

**White Oak Landing, Section III  
Community Improvement Association, Inc.**

**POLICY REGARDING RECORDS RETENTION,  
INSPECTION & PRODUCTION**

THE STATE OF TEXAS                   §  
  §    KNOW ALL PERSONS BY THESE PRESENTS:  
COUNTY OF HARRIS                   §

**WHEREAS**, White Oak Landing, Section III Community Improvement Association, Inc. (the “Association”) is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (collectively referred to as the “Declarations”);

**WHEREAS**, Section 209.005(i) of the Texas Property Code requires property owners associations to adopt a records production and copying policy record it as a dedicatory instrument; and

**WHEREAS**, Section 209.005(m) requires property owners associations to adopt and comply with a document retention policy;

**NOW THEREFORE, BE IT RESOLVED THAT:**

The following **POLICY REGARDING RECORDS RETENTION, INSPECTION & PRODUCTION** is hereby adopted:

**RECORDS RETENTION:**

1. Certificates of Formation, Articles of Incorporation, Bylaws, restrictive covenants and any amendments thereto shall be retained permanently;
2. Financial books and records shall be retained for seven (7) years;
3. Account records of current owners shall be retained for five (5) years;
4. Contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term;
5. Minutes of meetings of the Owners and the Board shall be retained for seven (7) years; and
6. Tax returns and audit records shall be retained for seven (7) years.
7. Ballots from elections and member votes shall be retained for one (1) year after the date of the meeting at which the votes were taken, or for votes taken by written consent, for one (1) year after the election or vote results were announced.
8. 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.
9. Decisions of the Architectural Control Committee (ACC) or Board regarding applications, variances, waivers or related matters associated with individual properties shall be retained for seven (7) years from the decision date.

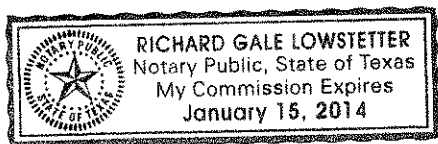
## RECORDS INSPECTION & PRODUCTION:

1. An Owner, or a person designated in a writing signed by the Owner as the Owner's agent, attorney or certified public accountant, may make a request to access the books and records of the Association, provided that such Owner or designated agent submit a written request by certified mail, return receipt requested, which contains sufficient detail to identify the records being requested.
2. The Association may require advance payment of the estimated costs of compilation, production and reproduction of the requested information. If such advance payment is required, the Association shall notify the requesting owner in writing of the cost.
3. The Association will respond to the Owner's request in writing within ten (10) business days of receiving the request. If the Association is unable to produce the information within ten (10) business days, the Association must provide the requestor written notice that: (1) informs the requestor that the Association is unable to produce the information before the 10th business day; and (2) states a date by which the information will be sent or made available for inspection to the requesting party that is not later than the 15th business day after the date of the original response from the Association.
4. Absent a court order or the express written approval of the owner whose records are the subject of the request, the Association will not allow inspection or copying of any records that identify the violation history of an individual owner, an owner's personal financial information, including records of payment or nonpayment of amounts due the Association, an owner's contact information (other than the owners' address), or information relating to an employee or contractor of the Association, including personnel files.
5. The Association hereby adopts the following SCHEDULE OF CHARGES for the production and copying of records:
  - Copies: \$.10 per page for standard paper copies; \$.50 per page for oversize paper
  - Electronic Media: \$1.00 for each CD; \$3.00 for each DVD
  - Labor: \$15.00 per hour for actual time to locate, compile and reproduce records (no charge for requests for 50 or fewer pages)
  - Overhead: 20% of the total Labor charge (no charge for requests for 50 or fewer pages)
  - Miscellaneous: The Association may charge for actual costs incurred in responding to the request, including costs for labels, boxes, folders, postage and/or shipping.

Paula L Brown, Secretary  
(Printed Name)

THE STATE OF TEXAS       §  
  §  
COUNTY OF HARRIS       §

THIS INSTRUMENT was **acknowledged** before me on this the 10 day of November 2011 by the said Paula L Brown, Secretary of **WHITE OAK LANDING, SECTION III COMMUNITY IMPROVEMENT ASSOCIATION, INC.**, a Texas non-profit corporation, on behalf of said corporation.



