

DOC #2022080309

CORPORATE CERTIFICATE
PROPERTY OWNERS ASSOCIATION OF SPRING BRANCH CROSSING

The undersigned certifies that he is the Attorney for PROPERTY OWNERS ASSOCIATION OF SPRING BRANCH CROSSING (the "Association"). The Association is the property owners' association for Spring Branch Crossing, Section 1, a subdivision in Montgomery County, Texas, according to the map or plat thereof recorded in the Map Records of Montgomery County, Texas (the "Subdivision").

The Association is a Texas nonprofit corporation, and attached to this certificate is a true and correct copy of the Association's **RECORDS RETENTION SCHEDULE**.

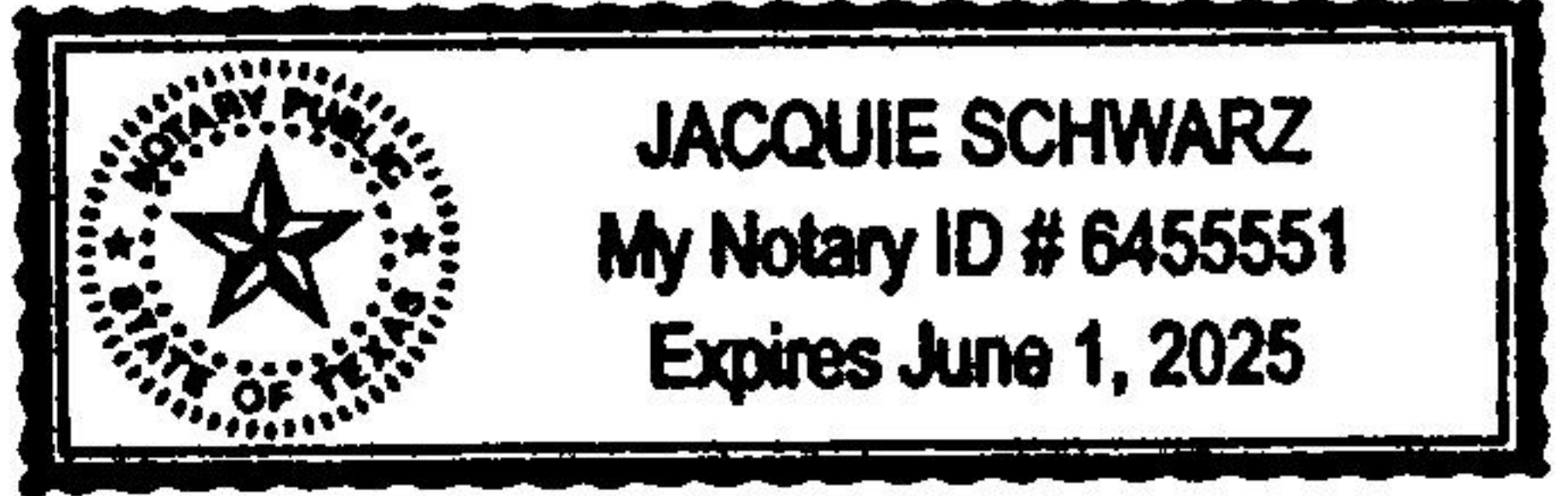
Signed this 24th day of June, 2022.

