



**AFFIDAVIT IN COMPLIANCE WITH SECTION 202.006  
OF TITLE 11 OF THE TEXAS PROPERTY CODE**

THE STATE OF TEXAS

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COUNTY OF FORT BEND

**BEFORE ME**, the undersigned authority, on this day personally appeared Bridgett Cummings, being by me duly sworn to law, stated the following under oath:

“My name is Bridgett Cummings. I am fully competent to make this Affidavit. I have personal knowledge of the facts stated herein, and they are all true and correct.

I am the Association Manager of Providence Community Association, Inc., a Texas Non-Profit Corporation (the “Association”). I am also a custodian for the records for the Association and I have been authorized by the Association’s Board of Directors to sign this Affidavit.

The Association is a “property owners’ association” as that term is defined in Title 11 of the Texas Property Code. The Association’s jurisdiction includes, but may not be limited to Providence Section(s) 1 – 4 (inclusive), per the maps or plats thereof heretofore recorded in the Map Records of Fort Bend County, Texas.

Attached hereto are the originals of, or true and correct copies of, the following dedicatory instruments, including known amendments or supplements thereto, governing the Association, which instruments have not previously been recorded:

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|---|--|
| <u>      </u> Association’s Articles of Incorporation       | <u>      </u> Association’s By-Laws                                    |
| <u>      </u> Association’s Rules & Regulations             | <u>      </u> Association’s Architectural Control Committee Guidelines |
| <u>      </u> Articles of Merger                            | <u>      </u> Annexation Resolution                                    |
| <u>  X  </u> Resolution Regarding Document Retention Policy |  |

The documents attached hereto are subject to being supplemented, amended or changed by the Association. Any questions regarding the dedicatory instruments of the Association may be directed to the Association at 7170 Cherry Park Drive, Houston, Texas 77095, telephone no. (281) 463-1777.

**SIGNED** on this the 19<sup>th</sup> day of October, 2011.

Bridgett Cummings

Printed Name: Bridgett Cummings

Position Held: Association Manager

**VERIFICATION**

THE STATE OF TEXAS

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COUNTY OF HARRIS

**BEFORE ME**, the undersigned authority, on this day personally appeared Bridgett Cummings, who, after being duly sworn, stated under oath that he/she has read the above and foregoing Affidavit and that every factual statement contained therein is within his/her personal knowledge and is true and correct

**SUBSCRIBED AND SWORN TO BEFORE ME**, A Notary Public, on this the 19 day of Oct., 2011.



Sharon Griffith

NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
PROVIDENCE COMMUNITY ASSOCIATION, INC.  
DOCUMENT RETENTION POLICY**

WHEREAS, pursuant to the Chapter 209.005(m) of the Texas Property Code, Providence Community Association, Inc., (the "Association") must adopt and comply with a document retention policy and there is a need and the Board of Directors desires to establish rules and regulations relating to a uniform and systematic procedure for retaining Association records; and

WHEREAS, at a regular meeting of the Board of Directors of the Association, said meeting being properly called and a quorum being present, a Document Retention Policy was adopted; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Association has and does hereby adopt the following Document Retention Policy which shall be recorded in the real property records of each county in which the subdivision is located.

**Providence Community Association, Inc.**

By: *Tommy Armour*, President

Printed Name: Tommy Armour

**CERTIFICATION**

"I, the undersigned do hereby certify that I am the duly elected and acting President of [Name of Association] and the Document Retention Policy was adopted at a regular meeting of the Board of Directors, said meeting being properly called and a quorum being present on the 18<sup>th</sup> day of October, 2011."

IN WITNESS WHEREOF, I have hereunto subscribed my name this the 18 day of October, 2011.

**Providence Community Association, Inc.**

By: *Tommy Armour*, President

Printed Name: Tommy Armour

**ACKNOWLEDGEMENT**

STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS       §

BEFORE ME, on this day personally appeared Tommy Armour, the President of Providence Community Association, Inc., known by me to be the person whose name is subscribed to the foregoing instrument, and being duly sworn acknowledged to me that s/he executed the same for the purposes and consideration therein expressed and in the capacity therein and herein stated, and as the act and deed of said corporation.

Given under my hand and seal of office, this the 18 day of October, 2011.



*Sharon Griffith*  
NOTARY PUBLIC IN AND FOR

After recording, return to:  
SCS Management Services, Inc.  
7170 Cherry Park Drive  
Houston, TX 77095

DOCUMENT RETENTION POLICY	
DOCUMENT TYPE	TIME PERIOD RETAINED
Certificate of Formation/Articles of Incorporation, By-Laws, Declarations, and all Amendments to those documents amendments	Permanently
Financial books and records	7 years
Account records of current owners	5 years
Contracts with a term of one year or more	4 years (after the expiration of the contract term)
Minutes of meetings with owners and the board	7 years
Tax returns and audits	7 years

Records not listed above are not subject to retention. Relative to the above-listed records, upon expiration of the retention date, the applicable record(s) shall not be considered a part of the Association's books and records and will be shredded or destroyed in a manner approved by the Board.

**FILED AND RECORDED**

OFFICIAL PUBLIC RECORDS

*Dianne Wilson*

2012 Mar 01 12:26 PM

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LW \$19.00

Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS