



**SECRETARY'S CERTIFICATE OF ADOPTION OF
 RECORDS RETENTION POLICY
 RECORDS REQUEST POLICY AND FEE SCHEDULE
 PAYMENT AGREEMENT POLICY FOR
 WOODCREEK RESERVE COMMUNITY ASSOCIATION, INC.**

I, Larry Boudloche, certify that I am the duly qualified and acting Secretary of WoodCreek Reserve Community Association, Inc., a duly organized and existing non-profit Texas corporation.

I further certify that the attached documents were duly adopted by the Board of Directors of WoodCreek Reserve Community Association, Inc. at a meeting that was legally held on the 25th day of October, 2011 and entered in the Minutes of the Meeting which are contained in the Minute Book of the Corporation.

WOODCREEK RESERVE COMMUNITY
ASSOCIATION, INC.

Dated: 10-25-11

By: Larry Boudloche
Larry Boudloche, Secretary

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on the 25th day of October, 2011, by LARRY BOUDLOCHE, Secretary of WoodCreek Reserve Community Association, Inc., a Texas non-profit corporation, on behalf of said corporation.



Heather Slavens
NOTARY PUBLIC in and for the
STATE OF TEXAS

**AFTER RECORDING
RETURN TO:**

Messock & Walton
17171 Park Row, Suite 250
Houston, Texas 77084

WOODCREEK RESERVE COMMUNITY ASSOCIATION, INC.

RECORDS RETENTION POLICY

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

RECORD	RETENTION PERIOD
Dedicatory 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 October 25, 2011, and shall be effective on January 1, 2012.


J. Troy Maxwell

, President

WOODCREEK RESERVE COMMUNITY ASSOCIATION, INC.

RECORDS REQUEST POLICY AND FEE SCHEDULE

1. REQUESTS

All requests from Owners must be in writing and sent by certified mail, return receipt requested. The request must identify the records to be inspected or produced and whether copies of same are required and the preferred format.

2. RESPONSE

The Association will respond within 10 business days from receipt of the request. This response will state:

- a) when and where the records may be inspected;
- b) provide the copies requested; or
- c) inform the owner that 10 days is insufficient and provide another date within 15 days, when the records will be available.

3. CONFIDENTIALITY

Certain records will remain confidential, including attorney's files and communications, invoices for attorney's fees, unless they were assessed to the requesting owner, violation histories of owners, owners' personal financial information, owners' personal contact information and personnel files.

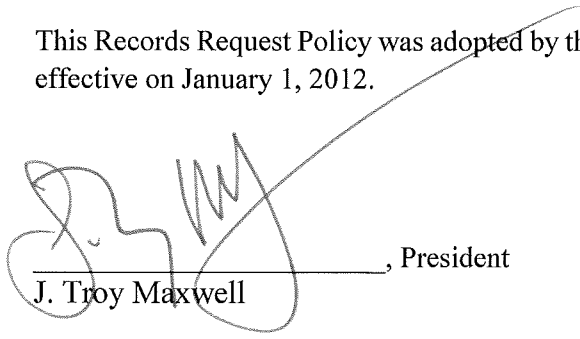
4. FEES

If the request is voluminous, payment from the owner for the copies will be required in advance. Fees shall be assessed pursuant to the following schedule:

Copies: 15¢ per page;
CD/DVD: \$5.00 each, plus reproduction fees;
Labor: \$50 per hour, billed in 1/2 hour increments;
and Postage, mailing and delivery of materials at actual cost.

If the fees are not assessed in advance the requesting owner will be billed. If the charges are not paid within thirty (30) days, the unpaid amount shall be added to the requesting owner's account.

This Records Request Policy was adopted by the Board of Directors on October 25, 2011, and shall be effective on January 1, 2012.


_____, President
J. Troy Maxwell

WOODCREEK RESERVE COMMUNITY ASSOCIATION, INC.

PAYMENT AGREEMENT POLICY

1. STANDARD PAYMENT AGREEMENTS

Upon request, all Owners are entitled to pay their maintenance fees on an installment basis. All payment agreements must be in writing and signed by the Owner(s). The terms shall provide for payment of the total due in three equal monthly installments, commencing on the 1st day of the month following the request.

2. ALTERNATE PAYMENT AGREEMENTS

In extenuating circumstances, an alternative payment agreement will be considered; Proposals must be submitted in writing to the Board of Directors. No payment agreement shall exceed a term of 18 months. Any additional annual assessments that become due during the agreement must be paid on or before January 31st of each year. Failure to pay annual assessments as they accrue shall constitute a default on the payment agreement.

3. FEES

Additional late fees will not accrue during the term of the payment agreement, Interest shall accrue on the unpaid principal balance, as provided in the Declaration, and reasonable costs for preparation and administration of the payment agreement will be assessed to the owner.

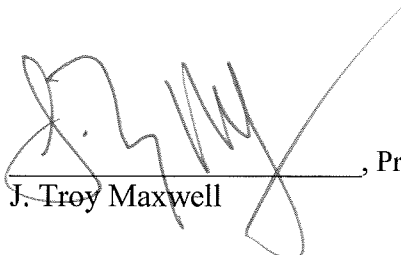
4. DEFAULT

If an Owner defaults on the payment agreement, the agreement is automatically revoked and the Owner is not eligible for another agreement for two years.

5. NOTICE

All Owners shall receive a thirty (30) day notice of delinquency, via certified mail, return receipt requested, before their account is referred for debt collection.

This Payment Agreement Policy was adopted by the Board of Directors on October 25, 2011, and shall be effective on January 1, 2012.


_____, President
J. Troy Maxwell

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS



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VCK \$23.00

Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS

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