

2
notice
I

for Westbury
Civic
Club

5322 W. Bellfort #107
Houston, TX 77035

Westbury Civic Club Policy: Document Retention

20130642835
12/27/2013 RP1 \$20.00

Purpose:

The intent of this policy is to establish a policy for document retention consistent with the Texas Property Code Section 209.005.

Policy:

WCC records may be maintained in paper format or in an electronic format which can be readily transferred to paper. Records will be retained in accordance with the following retention schedule. Upon expiration of the retention period, the documents may be destroyed, discarded, deleted, purged or otherwise eliminated.

RETENTION SCHEDULE

- (1) Articles of incorporation, bylaws, restrictive covenants (deed restrictions), and all amendments to the articles of incorporation, bylaws, and covenants shall be retained **permanently**;
- (2) Financial books and records, tax returns, and financial audit records shall be retained for **seven years**.
- (3) Account records of current owners shall be retained for **five years**. As a courtesy, account records for former property owners shall be retained for **one year** from date of transaction.
- (4) Contracts with a term of one year or more shall be retained for **four years after the expiration of the contract term**.
- (5) Minutes of meetings of the WCC board shall be retained for **seven years** after the date of the meeting.
- (6) Decisions of an architectural review authority or Board associated with individual properties shall be retained for **seven years** from the decision date.
- (6) Any documents not described above may be retained for the duration deemed to be useful to the purpose of the WCC, in the discretion of the Board or its attorney.

This Policy is effective upon recordation in the Public Records of Harris County, and supersedes any policy regarding document retention which may have previously been in effect. Except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

RP 090-03-0390

Approved and adopted by the Board on this 20th day of November, 2013.

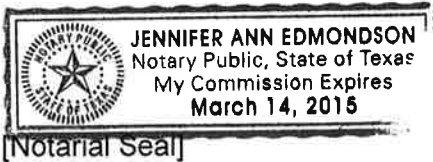
Officer Signature:	<i>[Handwritten Signature]</i>
Officer Printed Name:	Rebecca Edmondson
Officer Position:	President
Westbury Civic Club	

*lwr
lee*

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

Before me, the undersigned authority, on this day personally appeared Rebecca Edmondson, (title/officer position) President, of the Westbury Civic Club, a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 27th day of December, 2013.



[Handwritten Signature]
Notary Public, State of Texas

Jennifer Edmondson
Printed Name

My commission expires: March 14, 2015

RP 090-03-0391

FILED

2013 DEC 27 PM 2: 58

Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

RP 090-03-0392

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

DEC 27 2013



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS