

**SUGAR CREEK HOMES ASSOCIATION  
RECORDS RETENTION POLICY**

This Records Retention Policy was approved by the board of Directors for Homeowners Association, Inc., on the 22 day of November, 2011.

The Association shall maintain its records as follows:

<b>RECORD</b>	<b>RETENTION PERIOD</b>
Certificate of Formation/ Articles of Incorporation, Bylaws, 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	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 record will be considered not maintained as a part of the Association books and records.

HOMEOWNERS ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of Homeowners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: William J. Hickl III, President

Print name: William J. Hickl III

ACKNOWLEDGEMENT

EXHIBIT "C"

RETURNED AT COUNTER TO: Sugar Land, Tx  
GARY SANFORD 77478  
SUGAR CREEK HOMES ASSN.  
101 SOUTHWESTERN BLVD. SUITE 117

**FILED AND RECORDED**

OFFICIAL PUBLIC RECORDS

*Dianne Wilson*

2011 Dec 27 12:17 PM

2011128665

LW1 \$111.00

Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS