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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 14<sup>th</sup> 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,<br>By-Laws, Declarations and all amendments to<br>those documents. | <u>Permanent</u>                                       |
| 2. Financial Books and Records  | <u>Seven (7) years</u>                                 |
| 3. Account Records of Current Owners  | <u>Five (5) years</u>                                  |
| 4. Contracts with a term of more than one year  | <u>Four (4) years</u><br><u>After Contract expires</u> |
| 5. Minutes of Member Meetings and Board Meetings  | <u>Seven (7) years</u>                                 |
| 6. Association Tax Returns and Tax Audits   | <u>Seven (7) years</u>                                 |





**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