

**CORPORATE CERTIFICATE  
WRE HOMEOWNERS ASSOCIATION, INC.**

The undersigned certifies that he is the Attorney for WRE HOMEOWNERS ASSOCIATION, INC. (the "Association"). The Association is the property owners' association for Willowridge Estates Section One, Willowridge Estates Section Two and Willowridge Estates Section Three, subdivisions in Montgomery County, Texas.

The Association is a Texas nonprofit corporation, and attached to this certificate is a true and correct copy of the Association's **RECORDS RETENTION SCHEDULE**.

Signed this 11<sup>th</sup> day of September, 2017.

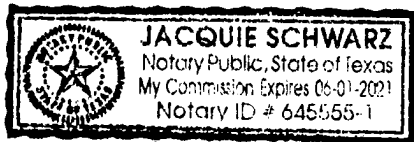
**WRE HOMEOWNERS ASSOCIATION, INC.**

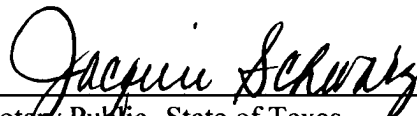


**BRYAN P. FOWLER, Attorney**

STATE OF TEXAS                   §  
   §  
COUNTY OF MONTGOMERY       §

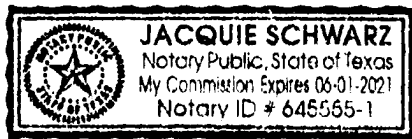
SWORN TO AND SUBSCRIBED BEFORE ME on the 11<sup>th</sup> day of September, 2017, by **BRYAN P. FOWLER**, Attorney for WRE HOMEOWNERS ASSOCIATION, INC., a Texas nonprofit corporation.

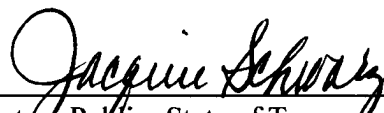


  
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Notary Public -State of Texas

THE STATE OF TEXAS                   §  
   §  
COUNTY OF MONTGOMERY       §

This instrument was acknowledged before me on the 11<sup>th</sup> day of September, 2017, by **BRYAN P. FOWLER**, Attorney for WRE HOMEOWNERS ASSOCIATION, INC., a Texas nonprofit corporation, on behalf of said corporation.



  
\_\_\_\_\_  
Notary Public -State of Texas

**AFTER RECORDING RETURN TO:**

**BRYAN P. FOWLER**  
**The Fowler Law Firm**  
**300 West Davis, Suite 510**  
**Conroe, Texas 77301**

DOC #2017082152

## **RECORDS RETENTION SCHEDULE OF WRE HOMEOWNERS 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 the Official Public Records of Real Property at Montgomery County, Texas, as follows:

- ***Willowridge Estates Section I Reservations, Restrictions, Covenants and Easements*** - Clerk’s File No. 83-31380, Official Records, Montgomery County, Texas
- ***Willowridge Estates Section II Reservations, Restrictions, Covenants and Easements*** - Clerk’s File No. 83-31381, Official Records, Montgomery County, Texas
- ***Willowridge Estates Section III Reservations, Restrictions, Covenants and Easements*** - Clerk’s File No. 83-31382, Official Records, Montgomery County, Texas
- ***Amendment of Building Setback Line - Lot 47, Willowridge Estates Section III*** - Clerk’s File No. 84-33900, Official Records, Montgomery County, Texas
- ***Amendments to Willowridge Estates Sections I, II and III Reservations, Restrictions, Covenants and Easements*** - Clerk’s File No. 97-24429, 97-24430 and 98-16950, Official Records, Montgomery County, Texas; and

**WHEREAS**, pursuant to the authority vested in WRE HOMEOWNERS 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 OF 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:**

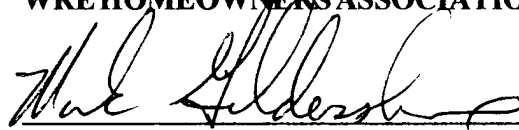
Contracts with a term of more than one (1) year are to be retained for four (4) years after contract expires.

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

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

Signed this 8 day of September, 2017.

**WRE HOMEOWNERS ASSOCIATION, INC.**

  
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MARK GILDERSLEEVE, President

FILED FOR RECORD  
09/12/2017 03:22PM



COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS,  
COUNTY OF MONTGOMERY

I hereby certify that this instrument was filed in the file number  
sequence on the date and time stamped herein  
by me and was duly RECORDED in the Official Public  
Records of Montgomery County, Texas.

09/12/2017



County Clerk  
Montgomery County, Texas