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Notice
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PONDEROSA FOREST MAINTENANCE ASSOCIATION, INC.
RECORDS RETENTION POLICY

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

WHEREAS, Ponderosa Forest Maintenance Association, Inc. (the "Association"), is the governing entity for Ponderosa Forest, an addition in Harris County, Texas, as more particularly described in Exhibit "A", attached hereto (the "Subdivision"); and

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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

WHEREAS, the Association, through its Board of Directors, shall have and may exercise discretionary authority concerning the restrictive covenants contained herein;

NOW THEREFORE, in order to comply with Section 209.005(m), the Association hereby adopts the following Records Retention Policy:

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	SEVEN (7) YEARS

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable records may be destroyed.

PONDEROSA FOREST MAINTENANCE ASSOCIATION, INC.

EXHIBIT "A"

Ponderosa Forest, Section One, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded at Volume 147, Page 75, of the Map Records of Harris County, Texas; and under Harris County Clerk's File No. C497833; 500

Ponderosa Forest, Section Two, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded at Volume 149, Page 90 of the Map Records of Harris County, Texas; and under Harris County Clerk's File No. C585698;

Ponderosa Forest, Section Three, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded at Volume 159, Page 58, of the Map Records of Harris County, Texas; and under Harris County Clerk's File No. C867843;

Ponderosa Forest, Section Four, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded at Volume 168, Page 75 of the Map Records of Harris County, Texas; and under Harris County Clerk's File No. D096021;

Ponderosa Forest, Section Six, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded at Volume 175, Page 50, of the Map Records of Harris County, Texas; and under Harris County Clerk's File No. D261193;

After Recording Return to:
HOLT & YOUNG, P.C.
11200 Richmond Ave., Ste. 450
Houston, Texas 77082

FILED FOR RECORD
8:00 AM

JAN 11 2012

Sta Stewart
County Clerk, Harris County, 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 herein by me, and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas

JAN 11 2012



Sta Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS