

3
NOTICE
B

WESTGREEN PARK HOMEOWNERS ASSOCIATION, INC.

RECORDS RETENTION POLICY

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

WHEREAS, WESTGREEN PARK HOMEOWNERS ASSOCIATION, INC. (the "Association"), is the governing entity for WESTGREEN PARK HOMEOWNERS ASSOCIATION, INC., a subdivision in Harris County, Texas, as more particularly described in Exhibit "A", attached hereto (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:

RECORD	RETENTION PERIOD
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

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

WESTGREEN PARK HOMEOWNERS ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of WESTGREEN PARK HOMEOWNERS ASSOCIATION, INC., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the 28th day of December, 2011." *pmlee*

By Margaret M. Needham, President

Print name: Margaret M. Needham

ACKNOWLEDGEMENT

STATE OF TEXAS

§
§
§

COUNTY OF HARRIS

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 28 day of Dec., 2011.

Ashley Gardiner
Notary Public, State of Texas

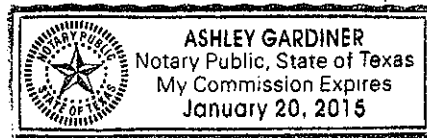


EXHIBIT "A"

The Westgreen Park Homeowners Association, Inc. a subdivision in Harris County, Texas, according to the map or plat thereof recorded under Harris County Clerk's Film Code No. 462145 Plat Records of Harris County, Texas.

Recording Data for Association

Declaration of Covenants, Conditions and Restrictions for Westgreen Park Homeowners Association, Inc. recorded on or about December 13, 2000 filed under County Clerk's File No. U781067 and Film Code No. 536-27-0682 Real Records of Harris County, Texas;

FILED
2012 JAN 10 PM 12:17
Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

✓

After Recording Return to:
Principal Management Group
11000 Corporate Centre Drive, Suite 150
Houston, Texas 77041

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 herein by me; and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas

JAN 10 2012



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS