

CLAY ROAD HOMEOWNERS ASSOCIATION, INC.
RECORDS RETENTION POLICY

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

WHEREAS Clay Road Homeowners Association, Inc., (hereinafter the "Association") is a Texas nonprofit corporation and the governing entity for Cypress Meadows, Sections 1-3, additions in Harris County, Texas, according to the maps or plats thereof, recorded in the Map Records of Harris County, Texas, under Clerk's File Nos. G174451, H089088, and H832116, respectively, along with any replats thereto, and along with any additional real property brought under the Association's jurisdiction (hereinafter the "Subdivision"); and,

WHEREAS Section 209.005(m) of the Texas Property Code requires that a property owners' association composed of more than fourteen (14) Lots shall adopt and comply with a document retention policy; and,

WHEREAS this Records Retention Policy takes the place of, and withdraws, any previously-enacted and/or recorded records retention policies; and,

WHEREAS this Dedicatory Instrument represents Restrictive Covenants as those terms are defined by Texas Property Code Section 202.001, et seq., and the Association shall have and may exercise discretionary authority with respect to these Restrictive Covenants; and,

WHEREAS the Association, through its Board of Directors, shall have and may exercise discretionary authority concerning the restrictive covenants contained herein;

NOW THEREFORE, pursuant to the foregoing and in compliance with the Texas Property Code, the Association hereby adopts and imposes on the Subdivision the following Records Retention Policy:

The Association shall maintain its records as follows:

<u>RECORD</u>	<u>RETENTION PERIOD</u>
Articles of Incorporation/Certificates of Formation, Bylaws, Rules, Regulations, Policies, Restrictive Covenants, 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	

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	FOUR (4) YEARS AFTER CONTRACT EXPIRES
Minutes of Member Meetings and Board Meetings	SEVEN (7) YEARS

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable records may be disposed of.

CERTIFICATION

"I, the undersigned, being a Director of Clay Road Homeowners Association, Inc., hereby certify that the foregoing was adopted by the Association's Board of Directors, by the vote of at least a majority of the Board of Directors, at a duly called open meeting of the Board of Directors, properly noticed to the membership, at which a quorum of the Board was present."

By: [Signature], Director.

Print Name: Dmy Dulles

Date: 7-15-25

STATE OF TEXAS

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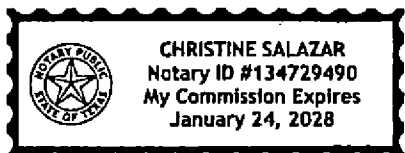
COUNTY OF HARRIS

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BEFORE ME, the undersigned authority, on this day personally appeared the person whose name is subscribed to the foregoing document and being by me first duly sworn, declared that they are the person who signed the foregoing document in their representative capacity and that the statements contained therein are true and correct.

Given under my hand and seal of office this the 15th day of July 2025.

[Signature]
Notary Public, State of Texas



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Pages 3
07/18/2025 09:26 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$29.00

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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