day of December, 2011, at which Meeting a quorum was present.

The Association shall maintain its records as follows:

RECORDS

RETENTION PERIOD

- | | |
|---|------------------------|
| 1. Certificate of Formation/Articles of Incorporation, By-Laws, Declarations and all amendments to those documents. | <u>Permanent</u> |
| 2. Financial Books and Records | <u>Seven (7) years</u> |
| 3. Account Records of Current Owners | <u>Five (5) years</u> |

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|----|---|--|
| 4. | Contracts with a term of more than one year | <u>Four (4) years after Contract expires</u> |
| 5. | Minutes of Member Meetings and Board Meetings | <u>Seven (7) years</u> |
| 6. | Association Tax Returns and Tax Audits | <u>Seven (7) years</u> |

Records not listed above are not subject to retention. Relative to the above-listed records, upon expiration of the retention date, the applicable record(s) shall not be considered a part of the Association's books and records and may be destroyed.

CERTIFICATION

"I, the undersigned, being the President of SHADY RIVER CIVIC ASSOCIATION, hereby certify that the foregoing Records Retention Policy Resolution was adopted by at least a majority of the Association's Board of Directors, and such Records Retention Policy Resolution has never been modified or repealed, and is now in full force and effect."

SHADY RIVER CIVIC ASSOCIATION

Jan

By: *Bryan McElvog*
Printed name: BRYAN MCELVOGUE
Office Held: President

ACKNOWLEDGMENT

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

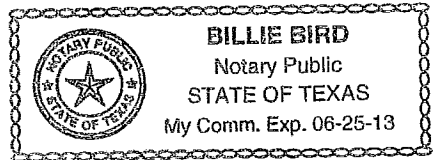
BEFORE ME, A NOTARY PUBLIC, on this day personally appeared BRYAN MCELVOGUE, President of SHADY RIVER CIVIC ASSOCIATION, a Texas Non-Profit Corporation, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn and declared that he executed same in the capacity and for the consideration therein expressed, and as the act and deed of such Corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 29th day of Dec, 2011.

Billie Bird

**NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS**

Shady River Civic Association / Records Retention Policy



Return to: *Michael T. Gaumer*
 9801 Westheimer, Ste 302
 Houston, TX 77042

FILED

2011 DEC 29 PM 3:46

Stan Stewart
COUNTY CLERK
HARRIS COUNTY TEXAS

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS HEREBY DECLARED UNLAWFUL UNDER FEDERAL LAW, THE STATE OF TEXAS, AND THE COUNTY OF HARRIS.

I hereby certify that this instrument was FILED in Fee 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 29 2011



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS