

**RESOLUTION ADOPTING A RECORDS RETENTION POLICY
FOR
Courtyard Homeowners Association, Inc.**

WHEREAS Texas Property Code § 209.005(m) becomes effective January 1, 2012, requiring associations to adopt policies to retain certain records for minimum periods of time.

BE IT RESOLVED, that the following is the Association's policy for records retention:

1. Formation documents, bylaws, CCRs – permanently
2. Financials – 7 years
3. Owner account records – 5 years
4. Contracts with a one year term or more – 4 years from the date of termination.
5. Board meeting minutes – 7 years
6. Tax returns and audits -- 7 years

To the extent these guidelines contradict with any previous guidelines, rules, covenants, or restrictions, these guidelines shall control. These guidelines are supplementary and are in addition to any and all other covenants, conditions, restrictions, rules, and guidelines in effect for the Association.

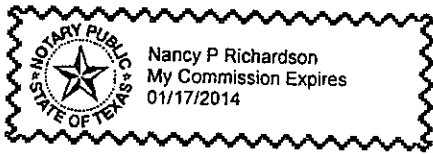
This resolution was passed by a unanimous vote of the Board of Directors of the Association on the date set forth below to be effective September 1, 2011.

Executed this the 28th day of July, 2011.

By: Leslie Craven
Name: LESLIE CRAVEN
Title: HOA, President

STATE OF TEXAS)
COUNTY OF Travis

This instrument was acknowledged before me on this the 28th day of July, 2011, by Leslie Craven, HOA President and for the Association, for the purposes therein expressed.



Nancy P Richardson
Notary Public, State of Texas

AFTER RECORDING PLEASE RETURN TO:

Goodwin Management, Inc.
11149 Research Blvd., Suite 100
Austin, Texas 78759

FILED AND RECORDED
OFFICIAL PUBLIC RECORDS

Dana DeBeauvoir

Aug 19, 2011 11:28 AM 2011121264
BERNSTA: \$76.00

Dana DeBeauvoir, County Clerk
Travis County TEXAS