



TOWNEWEST HOMEOWNERS ASSOCIATION, INC.  
RECORDS RETENTION POLICY

JAN 17 2012

STATE OF TEXAS                   §  
  §  
COUNTY OF FORT BEND       §

WHEREAS, Townewest Homeowners Association, Inc. (the "Association") is the governing entity for Townewest, Sections 1, 2, 3 and 4 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 15, Page 2; Volume 20, Page 9; Volume 18, Page 12; and Volume 22, Page 54, 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

JAN 17 2012

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable records may be destroyed.

TOWNEWEST HOMEOWNERS ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of Townewest Homeowners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the 8 day of December, 2011."

By: Ann Herring, President

Print Name: ANN HERRING

ACKNOWLEDGEMENT

STATE OF TEXAS           §  
  §  
COUNTY OF FORT BEND   §

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 8<sup>th</sup> day of December, 2011.

[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 03 03:54 PM

SP \$15.00

2012000788

Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS