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HOMEOWNERS ASSOCIATION OF WEST FORK, INC.
RECORDS RETENTION POLICY

WHEREAS, the Homeowners Association of West Fork, Inc., a Texas non-profit corporation; (the "Association"), which is governed by its Board of Directors (the "Board"), is the governing entity of the West Fork, Sections One and Two subdivisions and authorized to enact this Policy; and

WHEREAS, this Records Retention Policy applies to the operation and utilization of property within the West Fork, Sections One and Two subdivisions as recorded with Map and Plat Records of Montgomery County, Texas, as follows:

West Fork, Sections 1 and 2, additions in Montgomery County, Texas, according to the maps or plats thereof recorded in the Map Records of Montgomery County, Texas, under Clerk's File Nos. 2002-063277 and 2004-014617, respectively, along with any amendments or replats thereof (cumulatively referred to as 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 the Board of Directors of the Association desires to establish such guidelines; and

NOW THEREFORE, the Board of Directors of the Association hereby adopts the following Records Retention Policy pursuant to Chapter 209.005(m) of the Texas Property Code and the authority granted to the Board by the provisions of the By-laws:

This Records Retention Policy was approved by the Board of Directors for the Homeowners Association of West Fork, Inc., on the 20 day of December, 2011, to be effective January 1, 2012.

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
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Records not listed above are not subject to mandatory retention, but may be retained at the Association's discretion.

The Association, through its Board of Directors, shall have and may exercise discretionary authority concerning the restrictive covenants contained herein.

CERTIFICATION

"I, the undersigned, being the President of the Homeowners Association of West Fork, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: Laurie Anderson, President

Print name: Laurie Anderson

ACKNOWLEDGEMENT

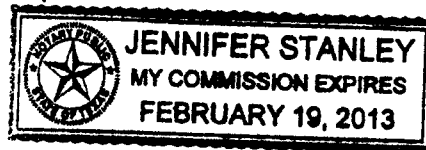
STATE OF TEXAS §
COUNTY OF MONTGOMERY §

BEFORE ME, the undersigned authority, on this day personally appeared Laurie Anderson, President of the Homeowners Association of West Fork, 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 20 day of December, 2011.

Jennifer Stanley
Notary Public, State of Texas

RETURN TO:
Holt & Young, P.C.
11200 Richmond Ave., Suite 450
Houston, Texas 77082



FILED FOR RECORD

12/30/2011 1:29PM

Mark Tumbull

COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS

COUNTY OF MONTGOMERY

I hereby certify 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 Montgomery County, Texas.

12/30/2011



Mark Tumbull

County Clerk
Montgomery County, Texas