

**RECORDS RETENTION SCHEDULE**

RECORDS:	LOCATION:
<b>PERMANENT</b>  Articles of Incorporation By-Laws Deed Restrictions Minutes of Meetings Tax Returns and Payment Receipts	PCMI Offices: 15995 N. Barkers Landing Suite #162 Houston, TX 77079
<b>PERMANENT</b>  1993/1994 Perimeter Fence Project Architectural Review Committee (ARC) Documentation 1993 ->	1602 Hoyt Lane Katy, TX 77449
<b>SEVEN YEARS:</b>  Financial Information: - Budgets - Bank Statements (Financial Reports) - Paid Invoices and Check Copies including Maintenance & Repair Records - Monthly Financial Reports against Monthly and Annual Budgets for Current and Previous Four (4) Years - Year End Uncollected Account Records (Delinquencies) - Year End General Journal Entries - Property Appraisals and Reserve Studies - Audit Reports - Election Ballots  Vendor Contracts: - Current and Previous Four (4) Years  Insurance Policies: - Current and Previous Four (4) Years - Insured Property Damage Reports and reconciliations  Architectural Review Committee Records: - Applications - Correspondence - Approvals  Homeowner Correspondence	All records which are NOT retained electronically on PCMI server and off site backup storage stored as follows:  Current and preceding year at PCMI Offices Previous Five (5) years at Association Clubhouse: 1602 Hoyt Lane Katy, TX 77449

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable records will be considered not maintained as part of the Associations books and records and will be periodically purged and shredded.

**WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION  
CERTIFICATION**

I, the undersigned, being the President of Williamsburg Settlement Maintenance Association (WSMA), hereby certify that the foregoing resolution was adopted by the Association Board of Directors on the 20th day of SEPTEMBER, 2011.

BY: Floyd J. Ball, President      DATE: 9-26-2011

PRINT NAME: FLOYD J. BALL