

WYNDEHAVEN LAKE ESTATES COMMUNITY ASSOCIATION, INC.
RECORDS RETENTION POLICY

This Records Retention Policy was approved by the Board of Directors for WYNDEHAVEN LAKE ESTATES COMMUNITY ASSOCIATION, INC., on the 14TH day of November, 2011.

The Association shall maintain its records as follows:

RECORD	RETENTION PERIOD
Certificate of Formation/ Articles of Incorporation, Bylaws, 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 EXPIRATION OF CONTRACT
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 record will be considered not maintained as a part of the Association books and records.

WYNDEHAVEN LAKE ESTATES COMMUNITY ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of WYNDEHAVEN LAKE ESTATES COMMUNITY ASSOCIATION, INC., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: *Randall L. Jones*, President

Print name: Randall L. Jones

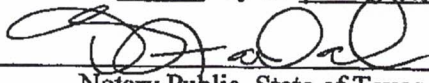
ACKNOWLEDGEMENT

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared Randall L. Jones, President of the Wyndehaven Lake Estates Community Association, Inc., and known by me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that he is the person who signed the foregoing document in his representative capacity and that the statements contained therein are true and correct.

Given under my hand and seal of office this the 18 day of November, 2011.




Notary Public, State of Texas

2011117385

Electronically Recorded

Official Public Records

2011 Nov 23 08:27 AM

Dianne Wilson
Dianne Wilson, County Clerk

Fort Bend County Texas

Pages: 2 Fee: \$ 15.00

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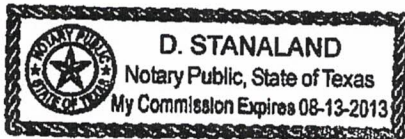
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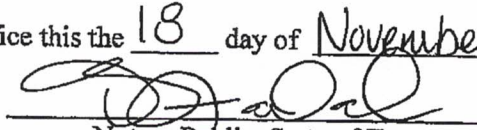
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