



**CERTIFICATE OF ADOPTION
OF
DOCUMENT RETENTION POLICY
OF
BAY COLONY WEST HOMEOWNERS ASSOCIATION, INC.**

WHEREAS, the Board of Directors (the "Board") of the Bay Colony West Homeowners Association, Inc., a Texas non-profit corporation (the "Association") is charged with administering and enforcing those certain covenants, conditions, and restrictions contained in that certain Declaration of Covenants, Conditions, and Restrictions recorded August 30, 2004 under Clerk's File No. 2004058774 of the Official Records of Galveston County, Texas, as said instrument has been or may be amended or supplemented from time to time, encumbering the Bay Colony West community; and ("Declaration"); and

WHEREAS, Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005(m) ("Section 209.005(m)") thereto; and

WHEREAS, Section 209.005(m) requires a property owners' association to retain certain documents for a prescribed period of time; and

WHEREAS, Section 209.005(m) requires a property owners' association to adopt and comply with a document retention policy; and

WHEREAS, the Board has determined that in connection with retaining certain Association documents, and to provide a clear and definitive period of time to retain certain Association documents, it is appropriate for the Association to adopt a document retention policy; and

WHEREAS, the Bylaws of the Association provide that a majority of the number of Directors shall constitute a quorum for the transaction of business and that the action of a majority of Directors at a meeting at which a quorum is present is the action of the Board; and

WHEREAS, the Board held a meeting on November 2, 2011, at which at least a majority of the Directors were present and duly passed the document retention policy described herein below (the "Document Retention Policy").

NOW, THEREFORE, to give notice of the matters set forth herein, the undersigned, being the President of the Association, does hereby certify that at a meeting of the Board held on November 2, 2011, at which at least a majority of Directors were present, the Board duly adopted the Document Retention Policy set forth below. The Document Retention Policy is effective January 1, 2012, and supersedes any guidelines for document retention which may have previously been in effect. The Document Retention Policy is as follows:

- I. **General Policy:** It is the policy of the Association to maintain a filing system appropriate for the daily use and long-term retention of Association's documents and records. The following list shall serve as a guideline and is not necessarily an exclusive list of all Association documents. Documents not listed below are not subject to retention. Upon expiration of the

retention date, the applicable documents will be considered not maintained as a part of the Association books and records and are subject to destruction in a manner deemed appropriate by the Board.

II. **Permanent Records:** The Association will maintain the following records as permanent records of the Association:

- a. Certificate of Formation (or Articles of Incorporation) of the Association, and all amendments or supplements thereto;
- b. Bylaws of the Association and all amendments or supplements thereto; and
- c. Restrictive covenants, and all amendments or supplements thereto.

III. **Seven Years:** The Association will maintain the following documents for a period of at least seven years from the date the document was created:

- a. All financial books and records of the Association;
- b. Minutes of the meetings of the members of the Association and meetings of the Board of Directors of the Association; and
- c. The Association's tax returns and audit records.

IV. **Five Years:** The Association will maintain the account records of current owners for a period of at least five years from the date the document was created.

V. **Four Years:** The Association will maintain contracts with a term of one year or more for four years after the expiration of the contract term.

EXECUTED on the date of the acknowledgement set forth herein below, to be effective as set forth above.

**BAY COLONY WEST HOMEOWNERS ASSOCIATION,
INC.,** a Texas non-profit corporation

By:

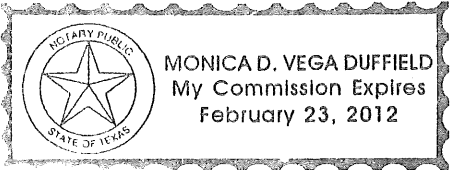


Adam Lambert, President

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on November 4, 2011, by Adam Lambert, President of Bay Colony West Homeowners Association, Inc., a Texas non-profit corporation, on behalf of said corporation.

Monica D. Vega Duffield
Notary Public, State of Texas



FILED AND RECORDED



OFFICIAL PUBLIC RECORDS
Dwight D. Sullivan 2011060244

November 29, 2011 10:24:26 AM
FEE: \$24.00
Dwight D. Sullivan, County Clerk
Galveston County, TEXAS

RECORDER'S MEMORANDUM
At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blackouts, additions and changes were present at the time the instrument was filed and recorded.

WHEN RECORDED, RETURN TO:

Friendswood Development Company
550 Greens Parkway, Suite 100
Houston, TX 77007
Attn: Monica Vega-Duffield