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FOX RUN MAINTENANCE ASSOCIATION, INC.
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

RECORDS RETENTION POLICY

- I.** The name of the Subdivision is Fox Run.
- II.** The name of the Association is FOX RUN MAINTENANCE ASSOCIATION, INC.
- 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:

Maps or Plats (Map Records of Montgomery County, Texas)

- Section One - Plat Cabinet A, Sheet 100A.
- Section Two - Plat Cabinet B, Sheet 30.
- Section Three - Plat Cabinet B, Sheet 25.
- Section Four - Plat Cabinet B, Sheet 30.
- Section Five - Plat Cabinet G, Sheets 023A and 023B.
- Section Six - Plat Cabinet G, Sheets 199A and 199B.
- Section Seven - Plat Cabinet J, Sheets 168 and 169.
- Section Eight - Plat Cabinet N, Sheets 168 and 169.
- Section Nine - Plat Cabinet P, Sheet 105
- Section Ten - Plat Cabinet S, Sheets 166 and 167.
- Section Eleven - Plat Cabinet S, Sheet 153.
- Section Twelve - Plat Cabinet W, Sheet 95.

Deed Restrictions (Deed Records of Montgomery County, Texas)

- Section One - County Clerk's File No. 750133; and Amendment County Clerk's File No. 8036859.
- Section Two - County Clerk's File No. 7713620; Amendment County Clerk's File No. 8036859; and Amendment County Clerk's File No. 2003-013988.
- Section Three - County Clerk's File No. 750133; recorded Warranty Deed(s); and Amendment County Clerk's File No. 8036859.
- Section Four - County Clerk's File No. 7713620; Amendment County Clerk's File No. 8036859; and Amendment County Clerk's File No. 2003-013988.
- Section Five - County Clerk's File No. 9229631.
- Section Six - County Clerk's File No. 9440426.
- Section Seven - County Clerk's File No. 9821167.
- Section Eight - County Clerk's File No. 2000-025454.
- Section Nine - County Clerk's File No. 2001-027661.
- Section Ten - County Clerk's File No. 2003-040674.
- Section Eleven - County Clerk's File No. 2002-118319.
- Section Twelve - County Clerk's File No. 2004-100703.



IV: **Records Retention.** This Records Retention Policy was approved by at least a majority vote of the Board of Directors of the FOX RUN MAINTENANCE ASSOCIATION, INC., (the "Board"), at a duly called Meeting of the Board held on the _____ day of _____, 2011, at which Meeting a quorum was present.

The Association shall maintain its records as follows:

RECORDS RETENTION PERIODS

- | | |
|---|--|
| 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> |

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 FOX RUN MAINTENANCE ASSOCIATION, INC., 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."

**FOX RUN MAINTENANCE ASSOCIATION,
INC.**

By: 

Roger Fleming, President

ACKNOWLEDGMENT

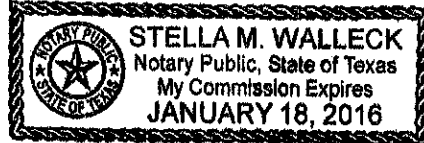
THE STATE OF TEXAS §
 MONTGOMERY §
COUNTY OF HARRIS §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared Roger Fleming, President of the FOX RUN MAINTENANCE ASSOCIATION, INC., 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 13th day of February, 2011-2012.



NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS



FILED FOR RECORD

03/09/2012 3:58PM



COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

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 black-outs, additions and changes were present at the time the instrument was filed and recorded.

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.

03/09/2012



County Clerk
Montgomery County, Texas