

CORPORATE CERTIFICATE

DEL LAGO SECTION III PROPERTY OWNERS ASSOCIATION, INC.

The undersigned certifies that he is the President of Del Lago Section III Property Owners Association, Inc. (the "Association"). The Association is the property owners' association for Del Lago Section Three, a subdivision in Montgomery County, Texas, according to the map or plat thereof recorded in the Map Records of Montgomery County, Texas.

The Association is a Texas non-profit corporation, and attached to this certificate is a true and correct copy of the **Document Retention Policy** of Del Lago Section III Property Owners Association, Inc.

Signed this 4 day of February, 2015.

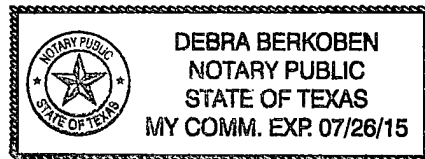
DEL LAGO SECTION III PROPERTY OWNERS ASSOCIATION, INC.

By: *William T. Hamlin*
WILLIAM T. HAMLIN, President

STATE OF TEXAS §
COUNTY OF MONTGOMERY §

SWORN TO AND SUBSCRIBED BEFORE ME on the 4 day of February, 2015, by WILLIAM T. HAMLIN, President of DEL LAGO SECTION III PROPERTY OWNERS ASSOCIATION, INC., a Texas non-profit corporation, on behalf of said corporation.

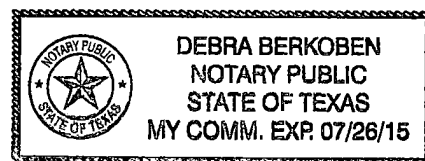
Debra Berkoben
NOTARY PUBLIC, State of Texas



THE STATE OF TEXAS §
COUNTY OF MONTGOMERY §

This instrument was acknowledged before me on the 4 day of February, 2015, by WILLIAM T. HAMLIN, President of DEL LAGO SECTION III PROPERTY OWNERS ASSOCIATION, INC., a Texas non-profit corporation, on behalf of said corporation.

Debra Berkoben
NOTARY PUBLIC, State of Texas



AFTER RECORDING RETURN TO:

Bryan P. Fowler
The Fowler Law Firm
300 West Davis, Suite 510
Conroe, Texas 77301

**RECORDS RETENTION SCHEDULE OF
DEL LAGO SECTION III PROPERTY OWNERS ASSOCIATION, INC.**

WHEREAS, the property affected by this Records Retention Schedule is subject to certain dedications, covenants and restrictions (the "Declaration") set out in instruments recorded in the Official Public Records of Real Property at Montgomery County, Texas, as follows:

- Clerk's File No. 8305387; Official Public Records of Real Property of Montgomery County, Texas; and

WHEREAS, pursuant to the authority vested in the Del Lago Section III Property Owners Association, Inc. (the "Association") in the Declaration and as required by the TEXAS PROPERTY CODE, the Board of Directors of the Association (the "Board") hereby promulgates the following Records Retention Schedule; and

WHEREAS, the Association keeps books, records of account, minutes, bank records, tax information, insurance records, real estate records, and other information, in the regular course of its business; and

WHEREAS, the Board desires to set a schedule for retaining such records and other information maintained by the Association; and

WHEREAS, it is desirable to set a reasonable records retention schedule to maintain control, effective record keeping, and to effectively conduct the Association's normal business.

NOW, THEREFORE, BE IT RESOLVED that the following records retention schedule is established by the Association:

1. Association Documents may be maintained in paper format or in an electronic format this can be readily transferred to paper.
2. Association Documents shall be retained for the durations listed below:
 - a. certificate of formation or articles of incorporation, bylaws, restrictive covenants, other dedicatory instruments and any amendments to same shall be retained permanently; and
 - b. financial books and records, including annual budgets, reserve studies, monthly financial statements and bank statements, shall be retained for seven (7) years (for example the July 2014 financial statements shall be retained until July 31, 2021); and
 - c. account records of current owners shall be retained for five (5) years (for example, invoice, payment and adjustment records on an owner's account with a transaction

date of 08/15/2014 will be retained until 08/15/2019 subject to section (d) below); and

- d. account records of former owners shall be retained as a courtesy to that former owner for one (1) year after they no longer have an ownership interest in the property; and
 - e. contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term (for example, a contract expiring on 06/30/2014 and not extended by amendment must be retained until 06/30/2018); and
 - f. minutes of meetings of the owners and the Board shall be retained for seven (7) years after the date of the meeting (for example, minutes from a 07/20/2014 board meeting must be retained until 07/20/2021); and
 - g. tax returns and CPA audit records shall be retained for seven (7) years after the last date of the return or audit year (for example, a tax return for the calendar year 2014 shall be retained until 12/31/2021); and
 - h. decisions of the Architectural Control Committee or Board regarding applications, variances, waivers or related matters associated with individual properties shall be retained for seven (7) years from the decision date (for example, an application for a swimming pool approved on 10/31/2014 must be retained until 10/31/2021).
3. Any Documents not described above may be retained for the duration deemed to be useful to the purpose of the Association, in the discretion of the Board, its attorney or its managing agent.
4. Upon expiration of the retention period listed above, the Documents shall no longer be considered Association records and may be destroyed, discarded, deleted, purged or otherwise eliminated.

This is to certify that the foregoing Schedule was adopted by the Board of Directors by unanimous consent, effective as of February 4, 2015, until such date as it may be modified, rescinded or revoked.

The Board of Directors hereby approves and authorizes the above Schedule.

Signed this 4 day of February, 2015.

**DELLAGO SECTION III PROPERTY OWNERS
ASSOCIATION, INC.**

By: 
WILLIAM T. HAMLIN, President

FILED FOR RECORD

02/10/2015 10:51AM

Mark Turnbull

COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS
COUNTY OF MONTGOMERY

I hereby certify this instrument was filed in file number
sequence on the date and at the time stamped herein
by me and was duly RECORDED in the Official Public
Records of Montgomery County, Texas.

02/10/2015



Mark Turnbull

County Clerk
Montgomery County, Texas