

**CERTIFICATE OF CORPORATE RESOLUTION OF
BOARD OF DIRECTORS
MEMORIAL BEND PLACE OWNERS ASSOCIATION, INC.
(DOCUMENT RETENTION)**

The undersigned Officer of Memorial Bend Place Owners Association, Inc., a Texas non-profit corporation (the "Association"), does hereby certify, that at a regular meeting of the Board of Directors of the Association held on AUGUST 25, 2021, with at least a majority of the Board of Directors being present, the following resolution was duly made and approved by the Board of Directors:

WHEREAS, pursuant to that certain "Declaration of Condominium for Memorial Bend Place Condominium" recorded under Film Code No. 188188 of the Condominium Records of Harris County, Texas, and any and all amendments thereto (the "Declaration"), the Association is responsible for the administration and operation of the Memorial Bend Place Condominium (the "Condominium") and the restrictive covenants set forth therein; and

WHEREAS, by this resolution, the Board of Directors wishes to adopt a policy governing the retention of documents consistent with the provisions of Section 82.1141(l) of the TEXAS PROPERTY CODE, and to provide disclosure of such policy to current and future owners of units in the Condominium as to same.

NOW THEREFORE, formal notice is hereby given to all current and future owners of units in the Condominium as to the policy of the Association, as follows:

**ASSOCIATION POLICY AS TO
DOCUMENT RETENTION**

It shall be the policy of the Association to retain the following documents in accordance with the stated requirements.

1. Certificates of formation, bylaws, dedicatory instruments, and all amendments to the certificates of formation, bylaws, and dedicatory instruments shall be retained permanently;
2. Financial books and records shall be retained for at least seven (7) years;
3. Account records of current owners shall be retained for at least five (5) years;
4. Contracts with a term of one year or more shall be retained for at least four (4) years after the expiration of the contract term;
5. Minutes of meetings of the owners and the board shall be retained for at least seven (7) years; and
6. Tax returns and audit records shall be retained for at least

seven (7) years.

The Association shall not be required to retain any documents not shown herein above. After the expiration of the applicable retention period, the documents are subject to removal from the Association's books and records, and shall no longer be available for review or inspection.

**MEMORIAL BEND PLACE OWNERS
ASSOCIATION, INC.,** a Texas non-profit
corporation

By: _____

(signature)

JOHN A. MENZIES

(name printed)

Its: _____

(title)

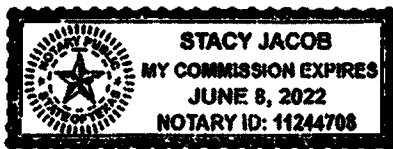
PRESIDENT

STATE OF TEXAS

§
§
§

COUNTY OF HARRIS

This instrument was acknowledged before me on this 25th day of January, 2021, by John Menzies, President of MEMORIAL BEND PLACE OWNERS ASSOCIATION, INC., a Texas non-profit corporation, on behalf of said corporation.



Stacy Jacob
Notary Public - State of Texas

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Pages 3
08/31/2021 01:46 PM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$22.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically
and any blackouts, additions or changes were present
at the time the instrument was filed and recorded.

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.



Teneshia Hudspeth
COUNTY CLERK
HARRIS COUNTY, TEXAS

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