

2
notice
7

**FLEETWOOD WEST PROPERTY OWNERS ASSOCIATION
DOCUMENT RETENTION POLICY**

STATE OF TEXAS §
 §
 §
COUNTY OF HARRIS

WHEREAS, Fleetwood West Property Owners Association ("the Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the Association's By-Laws, the respective Declaration of Covenants, Conditions & Restrictions encumbering all properties governed by Fleetwood West Property Owners Association, as well as applicable State and Federal laws; and

WHEREAS, pursuant to the Texas Property Code §209 amended in 2011, the Board desires to establish a document retention policy for all records created, produced and/or utilized by the Association.

FWPOA shall retain its records as follows:

1. Permanently Retained Documents.
 - a. Certificate of Formation, Articles of Incorporation, and all amendments thereto;
 - b. Bylaws of the Association, and all amendments thereto;
 - c. Declaration of Covenants, Conditions and Restrictions for all sections of the subdivision governed by FWPOA, and all amendments, supplements, annexations agreements and other documents related thereto.
2. Documents Retained for Not Less than Seven (7) Years
 - a. Financial books and records;
 - b. Minutes of meetings of owners and the Board;
 - c. Tax returns;
 - d. Audit records.
3. Documents Retained for Not Less than Five (5) Years
 - a. Account records of all current owners.
4. Documents Retained for not Less than Four (4) Years
 - a. All contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term. All records of decisions reached by the Board and/or ACC regarding applications, variances, waivers and/or related matters associated with individual properties.

This Board Meetings Policy is applicable to the following described property: a. Reserve "B" of Fleetwood, Section Four, a subdivision in the Joel Wheaton Survey, Abstract 80, in Harris County, Texas, according to map or plat thereof recorded in Volume 237, page 54, Map records of Harris County, Texas; and Fleetwood West, Section One, a re-plat of part of Reserve "c" of Fleetwood, Section 4, according to map or plat thereof recorded in Volume 266, Page 52, Map

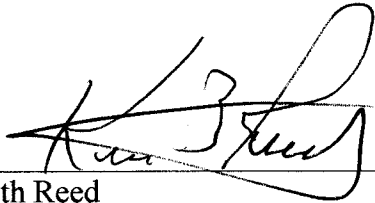
Joe

VR
KEITH REED
1008 Fleetwood PL DR
Houston, TX 77079

records of Harris County, Texas (hereinafter "Section One"); and re-plat of Fleetwood, Section Seven, according to plat recorded in Volume 292, page 122 of the Map Records of Harris County, Texas, previously platted as Reserve "A" of Fleetwood, Section (4) (hereinafter "Section Seven").

CERTIFICATION

"I, the undersigned, being the President of Fleetwood West Property Owners Association, hereby certify that the foregoing Policy was duly adopted at a properly called and held meeting of the Board of Directors on July 18, 2013."

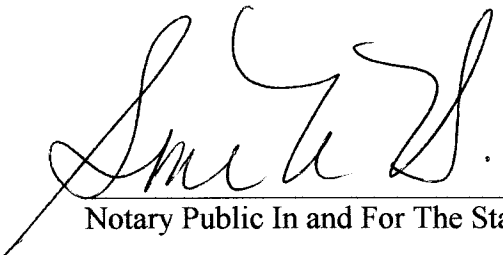
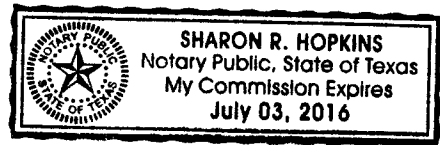


Keith Reed
President

ACKNOWLEDGEMENT

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on this 29 th day of October, 2013, by Keith Reed, President of Fleetwood West Property Owners Association, a Texas non-profit corporation, on behalf of said corporation. *10/29*


Notary Public In and For The State of Texas

RP 009-34-1156

FILED

2013 OCT 30 AM 10:37

Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

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.

OCT 30 2013



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

RP 089-34-1157