

NOTICE

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**PINE FOREST GREEN HOMEOWNERS ASSOCIATION, INC.
DOCUMENT RETENTION POLICY**

WHEREAS, the Board of Directors (the "Board") of the Pine Forest Green Homeowners Association ("Association") is charged with administering and enforcing those certain covenants, conditions, and restrictions contained in the recorded Declarations for the community (collectively referred to as "Declarations"); and

WHEREAS, Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005(m) ("Section 209.005(m)") thereto regarding retention of Association documents and records; and

WHEREAS, Section 209.005(m) requires a property owners' association to retain certain documents for a prescribed period of time; and

WHEREAS, Section 209.005(m) requires a property owners' association to adopt and comply with a document retention policy; and

WHEREAS, the Board has determined that in connection with retaining certain Association documents, and to provide a clear and definitive period of time to retain certain Association documents, it is appropriate for the Association to adopt a document retention policy ("Document Retention Policy") consistent with Section 209.005; and

NOW, THEREFORE, the Board has duly adopted the Document Retention Policy set forth below. The Document Retention Policy is effective January 1, 2012, and supersedes any guidelines or policy for document and record retention which may have previously been in effect. The Document Retention Policy is as follows:

- I. Association Documents may be maintained in paper format or electronic format that can be readily transferred to paper.
- II. Association Documents shall be retained as follows:
 - a. Certificate of formation or articles of incorporation, bylaws, restrictive covenants, other dedicatory instruments and any amendments to the same shall be retained permanently; and
 - b. Financial books and records shall be retained for seven (7) years; and
 - c. Account records of current owners shall be retained for five (5) years subject to section (d) below; and
 - d. Account records of former owners may be retained as a courtesy to that former owner for one (1) year after they no longer have an ownership interest in the property; and
 - e. Contracts with a term of one (1) year or more shall be retained for four (4) years after the expiration of the contract term; and
 - f. Minutes of meetings of the owners and the board shall be retained for seven (7) years; and
 - g. Tax returns and audit records shall be retained for seven (7) years.
- III. Any documents not listed above are not subject to retention, but may be retained at the discretion of the Board.
- IV. Upon expiration of the retention period listed above, the documents will no longer be considered part of the Association books and records and may be destroyed, discarded, deleted, purged, or otherwise eliminated.

EXECUTED on the date set forth herein below, to be effective as set forth above.


GF # *Courtesy*
221 K. FORD
PRIORITY TITLE COMPANY

Pine Forest Green Homeowners Association,
Inc., a Texas non-profit corporation

By: 
Nino R. Corbett, President

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on February 9, 2012 by Nino R. Corbett, President of Pine Forest Green Homeowners Association, Inc., a Texas non-profit corporation, on behalf of said corporation.


Notary Public, State of Texas



AFTER RECORDING, RETURN TO:

Post Oak Property Management
27101 Westheimer Pkwy
Katy, TX 77494

ER 030 - 10 - 1148

20120057704
Pages 3
02/10/2012 09:35:57 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
STAN STANART
COUNTY CLERK
Fees 20.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

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.



Stan Stanart

COUNTY CLERK
HARRIS COUNTY, TEXAS