

WINDSOR LAKES HOMEOWNERS ASSOCIATION, INC.  
RECORDS RETENTION POLICY

WHEREAS, the Windsor Lakes Homeowners Association, Inc., a Texas non-profit corporation; (the "Association"), which is governed by its Board of Directors (the "Board"), is the governing entity of the Windsor Lakes Subdivision and authorized to enact this Policy; and

WHEREAS, this Records Retention Policy applies to the operation and utilization of property within the Windsor Lakes subdivisions as recorded in the Map and Plat Records of Montgomery County, Texas, as follows:

- (a) Windsor Lakes, Section 1, under Clerk's File No. 2002-131351;
- (b) Windsor Lakes, Section 2, under Clerk's File No. 2002-131514 and replatted under Clerk's File No. 2003-056973;
- (c) Windsor Lakes, Section 3, under Clerk's File No. 2002-131516 and amended under Clerk's File No. 2003-056902;
- (d) Windsor Lakes, Section 4, under Clerk's File No. 2003-045017;
- (e) Windsor Lakes, Section 5, under Clerk's File No. 2003-045526;
- (f) Windsor Lakes, Section 6, under Clerk's File No. 2002-131688;
- (g) Windsor Lakes, Section 7, under Clerk's File No. 2004-020265;
- (h) Windsor Lakes, Section 8, under Clerk's File No. 2004-020276;
- (i) Windsor Lakes, Section 9, under Clerk's File No. 2004-048654;
- (j) Windsor Lakes, Section 10, under Clerk's File No. 2004-048655;
- (k) Windsor Lakes, Section 11, under Clerk's File No. 2004-128282 (all sections cumulatively referred to as the "Subdivision"); and

WHEREAS, Chapter 209 of the Texas Property Code was amended, effective January 1, 2012, to add Section 209.005(m), which requires the Association to adopt and record a policy regarding retention of Association Books and Books and Records and the Board of Directors of the Association desires to establishes such guidelines; and

NOW THEREFORE, the Board of Directors of the Association hereby adopts the following Records Retention Policy pursuant to Chapter 209.005(m) of the Texas Property Code and the authority granted to the Board by the provisions of the By-laws:



DEC 20 2011

This Records Retention Policy was approved by the Board of Directors for the Windsor Lakes Homeowners Association, Inc., on the 18<sup>th</sup> day of NOVEMBER, 2011, to be effective January 1, 2012.

The Association shall maintain its records as follows:

<u>RECORD</u>	<u>RETENTION PERIOD</u>
Certificate of Formation/ Articles of Incorporation, Bylaws, Declarations and all amendments to those documents.	PERMANENT
Association Tax Returns and Tax Audits	SEVEN (7) YEARS
Financial Books and Records	SEVEN (7) YEARS
Account Records of Current Owners	FIVE (5) YEARS
Contracts with a term of more than one year	FOUR (4) YEARS AFTER CONTRACT EXPIRES
Minutes of Member Meetings and Board Meetings	SEVEN (7) YEARS

Records not listed above are not subject to mandatory retention, but may be retained at the Association's discretion.

The Association, through its Board of Directors, shall have and may exercise discretionary authority concerning the restrictive covenants contained herein.

CERTIFICATION

"I, the undersigned, being the President of the Windsor Lakes Homeowners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: Donald G. Schwartz President

Print name: DONALD G. SCHWARTZ

NOV 20 2011

ACKNOWLEDGEMENT

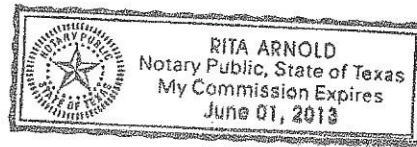
STATE OF TEXAS                   §  
  §  
COUNTY OF MONTGOMERY       §

BEFORE ME, the undersigned authority, on this day personally appeared DONALD G SCHWARTZ, President of the Windsor Lakes Homeowners Association, Inc., and known by me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that he is the person who signed the foregoing document in his representative capacity and that the statements contained therein are true and correct.

Given under my hand and seal of office this the 18 day of November 2011.

Rita Arnold  
Notary Public, State of Texas

**RETURN TO:**  
Holt & Young, P.C.  
11200 Richmond Ave., Suite 450  
Houston, Texas 77082



**FILED FOR RECORD**

12/07/2011 12:23PM



COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS  
COUNTY OF MONTGOMERY

I hereby certify this instrument was filed in file number  
sequence on the date and at the time stamped herein  
by me and was duly RECORDED in the Official Public  
Records of Montgomery County, Texas.

12/07/2011



County Clerk  
Montgomery County, Texas