



CORPORATE CERTIFICATE
LAKE CONROE FOREST OWNERS ASSOCIATION, INC.

The undersigned certifies that he/she is the President of Lake Conroe Forest Owners Association, Inc. (the "Association"). The Association is the property owners' association for Lake Conroe Forest, a subdivision in Montgomery County, Texas, according to the map or plat thereof recorded in the Map Records of Montgomery County, Texas (the "Subdivision").

The Association is a Texas non-profit corporation, and a true and correct copy of the Records Retention Schedule of Lake Conroe Forest Owners Association, Inc. is attached to this certificate as Exhibit "A."

Signed this 17th day of NOVEMBER, 2011.

**LAKE CONROE FOREST OWNERS
ASSOCIATION, INC.**

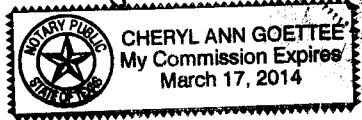
By: DAVID RUPP
DAVID RUPP, President

STATE OF TEXAS §

COUNTY OF MONTGOMERY §

SWORN TO AND SUBSCRIBED BEFORE ME on the 17th day of November, 2011, by DAVID RUPP, President of LAKE CONROE FOREST OWNERS ASSOCIATION, INC., a Texas non-profit corporation, on behalf of said corporation.

Cheryl Ann Goettee
NOTARY PUBLIC, State of Texas

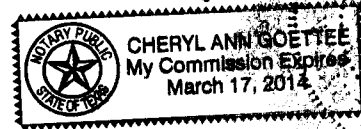
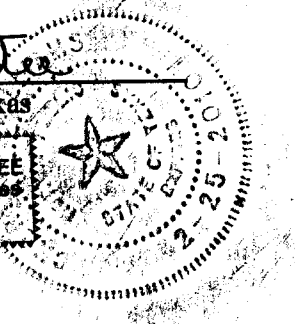


THE STATE OF TEXAS §

COUNTY OF MONTGOMERY §

This instrument was acknowledged before me on the 17th day of November, 2011, by DAVID RUPP, President of of LAKE CONROE FOREST OWNERS ASSOCIATION, INC., a Texas non-profit corporation, on behalf of said corporation.

Cheryl Goettee
NOTARY PUBLIC, State of Texas



AFTER RECORDING RETURN TO:
Bryan P. Fowler
The Fowler Law Firm
300 West Davis, Suite 510
Conroe, Texas 77301

**RECORDS RETENTION SCHEDULE OF
LAKE CONROE FOREST OWNERS ASSOCIATION, INC.**

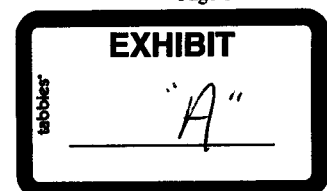
WHEREAS, the property affected by this Records Retention Schedule is subject to certain dedications, covenants and restrictions (the "Declaration") set out in instruments recorded in Montgomery County, Texas, as follows:

- *Regarding Blocks 1 thru 59, exclusive of Blocks 6, 9, 10 and 11 – Volume 465, Page 531, et seq.;*
- *Amendment to Restrictions – Vol. 528, Page 304, et seq. Clerk's File No. 9719411, Film Code No. 246-00-1610, et seq.;*
- *Affidavit placing specific restrictions upon certain previously unrestricted properties, including maintenance assessments – Vol. 700, Page 330, et seq.;*
- *Affidavit placing specific restrictions upon certain previously unrestricted properties, including maintenance assessments – Vol. 713, Page 773, et seq.;*
- *Placing specific restrictions on certain Blocks and Lots, including Architectural Control Committee Approval requirements and maintenance assessments – Volume 731, Page 698, et seq.;*
- *Placing specific restrictions applicable to certain Lots – Volume 744, Page 895, et seq.;*
- *Amendment to Restrictions concerning certain Lots – Volume 890, Page 628, et seq.;*
- *Instrument regarding the chartering of the Lake Conroe Forest Owners' Association, and maintenance assessments and lien – Volume 926, Page 128;*
- *Variance of Restrictions (Lot 8, Block 34) – Clerk's File No. 2003-076915, Film Code No. 353-10-2375; and*

WHEREAS, pursuant to the authority vested in the Lake Conroe Forest Owners Association, Inc. (the "Association") in the Declaration and as required by the TEXAS PROPERTY CODE, the Board of Directors of the Association (the "Board") hereby promulgates the following Records Retention Schedule; and

WHEREAS, the Association keeps books, records of account, minutes, bank records, tax information, insurance records, real estate records, and other information, in the regular course of its business; and

WHEREAS, the Board desires to set a schedule for retaining such records and other information maintained by the Association; and



WHEREAS, it is desirable to set a reasonable records retention schedule to maintain control, effective record keeping, and to effectively conduct the Association's normal business.

