

AFFIDAVIT

STATE OF TEXAS §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared ELIZABETH FRENCH, whose address is P. O. Box 550765, Houston, Texas 77255-0765, known to me to be the person whose name is subscribed hereto, who, after being by me first duly sworn, did upon her oath depose and say:

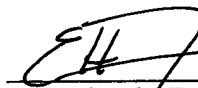
"THAT my name is ELIZABETH FRENCH and that I am the Vice-President of Bellago Community Improvement Association.

THAT the legal description of the Association is: Colony Place, Section 2, (a unit development-a replat of Colony Place Condominium Project), which is recorded in Cabinet 1, Sheets 159B-160A of the Map Records of Montgomery County, Texas. That the mailing address of the Association is: 17570 Highway 105 West, #100, Montgomery, Texas 77356. That Bellago Community Improvement Association has adopted a "Document Retention Policy", attached hereto as Exhibit A and incorporated herein; an "Alternative Payment Guidelines Policy", attached hereto as Exhibit B and incorporated herein; and a "Records Production and Copying Policy", attached hereto as Exhibit C and incorporated herein by reference."

"FURTHER Affiant sayeth not."

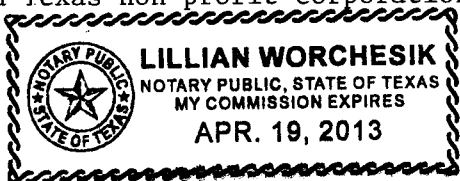
SIGNED this 26th day of January, 2012.

BELLAGO COMMUNITY IMPROVEMENT ASSOCIATION


By: Elizabeth French, Vice-President

STATE OF TEXAS §
COUNTY OF HARRIS §

THIS instrument was acknowledged before me on the 26th day of January, 2012, by ELIZABETH FRENCH, VICE-PRESIDENT OF BELLAGO COMMUNITY IMPROVEMENT ASSOCIATION, a Texas non-profit corporation on behalf of said corporation.



Lillian Worchesik
Notary Public, State of Texas

LILLIAN WORCHESIK
Name of Notary typed or printed

After recordation return to:

My Commission expires: 4-19-13

Bellago Community Improvement Assoc.
17570 Highway 105 West, #100
Montgomery, Texas 77356

LT1-1-2012007794-1

LT2-5

Bellago Community Improvement Association
Document Retention Policy

In accordance with House Bill 2761 effective January 1, 2012 the following is the Document Retention Policy for Bellago Community Improvement Association.

- (1) Certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates of formation, bylaws, and covenants shall be retained permanently;
- (2) Financial books and records shall be retained for seven years;
- (3) Account records of current owners shall be retained for five years;
- (4) Contracts with a term of one year or more shall be retained for four years after the expiration of the contract term;
- (5) Minutes of meetings of the owners and the board shall be retained for seven years; and
- (6) Tax returns and audit records shall be retained for seven years.

Bellago Community Improvement Association

Alternative Payment Guidelines

In accordance with House Bill 1821 and House Bill 1228 effective January 1, 2012 the following is the Alternative Payment Schedule for Bellago Community Improvement Association:

Partial payments for delinquent regular or special assessments or any other amount owed to the association can be made without accruing additional monetary penalties using the following terms.

The minimum term for a payment plan is three months.

No payment plan may extend more than 18 months from the date of the owner's request for a payment plan.

Bellago Community Improvement Association is not required to enter into a payment plan with an owner who has failed to honor the terms of a previous payment plan during the two years following the owner's default under the previous payment plan.

Bellago Community Improvement Association
Records Production and Copying Policy

In accordance with House Bill 2761 effective January 1, 2012 the following is the Records Production and Copying Policy:

An owner is responsible for costs related to the compilation, production, and reproduction of the requested information in the amounts prescribed by this policy. Advance payment of the estimated costs of compilation, production and reproduction of the requested information is required.

The cost of a transfer fee is \$200.00.

The cost for reproduction of any records will be .15 cents per page.

The cost for a resale certificate will be \$50.00.

The Association is not required to release or allow inspection of any books or records that identify the dedicatory instrument violation history of an individual owner of an association, an owner's personal financial information, including records of payment or nonpayment of amounts due the association, including personnel files. (Exceptions: to the extent the information is provided in the meeting minutes, the express written approval of the owner whose records are the subject of the request for inspection is provided to the association, or a court orders the release of the books and records or orders that the books and records be made available for inspection.)

FILED FOR RECORD

01/27/2012 12:25PM

Mark Tumbull

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.

01/27/2012



Mark Tumbull

County Clerk
Montgomery County, Texas