

HANNOVER FOREST HOMEOWNERS ASSOCIATION RECORDS RETENTION POLICY

The Association shall maintain its records according to the following schedule:

RECORD	RETENTION PERIOD
Dedictory Instruments and all amendments	PERMANENT
Account Records of Current Owners	FIVE (5) YEARS
Contracts with a term of 1 year or more	FOUR (4) YEARS AFTER EXPIRATION
Association Tax Returns and Tax Audits	SEVEN (7) YEARS
Financial Books and Records	SEVEN (7) YEARS
Minutes of Member Meetings and Board Meetings	SEVEN (7) YEARS

Upon expiration of the retention periods, the applicable documents shall be properly disposed of at a document destruction facility.

This Records Retention Policy was adopted by the Board of Directors on 9-28, 2011, and shall be effective on January 1, 2012.

Jerome R. Patridge
Jerome R. Patridge, President
 HANNOVER FOREST
 HOMEOWNERS ASSOCIATION

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FAHOA\534-0535.1

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After Recording Return To:
Bradley R. Walton
17171 Park Row, Suite 250
Houston, Texas 77084

FILED FOR RECORD
8:00 AM

OCT 31 2011

Stan Stewart
County Clerk, Harris County, Texas

RP 079-62-1206

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notice
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STATE OF TEXAS §

COUNTY OF HARRIS §

Before me, the undersigned authority, on this day personally appeared Jerome Patridge of Hannover Forest Homeowners Association, a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 28 day of October, 2011.



Theresa Leopold
NOTARY PUBLIC in and for the
STATE OF TEXAS

2011-29-640 AM

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 herein by me; and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas.

OCT 31 2011



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS