

**ADDITIONAL DEDICATORY INSTRUMENTS**  
for  
**COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC.**

THE STATE OF TEXAS            §  
COUNTY OF BRAZORIA        §

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BEFORE ME, the undersigned authority, on this day personally appeared **Trisha Taylor Farine**, who, being by me first duly sworn, states on oath the following:

"My name is **Trisha Taylor Farine**, I am over twenty-one (21) years of age, of sound mind, capable of making this affidavit, authorized to make this affidavit, and personally acquainted with the facts herein stated:

"I am the attorney/agent of **COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC.** Pursuant with Section 202.006 of the Texas Property Code, the following documents are copies of the original official documents from the Association's files:

- Records Retention Policy**
- Records Production Policy**
- Payment Plan Policy**

DATED this 30<sup>th</sup> day of November, 2011.

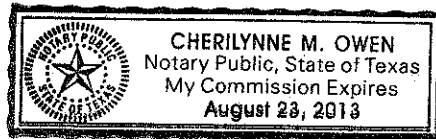
COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC.

BY: Trisha Taylor Farine  
Trisha Taylor Farine, attorney/agent

THE STATE OF TEXAS            §  
COUNTY OF BRAZORIA        §

THIS INSTRUMENT was acknowledged before me on this the 30<sup>th</sup> day of November, 2011, by **Trisha Taylor Farine**, attorney/agent of **COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC.**, a Texas non-profit corporation, on behalf of said corporation.

Cherilynn M. Owen  
NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS



After recording return to:

DAUGHTRY & JORDAN, P.C.  
17044 El Camino Real  
Houston, Texas 77058



**COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC.**

**RECORDS RETENTION POLICY**

This Records Retention Policy was approved by the board of Directors for COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC., on the 30<sup>th</sup> day of November, 2011.

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 retention. Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Association books and records.

**COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC.**

**CERTIFICATION**

"I, the undersigned, being the President of COUNTRY PLACE MASTER COMMUNITY ASSOCIATION, INC., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: [Signature] President

Print name: GARLAND SPARKS

**ACKNOWLEDGEMENT**