Richard Gale Lowstetter  
NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS

After Recording Return To:  
Daughtry & Jordan, P.C.  
17044 El Camino Real  
Houston, Texas 77058

ATTN: MRM

ADDITIONAL DEDICATORY INSTRUMENT

for

WHITE OAK LANDING, SECTION III  
COMMUNITY IMPROVEMENT ASSOCIATION, INC.

THE STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS           §

BEFORE ME, the undersigned authority, on this day personally appeared Paula H Brown, who, being by me first duly sworn, states on oath the following:

My name is Paula H Brown, I am over twenty-one (21) years of age, of sound mind, capable of making this affidavit, authorized to make this affidavit, and personally acquainted with the facts herein stated:

I am the Secretary of WHITE OAK LANDING, SECTION III COMMUNITY IMPROVEMENT ASSOCIATION, INC. Pursuant with Section 202.006 of the Texas Property Code, the following documents are copies of the original official documents from the Association's files:

POLICY REGARDING RECORDS RETENTION,  
INSPECTION & PRODUCTION

OF

WHITE OAK LANDING, SECTION III  
COMMUNITY IMPROVEMENT ASSOCIATION, INC.  
A TEXAS NON-PROFIT CORPORATION

DATED this 10 day of November, 2011.

WHITE OAK LANDING, SECTION III  
COMMUNITY IMPROVEMENT  
ASSOCIATION, INC.

BY: Paula H Brown

Approved and adopted this 10 day of November, 2011, by the Board of Directors of White Oak Landing, Section III Community Improvement Association, Inc.

WHITE OAK LANDING, SECTION III  
COMMUNITY IMPROVEMENT ASSOCIATION,  
INC.

*Paula L Brown*

Signature of Secretary

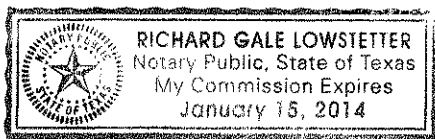
Print Name: Paula L Brown

THE STATE OF TEXAS

§  
§  
§

COUNTY OF HARRIS

THIS INSTRUMENT was **acknowledged** before me on this the 10 day of November 2011, by Paula L Brown, Secretary of White Oak Landing, Section III Community Improvement Association, Inc., a Texas non-profit corporation, on behalf of said corporation.



*Richard Gale Lowstetter*  
NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS

**SECRETARY'S CERTIFICATE OF ADOPTION OF  
RESOLUTION BY BOARD OF DIRECTORS**

I, Paula h Brown, the Secretary of WHITE OAK LANDING, SECTION III COMMUNITY IMPROVEMENT ASSOCIATION, INC., certify that:

I am the duly qualified and acting Secretary of WHITE OAK LANDING, SECTION III COMMUNITY IMPROVEMENT ASSOCIATION, INC., a duly organized and existing Texas Non-Profit Corporation.

The following is a true copy of a Resolution duly adopted by the Board of Directors of such Corporation at a meeting that was legally held on the date indicated thereon and entered in the minutes of the meeting which are contained in the minute book of the Corporation. Said Resolution is attached and incorporated herein.

The attached Resolution is in conformity with the Articles of Incorporation and Bylaws of the Corporation, has never been modified or repealed, and is in full force and effect.

Dated: November 10, 2011.

Paula J Brown  
Secretary  
Paula h Brown  
Printed Name

State of Texas                   §  
  §  
County of Harris               §

Before me the undersigned authority, personally appeared Paula h Brown, known to me to be the person whose name was subscribed in my presence to the foregoing instrument, and to be the Secretary of WHITE OAK LANDING, SECTION III COMMUNITY IMPROVEMENT ASSOCIATION, INC., and who **acknowledged** to me that the instrument was executed for the purpose and consideration therein expressed.

Subscribed and sworn to before me the 10 day of November, 2011.

Paul J Lutter  
Notary Public in and for the State of Texas