

NOTICE
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03/23/2012 ER \$24.00

CERTIFICATE OF ADOPTION OF DOCUMENT RETENTION POLICY

OF

VILLAS AT LAKEWOOD PARK COMMUNITY ASSOCIATION, INC.

STATE OF TEXAS §
 § **KNOW ALL PERSONS BY THESE PRESENTS:**
COUNTY OF HARRIS §

WHEREAS, the Board of Directors (the "Board") of Villas at Lakewood Park Community Association, Inc., a Texas non-profit corporation (the "Association") is charged with administering and enforcing those certain covenants, conditions, and restrictions encumbering the Villas at Lakewood Park community (the "Community"); and

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WHEREAS, Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005(m) ("Section 209.005(m)") thereto; and

WHEREAS, Section 209.005(m) requires a property owners' association to retain certain documents for a prescribed period of time; and

WHEREAS, Section 209.005(m) requires a property owners' association to adopt and comply with a document retention policy; and

WHEREAS, the Board has determined that in connection with retaining certain Association documents, and to provide a clear and definitive period of time to retain certain Association documents, it is appropriate for the Association to adopt a document retention policy; and

WHEREAS, the Bylaws of the Association provide that a majority of the members of the Board shall constitute a quorum for the transaction of business and that the action of a majority of the members of the Board at a meeting at which a quorum is present is the action of the Board; and

WHEREAS, the Board held a meeting on March 1, 2012 (the "Adoption Meeting"), at which at least a majority of the members of the Board were present and duly passed the document retention policy described herein below (the "Document Retention Policy").

NOW, THEREFORE, to give notice of the matters set forth herein, the undersigned, being the President of the Association, does hereby certify that at the Adoption Meeting, at least a majority of Directors were present and the Board duly adopted the Document Retention Policy set forth below. The Document Retention Policy is effective January 1, 2012, and supplements any restrictive covenants, guidelines or policies for document retention which may have previously been in effect for the Community, unless such restrictive covenants, guidelines or policies are in conflict with the Document Retention Policy, in which case the terms in the Document Retention Policy will control. The Document Retention Policy is as follows:

- I. **General Policy:** It is the policy of the Association to maintain a filing system appropriate for the daily use and long-term retention of Association's documents and records. The following

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list shall serve as a guideline and is not necessarily an exclusive list of all Association documents. Documents not listed below are not subject to retention. Upon expiration of the retention date, the applicable documents will be considered not maintained as a part of the Association books and records and are subject to destruction in a manner deemed appropriate by the Board.

- II. **Permanent Records:** The Association will maintain the following records as permanent records of the Association:
 - a. Certificate of Formation (or Articles of Incorporation) of the Association, and all amendments or supplements thereto;
 - b. Bylaws of the Association and all amendments or supplements thereto; and
 - c. Restrictive covenants, and all amendments or supplements thereto.

- III. **Seven Years:** The Association will maintain the following documents for a period of at least seven years from the date the document was created:
 - a. All financial books and records of the Association;
 - b. Minutes of the meetings of the members of the Association and meetings of the Board of Directors of the Association; and
 - c. The Association's tax returns and audit records.

- IV. **Five Years:** The Association will maintain the account records of current owners for a period of at least five years from the date the document was created.

- V. **Four Years:** The Association will maintain contracts with a term of one year or more for a period of at least four years after the expiration of the contract term.

EXECUTED on the date of the acknowledgement set forth herein below, to be effective as set forth above.

Villas at Lakewood Park Community Association, Inc.,
a Texas non-profit corporation

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By: Don Reitz
Don Reitz, President

THE STATE OF TEXAS §
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COUNTY OF HARRIS §

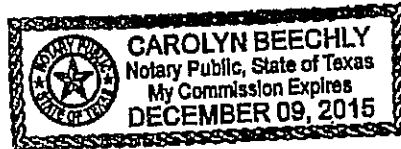
This instrument was acknowledged before me on March 5, 2012, by Don Reitz, President of Villas at Lakewood Park Community Association, Inc., a Texas non-profit corporation, on behalf of said corporation.

Carolyn Beechly
Notary Public, State of Texas

WHEN RECORDED, RETURN TO:

Hoover Slovacek LLP
5847 San Felipe, Suite 2200
Houston, Texas 77057

File No. 122479-13 (770772)



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Pages 4
03/23/2012 11:14:56 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
STAN STANART
COUNTY CLERK
Fees 24.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

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.



Stan Stanart
COUNTY CLERK
HARRIS COUNTY, TEXAS