**PROPERTY OWNERS ASSOCIATION OF
SPRING BRANCH CROSSING**

BRYAN P. FOWLER, Attorney

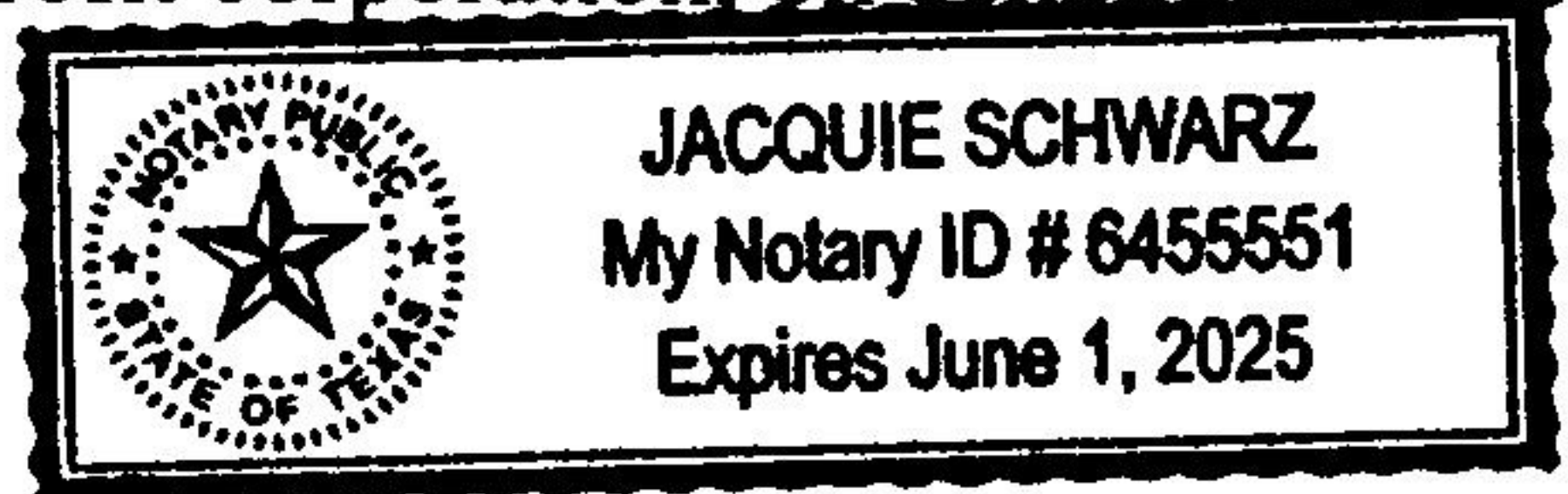
STATE OF TEXAS §
 §
COUNTY OF MONTGOMERY §

SWORN TO AND SUBSCRIBED BEFORE ME on the 24th of June, 2022, by BRYAN P. FOWLER.


Notary Public - State of Texas

THE STATE OF TEXAS §
 §
COUNTY OF MONTGOMERY §

This instrument was acknowledged before me on the 24th day of June, 2022, by BRYAN P. FOWLER, Attorney for PROPERTY OWNERS ASSOCIATION OF SPRING BRANCH CROSSING, a Texas nonprofit corporation, on behalf of said corporation.


Notary Public - State of Texas

AFTER RECORDING RETURN TO:
BRYAN P. FOWLER
The Fowler Law Firm
505 West Davis
Conroe, Texas 77301

**RECORDS RETENTION SCHEDULE
OF
PROPERTY OWNERS ASSOCIATION OF SPRING BRANCH CROSSING**

WHEREAS, the property affected by this Records Retention Schedule is subject to certain dedications, covenants and restrictions (the “Declaration”) set out in instruments recorded in the Official Public Records of Montgomery County, Texas, as follows:

- ***Declaration of Covenants, Conditions, and Restrictions of Spring Branch Crossing, Section 1***, recorded under Clerk’s File No. 2022-061974; and

WHEREAS, pursuant to the authority vested in the PROPERTY OWNERS ASSOCIATION OF SPRING BRANCH CROSSING (the “Association”) in the Declaration and as required by the TEXAS PROPERTY CODE, the Board of Directors of the Association (the “Board”) hereby promulgates the following Records Retention Schedule; and

WHEREAS, the Association keeps books, records of account, minutes, bank records, tax information, insurance records, real estate records, and other information, in the regular course of its business; and

WHEREAS, the Board desires to set a schedule for retaining such records and other information maintained by the Association; and

WHEREAS, it is desirable to set a reasonable records retention schedule to maintain control, effective record keeping, and to effectively conduct the Association’s normal business.

NOW, THEREFORE, BE IT RESOLVED that the following records retention schedule is established by the Association:

I. CORPORATE “LEGAL” DOCUMENTS & RECORDS

The following records are to be retained permanently:

- Articles of Incorporation / Certificate of Formation
- Bylaws
- Restrictive Covenants / Declaration
- Amendments to the Articles of Incorporation / Certificate of Formation
- Amendments to the Bylaws
- Amendments to the Restrictive Covenants / Certificate of Formation
- Deeds for Association Property
- Annexation Records
- Plats
- Management Certificates

II. CORPORATE FINANCIAL RECORDS

The following Financial Records and Reports shall be kept for seven (7) years:

- Check Register
- Trail Balance
- Prepaid/Accounts Receivable
- Income Statements
- Detailed General Ledger
- Accounts Payable
- Bank Statements/Bank Reconciliations / Cancelled Checks
- Approved Annual Budget
- Annual Assessment Roll and sample of a typical assessment statement
- Year End Audits / Tax Returns

III. MINUTES OF MEETINGS

The following records are to be retained for seven (7) years:

- Approved Minutes of Board Meetings
- Approved Minutes and Records of ACC Meetings
- Approved Minutes of Committee Meetings
- Approved Minutes of Annual and Special Meetings of Members

IV. ACCOUNT RECORDS OF CURRENT OWNERS:

Account records shall be kept for five (5) years.

