



WINDSOR HILLS HOMEOWNERS ASSOCIATION, INC.  
RECORDS RETENTION POLICY

WHEREAS, the Windsor Hills 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 Hills subdivision and authorized to enact this Policy; and

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

Windsor Hills, Section One, as described in the Declaration of Covenants, Conditions and Restrictions for Windsor Hills, under Clerk's File No. 99-029017, and beginning at Film Code No. 520-00-0045, et seq, in the Official Public Records of Montgomery County, Texas;

Windsor Hills, Section Two, as described in the Declaration of Covenants, Conditions and Restrictions for Windsor Hills, under Clerk's File No. 99-029017, and beginning at Film Code No. 520-00-0045, et seq, in the Official Public Records of Montgomery County, Texas;

Windsor Hills, Section Three, under Clerk's File No. 99-041310;

Windsor Hills, Section Four, under Clerk's File No. 99-071241;

Windsor Hills, Section Three Replat, under Clerk's File No. 2000-022140;

Windsor Hills, Section Five, as described in the Declaration under Clerk's File No. 2000-103782;

Windsor Hills, Section Six, under Clerk's File No. 2000-025812; and all subsequent amendments, supplements, corrections or replats thereto (all sections collectively 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:

This Records Retention Policy was approved by the Board of Directors for the Windsor Hills Homeowners Association, Inc., on the 30<sup>th</sup> day of November, 2011, to be effective January 1, 2012.



The Association shall maintain its records as follows:

RECORD	RETENTION PERIOD
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 Hills Homeowners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: Doris Denio, President

Print name: DORIS DENIO

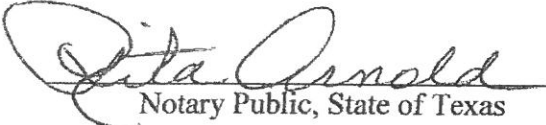
#### ACKNOWLEDGEMENT

STATE OF TEXAS                   §  
  §  
COUNTY OF MONTGOMERY       §

BEFORE ME, the undersigned authority, on this day personally appeared DORIS DENIO, President of the Windsor Hills 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 6 day of December 2011.

  
Notary Public, State of Texas

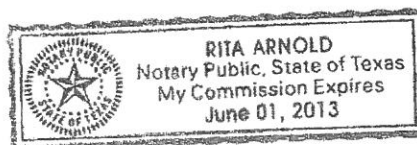
**RETURN TO:**

~~Holt & Young, P.C.~~

~~11200 Richmond Ave., Suite 450~~

~~Houston, Texas 77082~~

The Fowler Law Firm  
300 W. Davis - Ste 510  
Conroe TX 77301



**FILED FOR RECORD**

12/13/2011 3:40PM

*Mark Tumbull*

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.

12/13/2011



*Mark Tumbull*

County Clerk  
Montgomery County, Texas