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NOTICE
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**DOCUMENT RETENTION POLICY
FOR
CATALINA SQUARE IMPROVEMENT COMMITTEE, INC.**

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

WHEREAS, CATALINA SQUARE COMMUNITY IMPROVEMENT COMMITTEE, INC. (the "Association") constitutes a property owners association under the provisions of Chapter 209 of the Texas Property Code (the "Code") and is composed of fifteen (15) or more lots;

WHEREAS, Chapter 209.005 (m) of the Code requires that the Association must adopt and comply with a document retention policy that includes, at a minimum, the items specified in Section 209.005 (m) of the Code; and

WHEREAS, the Board of Directors of the Association (the "Board") desires to adopt a document retention policy as required under Section 209.005 (m) of the Code.

NOW, THEREFORE, the Board hereby adopts this Document Retention Policy (the "Policy"), as set forth below.

DOCUMENT RETENTION POLICY

It is the policy of the Association to retain the records of the Association listed below for the periods of time set forth below. The Association is not required to retain any other records. As used herein, "records" means documents originated or obtained by the Association in connection with its operations, whether a paper document or a document in electronic form.

1. Retention Periods.

Record Description	Record Retention Period
a) Financial records (including budgets, financial reports, bank records, and paid invoices)	Seven (7) years
b) Account records (including records relating to assessments and other sums owed and paid to the Association and records relating to violations of any dedicatory instrument of the Association) of current owners	Five (5) years

c) Account records (including records relating to assessments and other sums owed and paid to the Association and records relating to violations of any dedicatory instrument of the Association) of former owners	Five (5) years after the former owner ceases to own a lot in the subdivision
d) Contracts with a term of one (1) year or more	Four (4) years after expiration or termination of the contract
e) Minutes of meetings of the Board of Directors	Permanently
f) Minutes of meetings of the members	Permanently
g) Federal tax returns	Seven (7) years
h) State tax returns, if any	Seven (7) years
i) Audit reports	Seven (7) years
j) Certificate of Formation and Bylaws of the Association and all amendments; Declaration of Covenants, Conditions and Restrictions and all amendments and supplements to the Declaration of Covenants, Conditions and Restrictions; annexation documents; and deeds conveying real property to the Association	Permanently
k) Other dedicatory instruments of the Association not listed in (j), above, including, without limitation, Architectural Guidelines, Rules and Regulations and Policies	One (1) year after the date the document is rescinded or superseded by another document
l) Minutes and reports of committees	Seven (7) years
m) Insurance policies with a term of one (1) year or more	Five (5) years after expiration or termination of the policy
n) Insurance claims and related documents	Four (4) years after the claim is resolved
o) Personnel records, excluding payroll records	Permanently
p) Payroll records	Five (5) years after the date of termination of employment
q) Reserve study	For the period of time covered by the study, plus two (2) years
r) Legal opinions issued by counsel for the Association	Permanently
s) Suit files	Seven (7) years after the date the suit is resolved

2. Destruction of Documents.

The documents listed in Section 1 above, will be destroyed as soon as practicable when the applicable retention period expires. Other documents of the Association not listed in Section 1 above,

will be destroyed when deemed appropriate by the Board of Directors of the Association. Destruction of paper documents shall be by shredding, bagging and trash pick-up, unless another method of destroying the documents is approved by the Board of Directors of the Association. Destruction of electronic documents shall be by deletion from hard disks and reformatting of removable disks.

I, John Groves, President of Catalina Square Improvement Committee, Inc. (the "Association"), certify that at a meeting of the Board of Directors of the Association (the "Board") duly called and held on the 19 day of May, 2015, with at least a quorum of the Board members being present and remaining throughout, and being duly authorized to transact business, the foregoing Document Retention Policy was approved by a majority vote of the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Harris County, Texas.

TO CERTIFY which witness my hand this the 19 day of May, 2015.

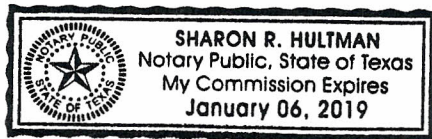
CATALINA SQUARE IMPROVEMENT COMMITTEE, INC.

By: John Groves
John Groves, President

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THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

BEFORE ME, the undersigned notary public, on this 19 day of May, 2015 personally appeared John Groves President of Catalina Square Improvement Committee, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledge to me that he had executed the same for the purpose and in the capacity there in expressed.



Sharon R. Hultman
Notary Public in and for the State of Texas

RETURN TO:
CATALINA SQUARE IMPROVEMENT COMMITTEE, INC.
PO BOX 14
ALIEF, TX 77411

FILED

2015 MAY 22 PM 2:39

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 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

MAY 22 2015



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS