

**Champion Forest Fund, Inc.**

**POLICY REGARDING RECORDS RETENTION**

WHEREAS, the Texas Property Code requires both condominium and property owners' associations to adopt and comply with a document retention policy;

NOW THEREFORE, BE IT RESOLVED THAT:

The following POLICY REGARDING RECORDS RETENTION POLICY is hereby adopted:

**RECORDS RETENTION:**

1. Certificates of Formation, Articles of Incorporation, Bylaws, restrictive covenants and any amendments thereto shall be retained permanently;
2. Financial books and records shall be retained for seven (7) years;
3. Account records of current owners shall be retained for five (5) years;
4. Contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term;
5. Minutes of meetings of the Owners and the Board shall be retained for seven (7) years; and
6. Tax returns and audit records shall be retained for seven (7) years.


An association must make its records, including financial records, available for inspection or copying to an owner or person designated in writing by the owner. Please refer to the association's adopted Records Inspection and Production Policy.

RP-2021-531111

**CERTIFICATION**

"I, the undersigned, being a Director of the Champion Forest Fund, Inc., hereby certify that the foregoing was adopted by at least a majority of Champion Forest Fund, Inc. board of directors, at an open and properly noticed meeting of the board, at which a quorum of the board was present."

Print name: Mary Matthews Title: President

Signature: 

**ACKNOWLEDGEMENT**

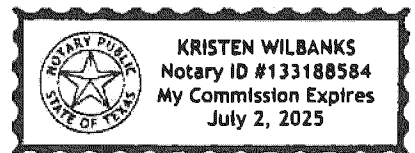
STATE OF TEXAS           §  
  §  
COUNTY OF Harris       §

BEFORE ME, the undersigned authority, on this day personally appeared the person whose name is subscribed to the foregoing 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 25 day of August, 2021.



Notary Public, State of Texas



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# Pages 3  
09/16/2021 10:41 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$22.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

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.



*Teneshia Hudspeth*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

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