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CERTIFICATE OF AUTHORIZATION
of
BRIDGEWATER CA, INC.

Received on

APR 20 2012

STATE OF TEXAS §
§
COUNTY OF HARRIS §

MMC Inc

The undersigned, a director of Bridgewater CA, Inc. ("Association"), does hereby certify that, at a regular meeting of the Association's Board of Directors ("Board") duly called and held with at least a quorum of the Board members being present and remaining throughout, the attached "Records Retention Policy for Bridgewater CA, Inc." was adopted and approved, and same supersedes and replaces all policies for records retention previously adopted by the Board.

I hereby certify that the foregoing resolution was approved as set forth above and now appears in the books and records of the Association.

TO CERTIFY which witness my hand this 26th day of December, 20 11.

BRIDGEWATER CA, INC.

By:

[Signature]
Cheryl Henderson
(print name)

for
lee

STATE OF TEXAS §
COUNTY OF HARRIS §

This instrument was acknowledged before me on this 26th day of December, 20 11,
by Cheryl Henderson a director of Bridgewater CA, Inc. on behalf of the Association.



[Signature]
Notary Public in and for the State of Texas

FILED FOR RECORD
8:00 AM

APR - 9 2012

Stan Stewart
County Clerk, Harris County, Texas

V. P. O. MMC Inc
PO Box 2530
Katy Tx 77491

091-20-076

RECORDS RETENTION POLICY

The corporate records of Lakes at Highland Glen CA, Inc. (Hereafter the "Association") are important assets. Corporate records include, but are not limited to, declarations, bylaws, certificates of formation, financial records, account records of owners, contracts, meeting minutes, and tax records, whether paper or electronic.

Effective January 1, 2012, and applies only to records generated after that date, the Texas state law requires the Association to maintain certain types of corporate records for a specified period of time.

The Association expects all employees, representatives, and members to fully comply with this records retention policy and its schedules, unless the Association records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then those records should be preserved until the records are no longer needed not withstanding whether the term of retention exceeds the requirements set forth in the policy.

From time to time, the Association establishes retention policies and schedules for specific categories of records in order to ensure legal compliance and also to accomplish other objectives such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified below. While minimum retention periods are set forth, the retention of the documents identified below and of documents not included in the identified categories will be reassessed periodically and will be determined by the application of legal guidelines affecting document retention as well as all other pertinent factors.

- 1) **Declarations, Bylaws, Certificates of Formation, and Amendments to Same ("Governing Documents")**. The Association will **retain permanent copies** of all Governing Documents and any amendments to same.
- 2) **Financial Records**. The Association will keep final copies of financial records for the same period of time that it keeps tax/audit records, **seven years**.
- 3) **Account Records of Owners**. Account records of owners will be maintained for a period of **five years**.
- 4) **Contracts**. Final, executed copies of all contracts entered into by the Association, whose term is one year or more, will be retained for **four years** beyond the term of the contract.
- 5) **Meeting Minutes**. Meeting minutes will be retained for a period of **seven years** by the Association.
- 6) **Tax/Audit Records**. Tax records include, but not limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning the Association's revenues. Tax records will be retained for a period of **seven years** from the date of filing the applicable return.

2012-04-09 10:00:00

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.
THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas.

APR -9 2012



Stan Stansitt
COUNTY CLERK
HARRIS COUNTY, TEXAS