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SPRING CREEK HOMEOWNERS ASSOCIATION

c/o Consolidated Management Services 2204 Timberloch Place, Suite 245, The Woodlands, Texas 77380 Phone: 281.296.9775 Fax: 281.296.9788

Email to: conmgsvc@swbell.net

RECORDS RETENTION POLICY

- I. The name of the Subdivision is Spring Creek Pines.
- II. The name of the Association is SPRING CREEK PINES HOMEOWNERS ASSOCIATION.
- III. The recording data (i.e., Map or Plat reference) for each Section of the Subdivision, and the recording data for the Declaration (i.e., Deed Restrictions) for each Section of the Subdivision is as follows:

Map(s) or Plat(s) Records of Montgomery County, Texas:

(i) Spring Creek Pines, Section One - Recorded in Cabinet 1, Sheet 17 of the Map Records of Montgomery County, Texas;

Deed Restrictions (Deed Records of Montgomery County, Texas):

- (i) Spring Creek Pines, Section One -Montgomery County Clerk's File No. 9652258
- IV. Records Retention. This Records Retention Policy was approved by at least a majority vote of the Board of Directors of the Spring Creek Pines Homeowners Association, (the "Board"), at a duly called Meeting of the Board held on the /"/"/ day of December 2011, at which Meeting a quorum was present.

The Association shall maintain its records as follows:

RECORDS RETENTION PERIODS

1. Certificate of Formation/Articles of Incorporation, By-Laws, Declarations and all amendments to those documents.

Permanent

2. Financial Books and Records

Seven (7) years

3. Account Records of Current Owners

Five (5) years

4. Contracts with a term of more than one year

Four (4) years

After Contract expires

5. Minutes of Member Meetings and Board Meetings

Seven (7) years

6. Association Tax Returns and Tax Audits

Seven (7) years



upon expiration of the retention date, the applicable record(s) shall not be considered a part of the Association's book and records and may be destroyed.

CERTIFICATION

"I, the undersigned, being the President of the Spring Creek Pines Homeowners Association, hereby certify that the foregoing Records Retention Policy Resolution was adopted by at least a majority of the Association's Board of Directors, and such Records Retention Policy Resolution has never been modified or repealed, and is now in full force and effect."

SPRING CREEK PINES HOMEOWNERS ASSOCIATION

By: Matthew Markgraft President

Date: 12/14/11

ACKNOWLEDGMENT

THE STATE OF TEXAS

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COUNTY OF HARRIS

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared Matthew Markgraf, President of the SPRING CREEK PINES HOMEOWNERS ASSOCIATION, a Texas Non-Profit Corporation, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn and declared that he executed same in the capacity and for the consideration therein expressed, and as the act and deed of such Corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 14th day of 2011.



NOTARY PUBLIC IN AND FOR

THE STATE OF TEXAS

Spring Creek Pines Homeowners Association/ Records Retention Policy

SUSAN J. FRANZ

Notary Public, State of Texas
My Commission Expires
My Commission Expires
MARCH 18, 2015

Return to: Michael T. Hainer attorney at Law 9801 Westheimer, Ste 302 Houston, TX 19042

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FILED FOR RECORD

12/29/2011 9:10AM

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.

12/29/2011

County Clerk

Montgomery County, Texas