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CERTIFICATION

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

I, the undersigned, pursuant to §202.006 of the Texas Property Code, do hereby certify, as follows:

- (1) I am an Agent for Quail Green West Homeowners Association, Inc. a Texas non-profit corporation;
- (2) An Instrument titled "Quail Green West Homeowners Association, Inc. Records Retention Policy", is attached hereto;
- (3) The property affected by the said Instrument is described as, to wit:

Quail Green West, Sections 1, 2, and 3, additions in Fort Bend County, Texas, according to the maps or plats thereof recorded in the Map Records of Fort Bend County, Texas, under Volume 22, Page 56; under Slide #585 B, and #586 A; and under Slide #586 B, and #587A, respectively, along with all amendments, supplements, annexations and replats

- (4) The attached Instrument as a true and correct copy of the original.

IN WITNESS WHEREOF, I have subscribed my name on this the 30 day of December, 2011.

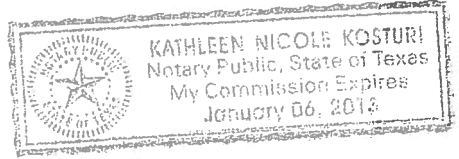
Luke P. Tollett, Attorney for Quail Green West Homeowners Association, Inc.

STATE OF TEXAS §
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BEFORE ME, the undersigned authority, on the day personally appeared Luke P. Tollett, Attorney for the Quail Green West 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 30th day of December, 2011.

Kathleen Nicole Kosturi
Notary Public, State of Texas



After recording return to:
HOLT & YOUNG, P.C.
11200 Richmond Ave., Suite 450
Houston, Texas 77082

Net

QUAIL GREEN WEST HOMEOWNERS ASSOCIATION, INC.
RECORDS RETENTION POLICY

STATE OF TEXAS §
 §
 COUNTY OF FORT BEND §

WHEREAS, Quail Green West Homeowners Association, Inc. (the “Association”) is the governing entity for Quail Green West, Sections 1, 2, and 3, additions in Fort Bend County, Texas, according to the maps or plats thereof recorded in the Map Records of Fort Bend County, Texas, under Volume 22, Page 56; under Slide #585 B, and #586 A; and under Slide #586 B, and #587A, respectively, along with any amendments, supplements, replats, and annexations (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

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

NOW THEREFORE, in order to comply with Section 209.005(m), the Association hereby adopts the following Records Retention Policy:

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 retention. Upon expiration of the retention date, the applicable records may be destroyed.

QUAIL GREEN WEST HOMEOWNERS ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of Quail Green West Homeowners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the 7 day of December, 2011."

By: Yvonne Allen, President

Print Name: Yvonne Allen

ACKNOWLEDGEMENT

STATE OF TEXAS §
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BEFORE ME, the undersigned authority, on this day, personally appeared the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same as the act of the Association for the purpose and consideration therein expressed and in the capacity therein stated.

Given under my hand and seal of office this 7th day of December, 2011.

[Handwritten Signature]

Notary Public, State of Texas



After Recording Return to:
HOLT & YOUNG, P.C.
11200 Richmond Ave., Ste. 450
Houston, Texas 77082

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

Dianne Wilson

2012 Jan 13 10:13 AM

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RMM \$19.00

Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS