

SABLERIDGE HOMEOWNERS ASSOCIATION, INC.
RECORDS RETENTION POLICY

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Notice

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WHEREAS, the Sableridge Homeowners Association, Inc. (the "Association"), a Texas non-profit corporation, which is governed by its Board of Directors (the "Board"), is the governing entity of the Sableridge subdivision and authorized to enact this Policy; and

WHEREAS, this Records Retention Policy applies to the operation and utilization of property within the Sableridge subdivision, an addition in Harris County, Texas, according to the following maps or plats thereof:

(3)
lee

Sableridge, Section One, a subdivision in Harris County, Texas as set forth in the map or plat thereof recorded under Volume 293, Page 123, along with any replats or amendments thereto;

lee

Sableridge, Section Two, a subdivision in Harris County, Texas as set forth in the map or plat thereof recorded under Volume 317, Page 98, along with any replats or amendments thereto (the Subdivision"); and

lee

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 Sableridge Homeowners Association, Inc., on the 8th day of NOVEMBER, 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

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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 Sableridge Homeowners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: Debra McCray, President

Print name: Debra McCray

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.
 THE STATE OF TEXAS
 COUNTY OF HARRIS
 I hereby certify that this instrument was FILED in File 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

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ACKNOWLEDGEMENT

STATE OF TEXAS §
 COUNTY OF HARRIS §



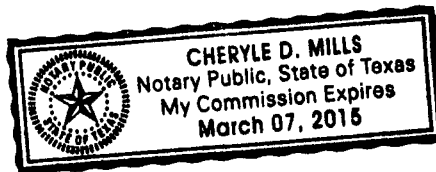
Stan Stewart
 COUNTY CLERK
 HARRIS COUNTY, TEXAS

BEFORE ME, the undersigned authority, on this day personally appeared Debra McCray, President of the Sableridge Homeowners 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 8 day of November, 2011.

Cheryle D. Mills
 Notary Public, State of Texas

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



Stan Stewart
 COUNTY CLERK
 HARRIS COUNTY, TEXAS
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