

ENCLAVE AT MILL POINT TOWNHOME ASSOCIATION, INC.
RECORDS RETENTION POLICY

LT1-1-2011107353-1

WHEREAS, the Enclave at Mill Point Townhome Association, Inc., a Texas non-profit corporation; (the "Association"), which is governed by its Board of Directors (the "Board"), is the governing entity of the Enclave at Mill Point Townhomes and authorized to enact this Policy; and

WHEREAS, this Records Retention Policy applies to the operation and utilization of property that is commonly known as the Enclave at Mill Point Townhomes, but is formally named the Woodlands Village of Grogan's Mill, Section 67 subdivision as recorded with Map and Plat Records of Montgomery County, Texas, as follows:

The Woodlands, Village of Grogan's Mill, Section 67, being 9.31 acres of out of the John Taylor Survey, Abstract 547, Montgomery County, Texas, according to the map or plat thereof recorded under Montgomery County Clerk's File No. 2001-111488, Cabinet R, Sheets 66-69, and all subsequent amendments, supplements, corrections or replats thereto (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 the Board of Directors of the Association desires to establishes such guidelines; and

NOW THEREFORE, the Board of Directors of the Association hereby adopts the following Records Retention Policy pursuant to Chapter 209.005(m) of the Texas Property Code and the authority granted to the Board by the provisions of the By-laws:

This Records Retention Policy was approved by the Board of Directors for the Enclave at Mill Point Townhome Association, Inc., on the 9 day of November, 2011, to be effective January 1, 2012.

The Association shall maintain its records as follows:

RECORD	RETENTION PERIOD
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

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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 mandatory retention, but may be retained at the Association's discretion.

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

CERTIFICATION

"I, the undersigned, being the President of the Enclave at Mill Point Townhome Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: *Robert L. Waldrop*, President

Print name: Robert L. Waldrop

ACKNOWLEDGEMENT

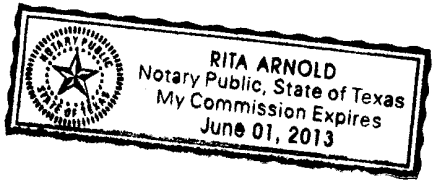
STATE OF TEXAS §
 §
 COUNTY OF MONTGOMERY §

BEFORE ME, the undersigned authority, on this day personally appeared Robert L. Waldrop, President of the Enclave at Mill Point Townhome Association, Inc., and known by me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that he is the person who signed the foregoing document in his representative capacity and that the statements contained therein are true and correct.

Given under my hand and seal of office this the 9 day of Nov, 2011.

Rita Arnold
 Notary Public, State of Texas

RETURN TO:
 Holt & Young, P.C.
 11200 Richmond Ave., Suite 450
 Houston, Texas 77082



FILED FOR RECORD

12/07/2011 12:23PM

Mark Turnbull

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.

12/07/2011



Mark Turnbull

County Clerk
Montgomery County, Texas