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BROOKFIELD TOWNHOUSE COMMUNITY ASSOCIATION, INC. RECORDS RETENTION POLICY

STATE OF TEXAS

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COUNTY OF HARRIS

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WHEREAS, Brookfield Townhouse Community Association, Inc. (the "Association") is the governing entity for Brookfield Townhouse, an addition in Harris County, Texas, according to the map or plat thereof, recorded in the Map Records of Harris County, Texas, under Volume 197, Page 99, along with any amendments, supplements, replats, and annexations (collectively referred to as the "Subdivision"); 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), 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:

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

BROOKFIELD TOWNHOUSE COMMUNITY ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of Brookfield Townhouse Community Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the day of Directors, 2011."

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By: Mike

, President

Print Name: Mike

ACKNOWLEDGEMENT

STATE OF TEXAS

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COUNTY OF HARRIS

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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

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ANGELA CAROL CONNELL
MY COMMISSION EXPIRES
June 28, 2014

Notary Public, State of Texas

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

ANY PROMISON HEREN WHICH RESTRICTS THE SALE REPORT, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOTION PARCE IS INVALIDATIONARY FOR CASE UNDER FEDERAL LAW. THE STATE OF TEXAS COUNTY OF HARRIS

I headly certify that this instrument was FILED in File Humber Sequence on the date and at the fire stamped become by mor, and was obly RECORDED, in the Official Public Records of Final Property of Harr County Texas.

DEC 3 0 2011



COUNTY CLERK HARRIS COUNTY, TEXAS Ņ