

Holt & Young, P.C.

ATTORNEYS AT LAW
11200 RICHMOND AVE., SUITE 450
HOUSTON, TEXAS 77082
OFFICE: (713) 510-1000
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July 11, 2012

Eagle Springs Community Association, Inc.
c/o Crest Management Company
PO Box 219320
Houston, Texas 77218

Re: Eagle Springs Community Association, Inc. / Recorded New Law Policies

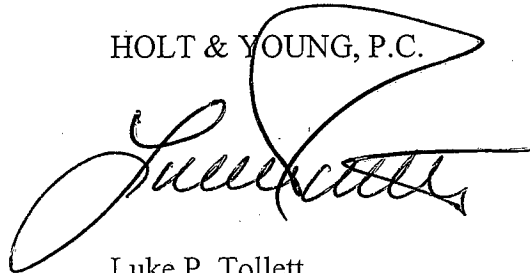
Dear Bill,

Enclosed please find the recorded New Law Policies for the referenced Association. These are the original documents bearing the County Clerk's file stamp. Please keep these with the Association records. We will maintain copies in our files and in case the Association ever needs any.

It has been a pleasure assisting you with this matter; should you have any questions or concerns please feel free to contact me directly.

Very Truly Yours,

HOLT & YOUNG, P.C.

A handwritten signature in black ink, appearing to read 'Luke P. Tollett', with a large, stylized loop at the end.

Luke P. Tollett

LPT

Enclosures

EAGLE SPRINGS COMMUNITY ASSOCIATION, INC.

RECORDS RETENTION POLICY

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

WHEREAS, Eagle Springs Community Association, Inc. (the "Association"), is the governing entity for Eagle Springs, Sections 1- 44 and 46, additions in Harris County, Texas, according to the maps or plats thereof recorded in the Map Records of Harris County, Texas, under Clerk's File Nos. U792723, U792725, U792727, U792729, U792731, V495717, V495719, V959749, W881752, V959752, V920558, W549541, W204074, W588525, X093023, X093045, Y421889, Y421887, X354245, X268460, X354256, X803244, Y920194, 2007-0171502, Y493344, Z359050, Z021029, 2007-0079106, 2006-0215486, 2007-0271995, 2007-0052303, 2006-0215489, 2007-0271998, 2008-0176120, 2008-0110551, 2009-0387836, 2009-0078109, 2009-0078110, 2012-0156238, 2010-0343528, 2009-0078111 and 2010-0036471, 2012-0156024, 2010-0418322, 2011-0309512, and 2011-0431342; respectively, along with any replats, amendments, supplements and annexations, (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

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.

EAGLE SPRINGS COMMUNITY ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of Eagle Springs Community Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the 7th day of June, 2012."

By: Cynthia A. Keefe, President

Print Name: Cynthia A. Keefe

ACKNOWLEDGEMENT

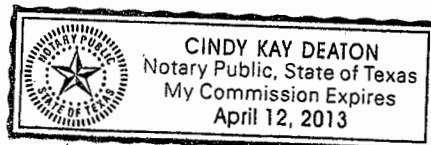
STATE OF TEXAS

§
§
§

COUNTY OF HARRIS

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 7th day of June, 2012.



Cindy Kay Deaton
Notary Public, State of Texas

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

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 26 2012



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS