

2<sup>nd</sup> notice  
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# CHARTERWOOD COMMUNITY IMPROVEMENT ASSOCIATION

2204 Timberloch Place, Suite 245

The Woodlands, Texas 77380

Tel. No. (281) 296-9775 / Fax No. (281) 296-9788

conmgsvc@swbell.net

20120149101  
04/09/2012 RP1 \$20.00

## RECORDS RETENTION POLICY

- I. The name of the Subdivision is CHARTERWOOD.
- II. The name of the Association is CHARTERWOOD COMMUNITY IMPROVEMENT ASSOCIATION, sometimes referred to herein as the "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) Charterwood, Section One (1) : Volume 213, Page 71 of the Map Records of Harris County, Texas;
- (ii) Charterwood, Section Two (2) : Volume 258, Page 96 of the Map Records of Harris County, Texas;
- (iii) Charterwood, Section Three (3): Volume 258, Page 103 of the Map Records of Harris County, Texas;
- (iv) Charterwood, Section Four (4): Volume 236, Page 44 of the Map Records of Harris County, Texas; and
- (v) Charterwood, Section Five (5): Volume 296, Page 78 of the Map Records of Harris County, Texas.

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

- (i) Charterwood, Section One (1) : County Clerk's File No. E123669; and Amendment County Clerk's File No. E379130;
- (ii) Charterwood, Section Two (2) : County Clerk's File No. F481480; and Amendment County Clerk's File No. F605221;
- (iii) Charterwood, Section Three (3): County Clerk's File No. F481481; and Amendment County Clerk's File No. F605222;
- (iv) Charterwood, Section Four (4): County Clerk's File No. G217242; and
- (v) Charterwood, Section Five (5): County Clerk's File No. G594407; Amendment County Clerk's File No. M935359; and Amendment County Clerk's File No. M935360.

- IV. **Records Retention.** This Records Retention Policy was approved by at least a majority vote of the Board of Directors of CHARTERWOOD COMMUNITY IMPROVEMENT ASSOCIATION (the "Board"), at a duly called Meeting of the Board held on the 8th day of December, 2011, at which Meeting a quorum was present.

The Association shall maintain its records as follows:

<u>RECORDS</u>	<u>RETENTION PERIOD</u>
1. Certificate of Formation/Articles of Incorporation, By-Laws, Declarations and all amendments to those documents.	Permanent

FILED FOR RECORD  
8:00 AM

APR - 9 2012

Stan Stewart  
County Clerk, Harris County, Texas

- |    |   |  |
|----|---|--|
| 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 after</u><br><u>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>                                 |

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 CHARTERWOOD COMMUNITY IMPROVEMENT 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."

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

CHARTERWOOD COMMUNITY IMPROVEMENT ASSOCIATION

By: Kathy Goedecke  
 Printed name: KATHY GOEDECKE  
 Office Held: President

1021 2

APR - 9 2012



Stan Stewart  
 COUNTY CLERK  
 HARRIS COUNTY, TEXAS

THE STATE OF TEXAS §  
 §  
 COUNTY OF HARRIS §

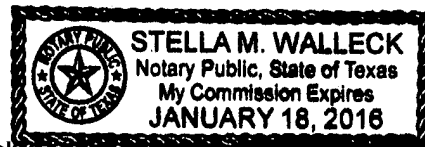
**ACKNOWLEDGMENT**

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared KATHY GOEDECKE, President of CHARTERWOOD COMMUNITY IMPROVEMENT 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 she 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 8<sup>th</sup> day of MARCH, 2012.

Stella M. Walleck  
 NOTARY PUBLIC IN AND FOR  
 THE STATE OF TEXAS

After recording, return to: ✓✓  
 Michael T. Gainer, Attorney at Law  
 9801 Westheimer, Suite 302  
 Houston, Texas 77042



Charterwood Community Improvement Association / Records Retention Policy