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CRANBROOK PROPERTY OWNERS ASSOCIATION

c/o Consolidated Management Services 2204 Timberloch Place, Suite 245, The Woodlands, Texas 77380

Phone: 281.296.9775 Fax: 281.296.9788 Email to: conmgsvc@swbell.net

20120017339 01/13/2012 RP1 \$24.00

RECORDS RETENTION POLICY

- I. The name of the Subdivision is Cranbrook.
- II. The name of the Association is CRANBROOK PROPERTY OWNERS ASSOCIATION.
- III. The recording data (i.e., Map or Plat reference) for each Section of the Subdivision, and the recording data for the Declaration (i.e., Deed Restrictions) for each Section of the Subdivision is as follows:

Map(s) or Plat(s) Records of Harris County, Texas:

- (i) Cranbrook, Section One Volume 306, Page 50;
- (ii) Cranbrook, Section Two Volume 325, Page 19;

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Deed Restrictions (Deed Records of Harris County, Texas):

- (i) Cranbrook, Section One Harris County Clerk's File No. H311531;
- (ii) Cranbrook, Section Two Harris County Clerk's File No. H311531; as annexed in the Fourth Amendment under Harris County Clerk's File No. J591619.
- IV. Records Retention. This Records Retention Policy was approved by at least a majority vote of the Board of Directors of the Cranbrook Property Owners Association, (the "Board"), at a duly called Meeting of the Board held on the 10th day of Agreem, 2012, at which Meeting a quorum was present.

The Association shall maintain its records as follows:

RECORDS RETENTION PERIODS

 Certificate of Formation/Articles of Incorporation, By-Laws, Declarations and all amendments to those documents.

Permanent

2. Financial Books and Records

Seven (7) years

3. Account Records of Current Owners

Five (5) years

4. Contracts with a term of more than one year

Four (4) years

After Contract expires

5. Minutes of Member Meetings and Board Meetings

Seven (7) years

6. Association Tax Returns and Tax Audits

Seven (7) years

Records not listed above are not subject to retention. Relative to the above-listed records, upon expiration of the retention date, the applicable record(s) shall not be considered a part of the Association's books and records and may be destroyed.

CERTIFICATION

"I, the undersigned, being the President of the Cranbrook Property Owners Association, hereby certify that the foregoing Records Retention Policy Resolution was adopted by at least a majority of the Association's Board of Directors, and such Records Retention Policy Resolution has never been modified or repealed, and is now in full force and effect."

CRANBROOK ASSOCIATION PROPERTY

OWNERS

Pxr.

W. Angelo McDaniel, President

ACKNOWLEDGMENT

RECORDER'S MEMORANDUM: At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.

THE STATE OF TEXAS § § **COUNTY OF HARRIS**

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared W. Angelo McDaniel, President of the CRANBROOK PROPERTY OWNERS ASSOCIATION, a Texas Non-Profit Corporation, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn and declared that he executed same in the capacity and for the consideration therein expressed, and as the act and deed of such Corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 10th day of _____, 2012.

THE STATE OF TEXAS

SUSAN J. FRANZ Notary Public, State of Texas My Commission Expires MARCH 18, 2015

> FILED FOR RECORD 8:00 AM

> > JAN 13 2012

ANY PROVISION NEREM WHICH RESTRICTS THE SALE RENTAL, OR USE OF THE DESCRIPTION FROM PROPERTY BECAUSE OF COLOROR PACES INVALIDATED WHEN FORCERS LANDER FEDERAL LAND. THE STATE OF THE PERFORMANCE OF THE STATE OF

JAN 13 2012



HARRIS COUNTY, TEXAS