V. CONTRACTS:

Contracts with a term of more than one (1) year are to be retained for four (4) years after contract expires.

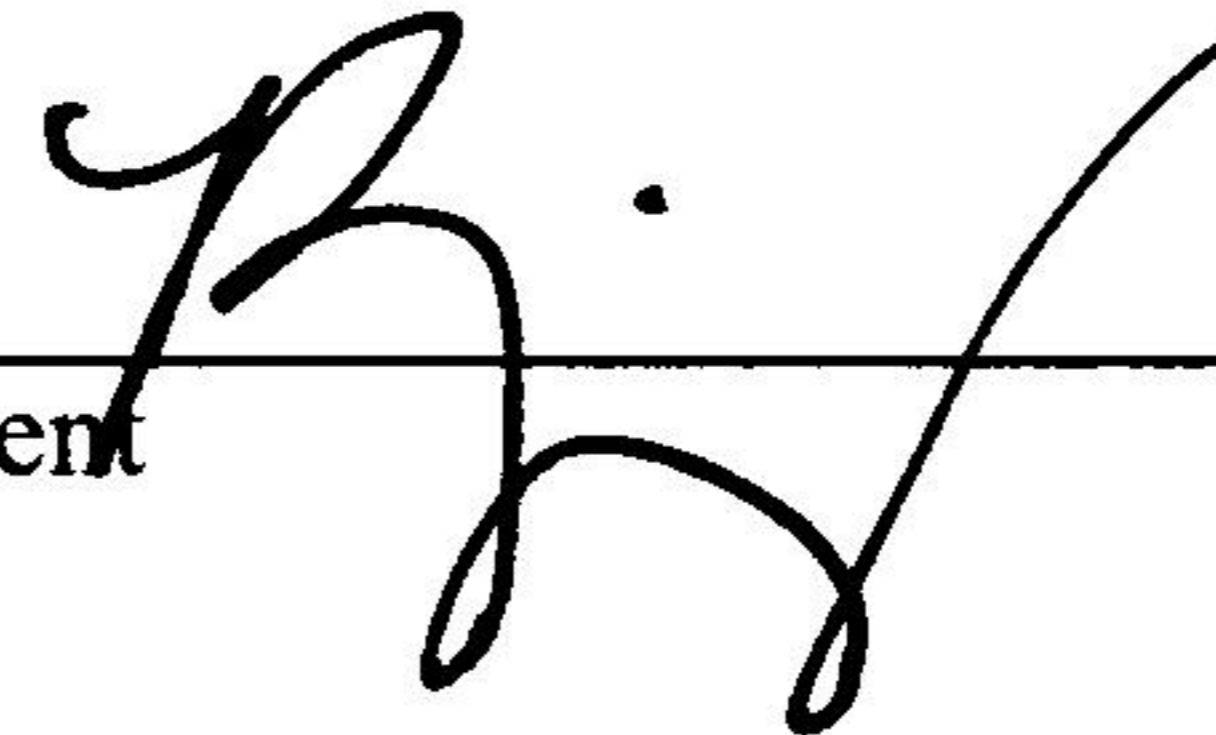
This is to certify that the foregoing Schedule was adopted by the Board of Directors, effective as of the date hereof until such date as it may be modified, rescinded or revoked, and supersedes any policy regarding records retention which may have previously been in effect.

The Board of Directors hereby approves and authorizes the above Schedule.

Signed this 24 day of June, 2022.

**PROPERTY OWNERS ASSOCIATION
OF SPRING BRANCH CROSSING**

President



FILED FOR RECORD
06/27/2022 01:15PM



COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS,
COUNTY OF MONTGOMERY

I hereby certify that this instrument was filed in the file number
sequence on the date and time stamped herein
by me and was duly RECORDED in the Official Public
Records of Montgomery County, Texas.

06/27/2022



County Clerk
Montgomery County, Texas