

HEATHLAKE COMMUNITY ASSOCIATION, INC.  
**RECORDS RETENTION POLICY**

WHEREAS, the Heathlake Community Association, Inc. (the "Association"), a Texas non-profit corporation, which is governed by its Board of Directors (the "Board"), is the governing entity of the Lakeview Forest, Heathwood, and Woods of Lakeside, Subdivisions, and authorized to enact this Policy; and

WHEREAS, these Regulations apply to the operation and utilization of property within the Lakeview Forest, Heathwood, and Woods of Lakeside, Subdivisions, additions in Harris County, Texas, according to the maps or plats thereof, recorded in the Map Records of Harris County, Texas as follows:

Lakeview Forest, Section One, according to the map or plat thereof recorded under Clerk's File No. F480635; **1EE**

Heathwood, Section One, according to the map or plat thereof recorded under Clerk's File No. F752554;

Woods of Lakeside, according to the map or plat thereof recorded under Clerk's File No. F901768;

along with any supplements, additions or replats thereof of any of the above, all of the above collectively referred to as "Subdivisions"; 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 establish 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 Heathlake Community Association, Inc., on the 20<sup>th</sup> day of April, 2014, 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

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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 Heathlake Community Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

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By: [Signature]

Print name: Allen L. Kelley

ACKNOWLEDGEMENT

STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS       §

BEFORE ME, the undersigned authority, on this day personally appeared Allen L. Kelley, President of the Heathlake Community 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 20<sup>th</sup> day of April, 2014.

Jim. Sequeira  
Notary Public, State of Texas

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

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05/01/2014 12:17:28 PM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
STAN STANART  
COUNTY CLERK  
Fees 20.00

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