NOW, THEREFORE, BE IT RESOLVED that the following records retention schedule is established by the Association:

I. CORPORATE "LEGAL" DOCUMENTS & RECORDS

The following records are to be retained permanently:

- Articles of Incorporation / Certificate of Formation
- Bylaws
- Restrictive Covenants / Declaration
- Amendments to the Articles of Incorporation / Certificate of Formation
- Amendments to the Bylaws
- Amendments to the Restrictive Covenants / Certificate of Formation
- Deeds for Association Property
- Annexation Records
- Plats
- Management Certificates

II. CORPORATE FINANCIAL RECORDS

The following Financial Records and Reports shall be kept for seven (7) years:

- Check Register
- Trail Balance
- Prepaid/Accounts Receivable
- Income Statements
- Detailed General Ledger
- Accounts Payable
- Bank Statements/Bank Reconciliations / Cancelled Checks
- Approved Annual Budget
- Annual Assessment Roll and sample of a typical assessment statement
- Year End Audits / Tax Returns

III. MINUTES OR MEETINGS

The following records are to be retained for seven (7) years:

- Approved Minutes of Board Meetings

- Approved Minutes and Records of ACC Meetings
- Approved Minutes of Committee Meetings
- Approved Minutes of Annual and Special Meetings of Members

IV. ACCOUNT RECORDS OF CURRENT OWNERS:

Account records shall be kept for five (5) years.

V. CONTRACTS:

Contracts with a term of more than one (1) year are to be retained for four (4) years after contract expires.

VI. RECOMMENDED RETENTION FOR OTHER CORPORATE RECORDS (in alphabetical order):

Bids/Proposals: Information related to solicitations for bids or proposals shall be retained for three (3) years after the origination date or for as long as the information is deemed useful.

Board Files/Packages from board meetings: Other documents included in the Board package shall be retained for three (3) years.

Budget Support files: Financial reports associated with the development of the annual budget shall be kept for three (3) years after the year for which they were prepared.

Committee Files (agendas, meeting notes, etc.): Minutes of committee meetings shall be permanently retained. Other documents need only be retained for three years or as long as deemed useful to the Committee with respect to an on-going project.

Contracts With a Term of Less Than One Year: Four (4) years after the date the contract is terminated. If a warranty is expressly provided in the contract, the contract shall be retained for a period of five (5) years after the date the warranty expires.

Correspondence: General Correspondence, not in relation to particular property or property owner shall be retained for five (5) years after the origination date or for as long as the information is deemed useful, whichever is longer.

Insurance Claims (Settled): Settled insurance claims shall be retained for five (5) years after the date the claim is settled.

Insurance Policies (Expired): Expired insurance policies shall be retained for five (5) years after the date the policy terminates.

Litigation Files (Settled): Settled litigation files shall be retained for five (5) years after the date the matter is finally concluded; however, if the suit is in regard to a deed restriction suit in which a permanent injunction was obtained, the judgment shall be retained as long as it is in effect (which will usually be as long as the owner who was sued owns or occupies the property).

Legal Opinions: Opinions rendered by the Association's attorney shall be retained permanently.

Legal Status Reports: Routine monthly or quarterly status reports from the Association's attorney shall be retained for three (3) years.

Newsletter / Directories / Inserts / Website Information or other electronic publications of the Association: One (1) copy of each newsletter, directory, etc., shall be permanently retained. Other copies of a newsletter, etc. need not be retained for any length of time.

Personnel Records (if any): Personnel files, if any, (including wage rates, job description, etc.) shall be permanently retained and payroll records on a particular employee shall be retained for five (5) years after the date of termination.

Procedures/Policies/Resolutions of the Board: Procedures, policies, and resolutions of the Board shall be retained for as long as they are in effect. If a Procedure, Policy, or Resolution of the Board is changed, a copy of the original Procedure shall be retained for five (5) years beyond the date that the procedure was adopted or the date the procedure was changed, whichever is longer.

Reserve Studies: A copy of the Association's Reserve Study shall be retained for the period of time covered by the study plus three (3) years.

Special Projects: Records relating to a special project shall be retained for the duration of the special project, plus three (3) (except to the extent that documents relating to a special project may be addressed under a different category such as contracts).

Work Orders/Facility Inspection Reports/ Building Repair Information: Records relating to work orders, etc. shall be retained for a period of three (3) years beyond the date of completion of the work, inspection, etc.

VII. RECOMMENDED RETENTION FOR RECORDS RELATING TO INDIVIDUAL MEMBERS OR MEMBER PROPERTIES:

Correspondence: Correspondence to, from, or relating to a member account that is not in connection with a deed restriction violation or accounts receivable activity shall be retained for five (5) years past the origination date or as long as it is deemed useful to the association. Ex. – Title, ownership, or closing information (three years after an ownership change), or a letter from homeowner requesting information on the MUD ditch that abuts the property (three years from date of letter.)

This is to certify that the foregoing Schedule was adopted by the Board of Directors by unanimous consent, effective as of NOVEMBER 14TH, 2011, until such date as it may be modified, rescinded or revoked.

The Board of Directors hereby approves and authorizes the above Schedule.

Signed this 17TH day of NOVEMBER, 2011.

**LAKE CONROE FOREST OWNERS
ASSOCIATION, INC.**

By: DAVID RUPP
DAVID RUPP, President

FILED FOR RECORD

12/13/2011 3:40PM

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.

12/13/2011



Mark Tumbull

County Clerk
Montgomery County, Texas