

# LAKEWOOD FOREST FUND, INC.

12415 Louetta Road  
Cypress, Texas 77429

Tel. No. 281.370.8943 / Fax No. 281.251.4150

e-mail: lwffund@sbcglobal.net

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## RECORDS RETENTION POLICY

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- I. The name of the Subdivision is LAKEWOOD FOREST.
- II. The name of the Association is LAKEWOOD FOREST FUND, INC. (hereinafter referred to as the "Fund," a Texas Non-Profit Corporation).
- III. The recording data (i.e., filing references in the Map Records of Harris County, Texas) for each Section of the Subdivision is as follows:

Section One (1) - Patio Homes, Sections One (1) and Two (2) -	Volume 192, Page 30;  Volume 304, Page 26 and Volume 308, Page 68;
Section Two (2) - Lakeview Place -	Volume 203, Page 8; Film Code No. 352028 and File No. N615493;
Section Three (3) -	Volume 201, Page 143;
Section Five A (5A) -	Volume 203, Page 21;
Section Five B (5B) -	Volume 203, Page 21;
Section Five C (5C) -	Volume 203, Page 21;
Section Six (6) -	Volume 231, Page 49;
Section Seven (7) -	Volume 239, Page 143;
Section Eight (8) -	Volume 239, Page 138;
Section Nine (9) -	Volume 245, Page 68;
Section Ten (10) -	Volume 260, Page 59;
Section Eleven (11) -	Volume 283, Page 90;
Section Twelve (12) -	Volume 314, Page 108;
Section Fourteen (14) -	Volume 326, Page 127;
Section Fifteen (15) -	Volume 331, Page 70;
Section Fifteen (15) Partial Replat of Reserve B -	Volume 345, Page 147;
Section Fifteen (15) Partial Replat of Reserves A and C -	Volume 346, Page 93;
Section Fifteen (15) Additional Four (4) Lots -	Volume 331, Page 70;
Section Seventeen (17) -	Volume 354, Page 62; and
Section Eighteen (18)	Film Code No. 360119.

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Stan Stewart  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

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- IV. The recording data for the Declaration (i.e., Restrictions and Covenants filing references in the Deed Records of Harris County, Texas) for each Section of the Subdivision is as follows:

Section One (1) -	Clerk's File Nos. D644195 and D994579;
Patio Homes, Sections One (1) and Two (2) -	Clerk's File No. H539757;
Section Two (2) -	Clerk's File Nos. E084177 and E090553;
Lakeview Place -	Clerk's File No. N810366;
Section Three (3) -	Clerk's File No. E381975;
Section Five A (5A) -	Clerk's File No. L744144;
Section Five B (5B) -	Clerk's File No. L744145;
Section Five C (5C) -	Clerk's File No. P300213;
Section Six (6) -	Clerk's File No. E692169;
Section Seven (7) -	Clerk's File No. F318788;
Section Eight (8) -	Clerk's File No. F318791;
Section Nine (9) -	Clerk's File No. F318787;
Section Ten (10) -	Clerk's File No. L674765;
Section Eleven (11) -	Clerk's File No. G094925;
Section Twelve (12) -	Clerk's File No. J159644;
Section Fourteen (14) -	Clerk's File No. J747942;
Section Fifteen (15) -	Clerk's File No. M272221;
Section Fifteen (15) Partial Replat of Reserve B -	Clerk's File No. M724477;
Section Fifteen (15) Partial Replat of Reserves A and C -	Clerk's File Nos. M272221 and M855108;
Section Fifteen (15) Additional Four (4) Lots -	Clerk's File Nos. M272221 and N759514;
Section Seventeen (17) -	Clerk's File No. N971267; and
Section Eighteen (18) -	Clerk's File No. R043455.

IV. **Records Retention.** This Records Retention Policy was approved by at least a majority vote of the Board of Trustees of LAKEWOOD FOREST FUND, INC. (the "Board"), at a duly called Meeting of the Board held on the 7th day of November, 2011, at which Meeting a quorum was present.

**The Fund shall maintain its records as follows:**

<u>RECORDS</u>	<u>RETENTION PERIOD</u>
1. Certificate of Formation/Articles of Incorporation, By-Laws, Declarations and all amendments to those documents.	<u>Permanent</u>
2. Financial Books and Records	<u>Seven (7) years</u>
3. Account Records of Current Owners	<u>Five (5) years</u>
4. Contracts with a term of more than one year	<u>Four (4) years after Contract expires</u>

- 5. Minutes of Member Meetings and Board Meetings Seven (7) years
- 6. Association Tax Returns and Tax Audits Seven (7) years

Records not listed above are not subject to retention. Relative to the above-listed records, upon expiration of the retention date, the applicable record(s) shall not be considered a part of the Association's books and records and may be destroyed.

**CERTIFICATION**

"I, the undersigned, being the President of LAKEWOOD FOREST FUND, INC., hereby certify that the foregoing Records Retention Policy Resolution was adopted by at least a majority of the Fund's Board of Trustees, and such Records Retention Policy Resolution has never been modified or repealed, and is now in full force and effect."

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS VOID AND UNENFORCEABLE UNDER FEDERAL LAW.  
 THE STATE OF TEXAS  
 COUNTY OF HARRIS  
 I hereby certify that this instrument was FILED in P's 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

LAKEWOOD FOREST FUND, INC. *19m*

DEC 29 2011

By: *J. Kozak*  
 Printed name: JENNIFER KOZAK  
 Office Held: President



*Sta Stewart*  
 COUNTY CLERK  
 HARRIS COUNTY, TEXAS

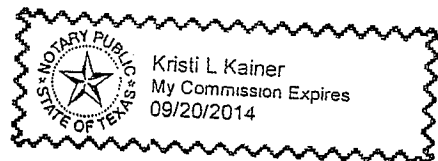
**ACKNOWLEDGMENT**

THE STATE OF TEXAS §  
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 COUNTY OF HARRIS §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared JENNIFER KOZAK, President of LAKEWOOD FOREST FUND, INC., a Texas Non-Profit Corporation, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn and declared that she executed same in the capacity and for the consideration therein expressed, and as the act and deed of such Corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 28<sup>th</sup> day of Dec., 2011.

*Kristi L. Kainer*  
 NOTARY PUBLIC IN AND FOR  
 THE STATE OF TEXAS



Lakewood Forest Fund, Inc. / Records Retention Policy

return to: Michael T. Gainer  
 Attorney at Law  
 9801 Westheimer, Ste 302  
 Houston, TX 77042