

2
NOTICE
OK



MEMORIAL THICKET HOMEOWNERS ASSOCIATION, INC.

702 PLAINWOOD DRIVE
HOUSTON, TEXAS 77079
713.501.5406
WWW.MEMORIALTHICKET.ORG

RECORDS RETENTION POLICY

This Records Retention Policy was approved by the Board of Directors of Memorial Thicket Homeowners Association, Inc. ("MTHA"), on the 28th day of December, 2011.

MTHA shall retain its records as follows:

RECORD RETENTION PERIOD

Records	Retention Period
1. Articles of Incorporation, Bylaws, DCCR's, filed policies and all amendments to the foregoing that are in effect.	Permanent
2. MTHA tax returns, IRS Form 990 filings and tax audits, and associated tax compilations and IRS correspondence	Seven years
3. Account Records of current Members	Seven years
4. Contracts with a term of more than one year	Four years after contract expires
5. Minutes of Member Meetings and Board Meetings	Seven years
6. Tax exempt status documents	Permanent
7. Annual budgets	Seven years
8. Insurance policies, claim records and accident reports	Seven years
9. Invoices, receipts, deposit slips and bank reconciliations	Seven years
10. Check stubs filed with documents related to transaction	Seven years
11. Articles of Incorporation, Bylaws, DCCR's and filed policies that have been superseded	Four years after being superseded

Records may be destroyed upon expiration of their applicable retention period. Records not listed above are not subject to retention.


This Records Retention Policy is applicable to the following described property: The recording data for Memorial Thicket is 64.0722 acres of land out of MEMORIAL THICKET, SECTION ONE, as per the map or plat of MEMORIAL THICKET, SECTION ONE, recorded on Volume 285, Page 107, of the Harris County Map Records, and 3.1455 acres of land located in the Joel Wheaton Survey, Abstract No. 80, known as MEMORIAL THICKET, SECTION THREE, according to the plat filed under clerk's

Handwritten initials/signature: (S) Kell Kell

file number N396306 and recorded under film code number 350088 of the Harris County Map Records, and any additional tracts or parcels of land as may thereafter have been brought within the jurisdiction of the subdivision.

CERTIFICATION

"I, the undersigned, being the President of Memorial Thicket Homeowners Association, Inc., hereby certify that the foregoing Records Retention Policy was duly adopted at a properly called and held meeting of the Board of Directors."

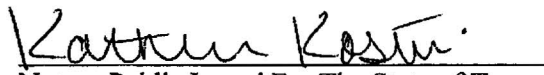

DONALD W. JOHNSON
President

FILED
2012 JAN - 3 PM 4:44
Star Stewart
COUNTY CLERK
HARRIS COUNTY TEXAS

ACKNOWLEDGEMENT

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on this 29th day of December, 2011, by Donald W. Johnson, President of Memorial Thicket Homeowners Association, Inc., a Texas non-profit corporation, on behalf of said corporation.


Notary Public In and For The State of Texas



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.

JAN - 3 2012



Star Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS


Holt E. Young, P.C.
ATTORNEYS AT LAW
11200 RICHMOND AVE., SUITE 450
HOUSTON, TEXAS 77082