

2
Notice
L

RECORDS RETENTION POLICY
PINE TRAILS COMMUNITY IMPROVEMENT ASSOCIATION, INC.

WHEREAS, the Texas legislature adopted new laws affecting collection policies with respect to maintenance assessments as set forth in Section 209 of the Texas Property Code as well as other provisions of Texas law; and,

WHEREAS, Pine Trails Community Improvement Association, Inc. (the "Association") intends to comply with all such new laws;

THEREFORE, this Records Retention Policy is established on behalf of the Association.

The Association shall maintain its records as follows:

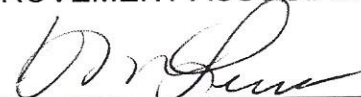
<u>RECORDS</u>	<u>RETENTION PERIOD</u>
A. Governing Documents including including Articles of Incorporation and Bylaws. Declaration of Covenants, Conditions and Restrictions and amendments thereto. Architectural Control Committee action	Permanent
B. Association Tax Records including Audits	Seven (7) years
C. Financial Books and Records	Seven (7) years
D. Contracts that are more than one year in term	Four (4) years
E. Account Records of Owners	Five (5) years
F. Minutes of Member meetings and meetings of Board of Directors	Seven (7) years

Records not specifically set forth above are not subject to retention. Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Association books and records. Such records will be disposed of by the Association subject to any further action by the Board of Directors.

CERTIFICATION

"This Records Retention Policy was approved by the Board of Directors for the Association, on the 19th day of March 2012. I, the undersigned, being the President of PINE TRAILS Association, Inc., hereby certify that the foregoing Policy was adopted by at least a majority of the Association's Board of Directors."

PINE TRAILS COMMUNITY
IMPROVEMENT ASSOCIATION, INC.

By: 
Helen M. Lewis, President

*for
file*

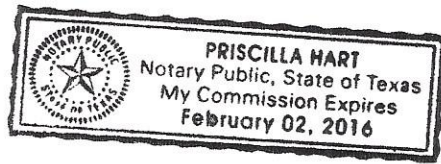
20120277485

BEFORE ME, the undersigned authority, on this day personally appeared, Helen M. Lewis, the President of PINE TRAILS COMMUNITY IMPROVEMENT ASSOCIATION, INC., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated, on behalf of PINE TRAILS COMMUNITY IMPROVEMENT ASSOCIATION, INC.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this 19th day of March, 2012.

Priscilla Hart

Notary Public- State of Texas



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

JUN 22 2012



Stacy Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

Stacy Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

2012 JUN 22 PM 2:56

FILED

O'NEAL LAW FIRM
12337 Jones Road, Suite 300
Houston, Texas 77070