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Notice  
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CERTIFICATE OF CORPORATE RESOLUTION OF  
BOARD OF DIRECTORS  
WILLOW WOOD VILLAS OWNERS ASSOCIATION, INC.  
(DOCUMENT RETENTION)

The undersigned Secretary of Willow Wood Villas Owners Association, Inc., a Texas non-profit corporation (the "Association"), does hereby certify, that at a regular meeting of the Board of Directors of the Association held on 2-9, 2012, with at least a majority of the Board of Directors being present, the following resolution was duly made and approved by the Board of Directors:

WHEREAS, pursuant to that certain "Declaration of Covenants, Conditions and Restrictions (for) Willow Wood Villas" recorded under County Clerk's File No. J757646 of the Real Property Records of Harris County, Texas, and any and all amendments thereto (the "Declaration"), the Association is responsible for the administration and operation of Willow Wood Villas (the "Property") and the restrictive covenants set forth therein; and

WHEREAS, by this resolution, the Board of Directors wishes to adopt a policy governing the retention of documents consistent with the provisions of Section 209.005(m) of the TEXAS PROPERTY CODE, and to provide disclosure of such policy to current and future owners of lots at the Property as to same.

NOW THEREFORE, formal notice is hereby given to all current and future owners of lots at the Property as to the policy of the Association, as follows:

ASSOCIATION POLICY AS TO  
DOCUMENT RETENTION

It shall be the policy of the Association to retain the following documents in accordance with the stated requirements.

1. Certificates of formation, bylaws, restrictive covenants, and all amendments to the foregoing shall be retained permanently;
2. Financial books and records shall be retained for at least seven (7) years;
3. Account records of current owners shall be retained for at least five (5) years;
4. Contracts with a term of one year or more shall be retained for at least four (4) years after the expiration of the contract term;
5. Minutes of meetings of the owners and the board shall be retained for at least seven (7) years; and
6. Tax returns and audit records shall be retained for at least seven (7) years.

FILED FOR RECORD  
8:00 AM

MAR -5 2012

*Stan Stament*  
County Clerk, Harris County, Texas

PP 001-23-0149

The Association shall not be required to retain any documents not shown herein above. After the expiration of the applicable retention period, the documents are subject to removal from the Association's books and records, and shall no longer be available for review or inspection.

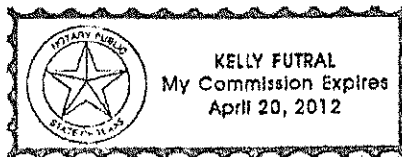
WILLOW WOOD VILLAS OWNERS ASSOCIATION, INC., a Texas non-profit corporation

By: Judith Hilliard  
Judith Hilliard, Secretary

STATE OF TEXAS       §  
                                  §  
COUNTY OF HARRIS   §

This instrument was acknowledged before me on this 9th day of February 2012, by Judith Hilliard, Secretary of Willow Wood Villas Owners Association, Inc., a Texas non-profit corporation, on behalf of said corporation.

Kelly Futral  
Notary Public - State of Texas



RECORD AND RETURN TO:  
Frank, Elmore, Lievens,  
Chesney & Turet, L.L.P.  
Attn: K. Slaughter  
9225 Katy Freeway, Suite 250  
Houston, Texas 77024

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS VOID AND UNENFORCEABLE UNDER FEDERAL LAW.  
THE STATE OF TEXAS  
COUNTY OF HARRIS  
I hereby certify that this instrument was FILED in the Public Records on the date and at the time stamped hereon by me and was duly recorded in the PUBLIC RECORDS of said County of Harris, Texas.

MAR - 5 2012



Sta Stewart  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

0510-23-0150