

FOXWOOD HOMEOWNERS 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: comngsv@swbell.net

20110525760
12/29/2011 Ref: \$24.00

3/20/11
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I. The name of the Subdivision is Foxwood.

II. The name of the Association is FOXWOOD HOMEOWNERS 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) Foxwood, Section One - Volume 222, Page 1;
- (ii) Foxwood, Section Two - Volume 225, Page 20
- (iii) Foxwood, Section Three - Volume 231, Page 10;
- (iv) Foxwood, Section Four - Volume 268, Page 42

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

- (i) Foxwood, Section One - Harris County Clerk's File No. E586963;
- (ii) Foxwood, Section Two - Harris County Clerk's File No. E549979;
- (iii) Foxwood, Section Three - Harris County Clerk's File No. F032292
- (iv) Foxwood, Section Four - Harris County Clerk's File No. G197583
- (v)

IV. Records Retention. This Records Retention Policy was approved by at least a majority vote of the Board of Directors of the Foxwood Homeowners Association, (the "Board"), at a duly called Meeting of the Board held on the 21st day of December, 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. 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 Foxwood Homeowners 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."

FOXWOOD HOMEOWNERS ASSOCIATION

Law

By: *Barbara Gibbs*
Barbara Gibbs, President

Date: 12-8-2011

✓

Return to: Michael T. Krainer
Attorney at Law
9801 Westheimer, Ste 303
Houston, TX 77042 2

Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

2011 DEC 29 PM 3:46

FILED

ACKNOWLEDGMENT

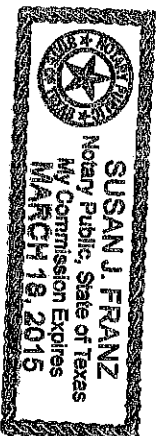
THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared Barbara Gibbs, President of the **FOXWOOD HOMEOWNERS 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 29th day of December, 2011.



**NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS**



ANY INSTRUMENT HEREAFTER RECORDED BY THE STATE OF TEXAS, OR ANY OF THE INSTRUMENTS HEREIN, WHICH IS SUBJECT TO THE PROVISIONS OF THE NOTARY PUBLIC ACT, CHAPTER 205, OF THE NOTARY PUBLIC ACT, SHALL BE VOID AND OF NO EFFECT UNLESS IT IS RECORDED IN THE COUNTY OF HARRIS.

DEC 29 2011



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

Foxwood Homeowners Association/ Records Retention Policy

~~Return to: Michael T. Garner
Attorney at Law
9801 Westheimer, Ste 302
Houston, TX 77042~~