

**RESOLUTION OF
OUTPOST ESTATES CIVIC CLUB INCORPORATED**
*Regarding Ratification of
Records Retention, Production and Copying Policy
for the Purpose of Filing
in the County Real Property Records*

DATED: , _____, _____, 2026.

**STATE OF TEXAS §
 §
COUNTY OF HARRIS §**

I, _____, the _____ of **OUTPOST ESTATES CIVIC CLUB INCORPORATED** (the "Association"), do hereby certify that at a regular meeting of the Board of Directors of the Association held on _____, 2026, with a quorum present and remaining throughout, and being duly authorized to transact business, the following resolution for the ratification of the Records Retention, Production and Copying Policy for the purposes of filing in this County's Real Property Records, was duly made and approved.

WHEREAS, the Association is a Texas non-profit corporation governed by the Texas Property Code;

WHEREAS, the Records Retention, Production and Copying Policy attached hereto as Exhibit "A", is hereby ratified for the purpose of filing in this County's Real Property Records;

IT IS, HEREBY, RESOLVED that **OUTPOST ESTATES CIVIC CLUB INCORPORATED** adopts this formal resolution for the purpose of filing the aforementioned document in this County's Real Property Records.

Dated: _____, _____, _____

**STATE OF TEXAS §
 § ACKNOWLEDGMENT
COUNTY OF HARRIS §**

This instrument was acknowledged before me on the ____ day of _____, 2026, by _____ as _____ of **OUTPOST ESTATES CIVIC CLUB INCORPORATED**, on behalf of said corporation.

Notary Public in and for the State of Texas

EXHIBIT "A"

RECORDS RETENTION, PRODUCTION AND COPYING POLICY

1. **Association Records to be Made Available upon Proper Request.**
 - a. **Written Request.** The records of the Association are available for inspection by Owners upon receipt of a proper written request received via U. S. Certified Mail, Return Receipt Requested, from an Owner. Emails or other communications are not sufficient. Records are available for inspection by an Owner's agent, attorney or certified public accountant, provided that the Owner makes such designation in writing. The written request must contain sufficient detail to identify the records requested.
 - b. **Inspection of Association Records.** Within ten (10) business days of receipt of a proper written request pursuant to 1(a), *supra*, the Association will respond with the location and dates and times available for the inspection. The date and time for such inspection shall be mutually agreeable.
 - c. **Association Records not Available for Inspection.** Absent written authorization by the affected Owner, the Association will not permit the inspection of (1) individual Owners' deed violation histories; (2) individual Owner's financial information; (3) individual Owner contact information other than their address at the property; (4) information pertaining to Association employees; or (5) records and files of the Association's attorney(s), except as required by law.
 - d. **Copies of Records.** At the request of an Owner, the Association will provide copies of specific records, within ten (10) business days, upon receipt of copy charges for said records. The Association may produce copies of requested records in paper, electronic or other format. If copies of requested records cannot be produced within ten (10) business days, then the Association shall send a notice to the Owner within the original ten (10) day period. In such event, copies will be produced within fifteen (15) days of said notice.
 - e. **Copy Charges.** For paper copies, the following charges will apply:

Item	Charge
8 ½" x 11" paper	\$0.10 per page
8 ½" x 14" (legal) paper	\$0.25 per page
11" x 17" paper	\$0.50 per page
Specialty Paper	Actual cost
Audio CD or Cassette	\$1.00 each
DVD	\$3.00 each
USB Drive	Actual cost
Labor	\$15.00 per hour for actual time to locate, compile and reproduce records (if more than 50 pages, or if records must be retrieved from an offsite storage facility)
Overhead	20% of total labor charge (if more than 50 pages, or if records must be retrieved from an offsite storage facility)
Materials (labels, boxes, folders, etc., including postage)	Actual cost

The estimated total charge for copies of Association records will be due prior to any copies being made or released. Within thirty (30) business days of receipt, the Association will reconcile the actual cost to copy the records with its estimate and return any excess amount.

2. **Association Records Retention Policy.** The Board of Directors adopts the following policy concerning retention of Association records, and directs its property manager to develop, administer, and adhere to the following:
 - a. **Governing Documents.** Originals and/or certified copies of the Declaration of Covenants, Conditions and Restrictions, Articles of Incorporation and By-Laws of the Association, Amendments thereto, Policies passed by Board Resolution and/or Owners, other documents filed with the Secretary of State related to the Association, Rules and Regulations for the property and amendments thereto, shall be permanently kept in the offices of property management.
 - b. **Association and Board Documents.** Originals and/or copies of agendas, meeting minutes and proposals, meeting notices, sign-in sheets, proxies, ballots and tally sheets pertaining to Annual and Special Meetings of Association Members, as well as agendas, meeting minutes, proposed and approved Board Resolutions, for all meetings of the Association's Board of Directors shall be kept in the offices of property management for a period of two (2) years, after which such records may be stored off-site at an appropriate location. After the expiration of seven (7) years, such documents may be destroyed.

- c. **Accounting and Deed History Records.** Computerized accounting and deed restriction violation records for each Owner shall be maintained in electronic format by the property management company onsite for a period of two (2) years, after which such records may be stored off-site at an appropriate location. After the expiration of seven (7) years, such documents may be destroyed.
- d. **Other Association Files.** Originals and/or copies of file materials pertaining to an Owner's membership in the Association, including but not limited to maintenance assessment collection, deed restriction enforcement, correspondence, litigation matters, and other documents shall be kept in the offices of property management for two (2) years after such matter is closed, after which such records may be stored off-site at an appropriate location. After the expiration of seven (7) years, such documents may be destroyed.
- e. **Association Communications.** Originals and/or copies of all communications sent and received by members of the Board of Directors on Association-owned computers, and those of agents of the Association conducting business on its behalf, shall be kept in their original format for five (5) years, after which such documents may be destroyed.
- f. **Litigation Hold.** In the event the Association is involved in litigation, a "litigation hold" will be placed on all correspondence, electronic communications, voice mail, reports and other documents relevant to the matter forming the subject of the litigation. In such event, this provision supersedes subsections (a-e). Retention policies for matters in litigation will be established on a case-by-case basis.