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Notice  
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QUAIL FOREST HOMEOWNERS ASSOCIATION, INC.

RECORDS RETENTION POLICY

STATE OF TEXAS                    §  
  §  
COUNTY OF HARRIS               §

WHEREAS, Quail Forest Homeowners Association, Inc. (the "Association"), is the governing entity for Quail 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:

<b>RECORD</b>	<b>RETENTION PERIOD</b>
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.

QUAIL FOREST HOMEOWNERS ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of Quail Forest Homeowners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors on the 6 day of DECEMBER, 2011." *1/20*

By: Richard J. Rueda, President

Print name: RICHARD J. RUEDA

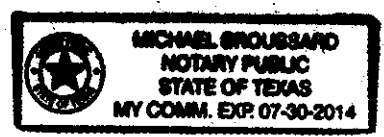
ACKNOWLEDGEMENT

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 6 day of December, 2011.

*Michael Groussard*  
Notary Public, State of Texas



**EXHIBIT "A"**

Quail Forest, an addition in Harris County, Texas, recorded under Volume 280, Page 99, Plat Records of Harris County, Texas; On or about September 26, 1978, Clerk's No. F837508 and Film Code No. 111-85-2537 Real Records of Harris County, Texas together with any other filings of records (if any); On or about December 7, 1982, Clerk's File No. H724955 Real Records of Harris County, Texas, together with any other filings of records (if any). On or about November 20, 1985, Volume Clerk's File No. K299269 Real Records of Harris County, Texas, together with any other filings of records (if any).

After Recording Return to:  
Principal Management Group  
11000 Corporate Centre Drive, Suite 150  
Houston, Texas 77041

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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

JAN 10 2012



*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

2012 JAN 10 PM 12:16

FILED