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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

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01/13/2012 RP1 \$24.00

RECORDS RETENTION POLICY

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- 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 January, 2012, at which Meeting a quorum was present.

The Association shall maintain its records as follows:

RECORDS RETENTION PERIODS

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|---|--|
| 1. Certificate of Formation/Articles of Incorporation, By-Laws, Declarations and all amendments to those documents. | <u>Permanent</u> |
| 2. Financial Books and Records | <u>Seven (7) years</u> |
| 3. Account Records of Current Owners | <u>Five (5) years</u> |
| 4. Contracts with a term of more than one year | <u>Four (4) years</u>
<u>After Contract expires</u> |
| 5. Minutes of Member Meetings and Board Meetings | <u>Seven (7) years</u> |
| 6. Association Tax Returns and Tax Audits | <u>Seven (7) years</u> |

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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 PROPERTY OWNERS
ASSOCIATION *law*

By: 

W. Angelo McDaniel, President

