


**CORPORATE CERTIFICATE**  
**ROYAL FOREST COLONY CLUB, INC.**

PI145-2012124843-4

The undersigned certifies that he/she is the duly appointed and acting SECRETARY of Royal Forest Colony Club, Inc., (the "Association"). The Association is the property owners' association for Royal Forest Subdivision, Section I, Royal Forest Estates, Lakefront Section of Royal Forest, Reserve "D" of Royal Forest, Mobile Home Section of Royal Forest, Permanent Home Section of Royal Forest, and Reserve "A" of Royal Forest Subdivision (collectively, the "Subdivision").

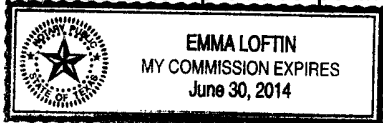
The Association is a Texas non-profit corporation, and the foregoing attached instrument is a true and correct copy of the Royal Forest Colony Club, Inc.'s **Records Retention Policy.**

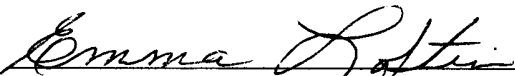
Signed this 19<sup>th</sup> day of DECEMBER, 2012.

  
\_\_\_\_\_  
SECRETARY of  
ROYAL FOREST COLONY CLUB, INC.

STATE OF TEXAS                    §  
COUNTY OF MONTGOMERY       §

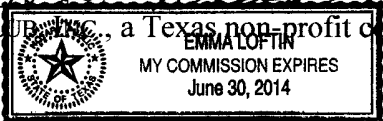
Sworn to and subscribed before me on the 19 day of December, 2012, by Dean Moore, \_\_\_\_\_ of ROYAL FOREST COLONY CLUB, INC., a Texas non-profit corporation, on behalf of said corporation.

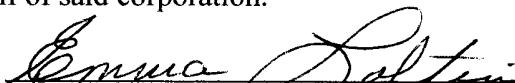


  
\_\_\_\_\_  
NOTARY PUBLIC, State of Texas

THE STATE OF TEXAS                    §  
COUNTY OF MONTGOMERY       §

This instrument was acknowledged before me on the 19 day of December, 2012, by Dean Moore, \_\_\_\_\_ of ROYAL FOREST COLONY CLUB, INC., a Texas non-profit corporation, on behalf of said corporation.



  
\_\_\_\_\_  
NOTARY PUBLIC, State of Texas

**AFTER RECORDING RETURN TO:**  
Royal Forest Colony Club, Inc.  
P.O. Box 291  
Willis, Texas 77378-0291

Royal Forest Colony Club, Inc  
12876 Royal Lake in Royal Forest Subdivision  
P.O. Box 291, Willis, TX 77378  
Phone and Fax (936) 856-6651  
Montgomery County Record Number \_\_\_\_\_

**Records Retention Policy**

Royal Forest Colony Club (RFCC) records shall be retained for the current year plus its immediate past five years unless shown differently in the list of records below or unless the Board of Directors (BOD) approves extending or shortening the retention time for a particular record or the BOD secretary deems a longer retention time to be desirable or required.

- A. **Minutes** of all regular, annual, and special meetings of the BOD, BOD committees, and homeowners' will be retained for seven years. BOD executive session minutes will be kept in locked storage at the office.
- B. **Annual Treasurer's Report.** Monthly or other time period records may be retained at the discretion of the BOD secretary.
- C. **Procedure, Practices, or Rules Documents** shall be retained as long as they are applicable. Documents that are no longer applicable may be retained at the discretion of the BOD secretary and should be marked 'void'.
- D. **Resolutions** shall be retained as long as they are applicable. Resolutions that are no longer applicable may be retained at the discretion of the BOD secretary and should be marked 'void'.
- E. A list of **property owned by RFCC** including tax statements and legal determinations shall be retained while the property is owned. Records of previously owned property may be retained at the discretion of the BOD secretary.
- F. **Financial records** including bank statements, incoming and outgoing check copies, applicable ledger entry documents, tax returns, contracts, and audits will be retained for seven years. Records that are no longer applicable may be retained at the discretion of the BOD secretary.
- G. **Utility records** including drinking water quality reports, electricity utilization by the RFCC including streetlights, and other utility records. Records that are no longer applicable may be retained at the discretion of the BOD secretary.
- H. RFCC **Lake records** including water quality reports, dam inspections, dam maintenance, 'dam emergency action plan', and legal determinations shall be retained for 30 years.
- I. **Newsletters** published by the RFCC shall be retained for 30 years.
- J. **Employment records**, including applicable job description, shall be retained for the natural life of the employee. Sensitive employment records, such as performance appraisals, shall be retained in locked storage.
- K. RFCC purchased **computer software and manuals** shall be retained until all other records requiring its use have been discarded and then that software shall be discarded. Such software shall be retained in locked storage while manuals will be stored so as to be easily accessible to office personnel.
- L. **Backups of RFCC computer generated records** on removable media or an external hard

drive shall be made in December yearly and be retained by the BOD secretary at a location remote from the RFCC office. Daily backups of the QuickBooks data, when changes have been made, shall be made and shall be retained at the RFCC office. Monthly backups of at least the following data are recommended: all QuickBooks data and the RFCC computer directory and its contents.

**M. Bylaws, Deed Restrictions, Articles of Incorporation, and Registered Agent documents** shall be retained as long as RFCC exists with replaced documents being clearly marked 'void';

**N. General information** such as copies of sections of 'The Texas Property Code' and other documents are not actual records of RFCC business and may be retained as long as the BOD secretary deems necessary;

**O. Paper lot documents** consisting of information pertinent to the lot such as lien assessments, undeliverable mail, transfer transactions, and etc shall be kept in a file cabinet in the office and will be filed by lot number. Due to the volume of these records, paper or computer backups shall not be made. These documents will be retained permanently as they provide a history of the lot.

The records or documents referenced above may be retained in binders, files, envelopes, or other appropriate containers at the discretion of the BOD secretary with consultation with the permanent office manager who has daily responsibility for the business contained in these records.

Actions required to comply with this record retention policy shall occur in late December each year under the direction of the BOD secretary who shall report completion of these actions to the Board of Directors at the first board meeting in the next year.

**FILED FOR RECORD**

12/21/2012 3:31PM




COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS  
COUNTY OF MONTGOMERY

I hereby certify 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 Montgomery County, Texas.

12/21/2012



County Clerk  
Montgomery County, Texas