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NORTH WOODS PROPERTY OWNERS ASSOCIATION, INC.
RECORDS RETENTION POLICY

WHEREAS, the North Woods Property Owners Association, Inc. (the "Association"), a Texas non-profit corporation, which is governed by its Board of Directors (the "Board"), is the governing entity of the North Woods and North Woods, Section II Subdivision and authorized to enact this Policy; and

WHEREAS, this Records Retention Policy applies to the operation and utilization of property within the North Woods and North Woods, Section II Subdivisions, subdivisions in Montgomery County, Texas as follows:

North Woods being a subdivision of 311 lots in the M. B. Lawrence Survey, Abstract 310; and

North Woods, Section II being a subdivision of 236 lots in the M. B. Lawrence Survey, Abstract 310, known as lots 282 through 517 inclusive, SAVE and EXCEPT Reserve "D," North Woods, Section II, being 116.18 acres of land described in the deed recorded in Volume 1086, Pages 923-5 in the Deed Records of Montgomery County, Texas, along with any supplements, additions, plats or replats to either of the above (North Woods and North Woods, Section II being referred to collectively 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 North Woods Property Owners Association, Inc., on the ____ day of _____, 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

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 North Woods Property Owners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: [Signature], President

Print name: John Henry Quick

ACKNOWLEDGEMENT

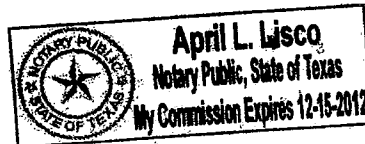
STATE OF TEXAS §
 §
 COUNTY OF MONTGOMERY §

BEFORE ME, the undersigned authority, on this day personally appeared John Henry Quick, President of the North Woods Property Owners 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 29 day of December, 2011.

April L. Lisco
 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 1:14PM

Mark Turnbull

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 Turnbull

County Clerk
Montgomery County, Texas