

RECORDS RETENTION POLICY
ENCHANTED OAKS HOMEOWNERS ASSOCIATION, INC.

WHEREAS, the Texas legislature adopted new laws affecting collection policies with respect to maintenance assessments as set forth in Section 209 of the Texas Property Code as well as other provisions of Texas law; and,

WHEREAS, Enchanted Oaks Homeowners Association, Inc. (the "Association") intends to comply with all such new laws;

THEREFORE, this Records Retention Policy is established on behalf of the Association.

The Association shall maintain its records as follows:

| <u>RECORDS</u> | <u>RETENTION PERIOD</u> |
|---|-------------------------|
| A. Governing Documents including including Articles of Incorporation and Bylaws. Declaration of Covenants, Conditions and Restrictions and amendments thereto. Architectural Control Committee action | Permanent |
| B. Association Tax Records including Audits | Seven (7) years |
| C. Financial Books and Records | Seven (7) years |
| D. Contracts that are more than one year in term | Four (4) years |
| E. Account Records of Owners | Five (5) years |
| F. Minutes of Member meetings and meetings of Board of Directors | Seven (7) years |

Records not specifically set forth above are not subject to retention. Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Association books and records. Such records will be disposed of by the Association subject to any further action by the Board of Directors.

CERTIFICATION

"This Records Retention Policy was approved by the Board of Directors for the Association, on the 10th day of January, 2012. I, the undersigned, being the President of Enchanted Oaks Association, Inc., hereby certify that the foregoing Policy was adopted by at least a majority of the Association's Board of Directors."

ENCHANTED OAKS
HOMEOWNERS ASSOCIATION, INC.

By: 
David L. Mayfield, President

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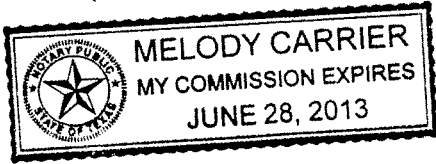
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BEFORE ME, the undersigned authority, on this day personally appeared, David L. Mayfield the President of ENCHANTED OAKS HOMEOWNERS ASSOCIATION, INC., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated, on behalf of ENCHANTED OAKS HOMEOWNERS ASSOCIATION, INC.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this 10 day of January, 2012.

Melody Carrier
Notary Public- State of Texas



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

JAN 19 2012



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

2012 JAN 19 AM 10:35

FILED

After Recording Return to:
Michael O'Neal, Attorney at Law
12337 Jones Road, Suite 300
Houston, Texas 77070

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