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Notice  
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02/02/2012 RP2 \$20.00

**RECORDS RETENTION POLICY**  
**WILLOW FOREST HOMES ASSOCIATION, INC.**

WHEREAS, the Texas legislature adopted new laws affecting collection policies with respect to maintenance assessments as set forth in Section 209 of the Texas Property Code as well as other provisions of Texas law; and,

WHEREAS, Willow Forest Homes Association, Inc. (the "Association") intends to comply with all such new laws;

THEREFORE, this Records Retention Policy is established on behalf of the Association.

The Association shall maintain its records as follows:

<u>RECORDS</u>	<u>RETENTION PERIOD</u>
A. Governing Documents including including Articles of Incorporation and Bylaws. Declaration of Covenants, Conditions and Restrictions and amendments thereto. Architectural Control Committee action	Permanent
B. Association Tax Records including Audits	Seven (7) years
C. Financial Books and Records	Seven (7) years
D. Contracts that are more than one year in term	Four (4) years
E. Account Records of Owners	Five (5) years
F. Minutes of Member meetings and meetings of Board of Directors	Seven (7) years

Records not specifically set forth above are not subject to retention. Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Association books and records. Such records will be disposed of by the Association subject to any further action by the Board of Directors.

**CERTIFICATION**

"This Records Retention Policy was approved by the Board of Directors for the Association, on the 30 day of Dec 2011. I, the undersigned, being the President of Willow Forest Homes Association, Inc., hereby certify that the foregoing Policy was adopted by at least a majority of the Association's Board of Directors."

WILLOW FOREST  
HOMES ASSOCIATION, INC.

By: [Signature]  
Harold Reed, President

*lee/oa*

FILED

2012 FEB -2 PM 2:13

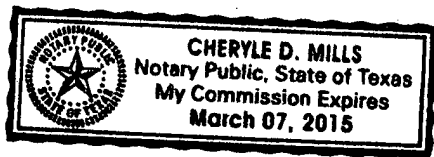
*Stan Stenart*  
COUNTY CLERK  
HARRIS COUNTY TEXAS

0000-04-1853

BEFORE ME, the undersigned authority, on this day personally appeared, Harold Reed the President of WILLOW FOREST HOMES ASSOCIATION, INC., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated, on behalf of WILLOW FOREST HOMES ASSOCIATION, INC.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this 30 day of December, 2011.

  
Notary Public- State of 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.

Return to:  
O'Neal Law Firm  
12337 Jones Road, Suite 300  
Houston, Texas 77070

FEB - 2 2012



  
COUNTY CLERK  
HARRIS COUNTY, TEXAS