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**CHAMPION FOREST FUND, INC.**  
c/o Consolidated Management Services  
2204 Timberloch Place, Suite 245, The Woodlands, Texas 77380  
Phone: 281.296.9775 Fax: 281.296.9788  
Email to: [conmgsvc@swbell.net](mailto:conmgsvc@swbell.net)

**RECORDS RETENTION POLICY**

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- I. The name of the Subdivision is Champion Forest.
- II. The name of the Association is CHAMPION FOREST FUND, INC.
- III. The recording data (i.e., Map or Plat reference) for each Section of the Subdivision, and the recording data for the Declaration (i.e., Deed Restrictions) for each Section of the Subdivision is as follows:

**Map(s) or Plat(s) Records of Harris County, Texas:**

**Maps or Plats (Map Records of Harris County, Texas)**

- Section One - Volume 241, Page 18.
- Section Two - Volume 259, Page 67.
- Section Three - Volume 266, Page 139.
- Section Four - Volume 286, Page 138.
- Section Five - Volume 285, Page 528.
- Section Six - Volume 291, Page 47.
- Section Seven - Volume 299, Page 20.
- Section Eight - Volume 299, Page 21.
- Section Nine - Volume 299, Page 23.
- Section Ten - Volume 306, Page 14.

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**Deed Restrictions (Deed Records of Harris County, Texas)**

- Section One - County Clerk's File No. E959351; Modification County Clerk's File No. G096062; and Amendment County Clerk's File No. 20070373327.
- Section Two - County Clerk's File No. F584636; Modification County Clerk's File No. G701835; and Amendment County Clerk's File No. 20070674822.
- Section Three - County Clerk's File No. H523486; Modification County Clerk's File No. J127733; and Amendment County Clerk's File No. 20070674816.
- Section Four - County Clerk's File No. G109681; and Amendment County Clerk's File No. 20070674813.
- Section Five - County Clerk's File No. F980174; Modification County Clerk's File No. G379514; Modification County Clerk's File No. G620123; and Amendment County Clerk's File No. Y998013.

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Section Six - County Clerk's File No. G426837; Modification County Clerk's File No. K484205; Modification County Clerk's File No. L608475; and Amendment County Clerk's File No. 20070373329.

Section Seven - County Clerk's File No. G869770; Modification County Clerk's File No. L853734; Modification County Clerk's File No. L853735; Modification County Clerk's File No. L853736; Modification County Clerk's File No. L853737; Modification County Clerk's File No. L853738; Modification County Clerk's File No. L853739; and Amendment County Clerk's File No. Y998018.

Section Eight - County Clerk's File No. G869769; and Amendment County Clerk's File No. 20070373328.

Section Nine - County Clerk's File No. H669681; Modification County Clerk's File No. T611665; and Amendment County Clerk's File No. Y998023.

Section Ten - County Clerk's File No. M448687.

IV. **Records Retention.** This Records Retention Policy was approved by at least a majority vote of the Board of Directors of the CHAMPION FOREST FUND, INC., (the "Board"), at a duly called Meeting of the Board held on the 11<sup>th</sup> day of January, 2012, at which Meeting a quorum was present.

**The Association shall maintain its records as follows:**

#### **RECORDS RETENTION PERIODS**

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|---|--|
| 1. Certificate of Formation/Articles of Incorporation, By-Laws, Declarations and all amendments to those documents. | <u>Permanent</u>                                       |
| 2. Financial Books and Records  | <u>Seven (7) years</u>                                 |
| 3. Account Records of Current Owners  | <u>Five (5) years</u>                                  |
| 4. Contracts with a term of more than one year  | <u>Four (4) years</u><br><u>After Contract expires</u> |
| 5. Minutes of Member Meetings and Board Meetings  | <u>Seven (7) years</u>                                 |
| 6. Association Tax Returns and Tax Audits   | <u>Seven (7) years</u>                                 |

**Records not listed above are not subject to retention. Relative to the above-listed records, upon expiration of the retention date, the applicable record(s) shall not be considered a part of the Association's books and records and may be destroyed.**

#### **CERTIFICATION**

