

**WOODRIDGE FOREST COMMUNITY ASSOCIATION, INC.
RECORDS RETENTION POLICY**

WHEREAS, the Woodridge Forest CA, Inc. (the "Association"), a Texas non-profit corporation, which is governed by its Board of Directors (the "Board"), is the governing entity of the Woodridge Forest subdivision and authorized to enact this Policy; and

WHEREAS, these Regulations apply to the operation and utilization of property within the Woodridge Forest subdivisions, additions in Montgomery County, Texas, according to the maps or plats thereof, recorded in the Map Records of Montgomery County, Texas, as follows:

Woodridge Forest Section One under Clerk's File No. 2013-020282, Cabinet Z, Sheet 2401;

Woodridge Forest Section Two under Clerk's File No. 2012-028199, Cabinet Z, Sheet 2171;

Woodridge Parkway under Clerk's File No. 2008-111099, Cabinet Z, Sheet 1445:

Woodridge Forest Section Three under Clerk's File No. 2012-037254, Cabinet Z, Sheet 2193;

Woodridge Forest Section Four under Clerk's File No. 2015-069192, Cabinet Z, Sheet 3549;

Woodridge Forest Section Five under Clerk's File No. 2014-103420, Cabinet Z, Sheet 3103;

Woodridge Forest Section Six under Clerk's File No. 2013-065834, Cabinet Z, Sheet 2512;

Woodridge Forest Soaring Woods under Clerk's File No. 2015-017146, Cabinet Z, Sheet 3274;

Woodridge Forest Section Seven under Clerk's File No. 2015-088800, Cabinet Z, Sheet 3619; along with any amendments, replats, and supplements thereto (all sections collectively referred to as the "Subdivision"); and

WHEREAS, the Board of Directors of the Association desires to enact a Records Retention Policy in compliance with the Texas Property Code;

NOW THEREFORE, in accordance with the foregoing:

This Records Retention Policy was approved by the board of Directors for Woodridge Forest CA, Inc., on the 6 day of April, 2016.

RECORDED BY TEXAS AMERICAN TITLE COMPANY

ACCOMODATION RECORDING

The Association shall maintain its records as follows:

<u>RECORD</u>	<u>RETENTION PERIOD</u>
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	AT LEAST 7 YEARS

Records not listed 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.

WOODRIDGE FOREST CA, INC.
CERTIFICATION

"I, the undersigned, being the President of Woodridge Forest CA, Inc.,
Hereby certify that the foregoing Records Retention Resolution was adopted by
at least a Majority of the Association Board of Directors."

By:  _____, President

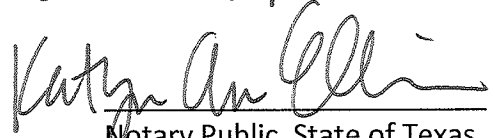
Print name: HARRIS MASTERSON IV Date: 4.6.2016

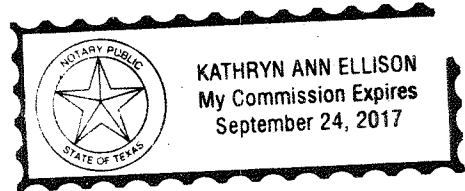
ACKNOWLEDGEMENT

STATE OF TEXAS §
 §
COUNTY OF MONTGOMERY §

BEFORE ME, the undersigned authority, on this day, personally appeared the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same as the act of the Association for the purpose and consideration therein expressed and in the capacity therein stated.

Given under my hand and seal of office this 6th day of April,
2016.


Notary Public, State of Texas



#129571300

After recording return to:
Preferred Management Services
P.O. Box 690269
Houston, TX. 77269

E-FILED FOR RECORD
04/08/2016 11:09AM



COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS
COUNTY OF MONTGOMERY

I hereby certify this instrument was e-FILED in
file number sequence on the date and at the time
stamped herein by me and was duly e-RECORDED in
the Official Public Records of Montgomery County, Texas.

04/08/2016



County Clerk
Montgomery County, Texas