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GLENWOOD SUBDIVISION ASSOCIATION, INC.
RECORDS RETENTION POLICY

A subdivision in Fort Bend County, Texas
This Record Retention Policy was approved by the board of Directors for
Glenwood Subdivision Association, Inc., on the 18 day of February, 2011.

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.

CERTIFICATION

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

By: *Mark A. Fisher*, President

Print name: Mark A. Fisher

STATE OF Texas, COUNTY OF Harris

This instrument was acknowledged before me on the 12 day of January, 2012 by *Mark A. Fisher*, President of Glenwood Subdivision Association, Inc.

Mark Anna Lee
Notary Public in and for The State of Texas

