

3
None
\$1.00

GREENGATE PLACE HOMEOWNERS' 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

(8)
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- I. The name of the Subdivision is Greengate Place.
- II. The name of the Association is GREENGATE PLACE HOMEOWNERS' 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:

20120002316
01/03/2012 RPI \$25.00

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

- Section One - Volume 208, Page 140.
- Section Two - Volume 228, Page 36.
- Section Three - Volume 228, Page 29.
- Section Four - Volume 244, Page 71, and Volume 269, Page 95.
- Section Five - Volume 244, Page 78, and Volume 269, Page 102.
- Section Six - Volume 245, Page 109.
- Section Seven - Volume 289, Page 108.

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Deed Restrictions (Deed Records of Harris County, Texas)

- Section One - County Clerk's File No. E304519; and Amendment County Clerk's File No. H270244.
- Section Two - County Clerk's File No. E552174; and Amendment County Clerk's File No. H270243.
- Section Three - County Clerk's File No. E552173; and Amendment County Clerk's File No. H270242.
- Section Four - County Clerk's File No. F095804; and Amendment County Clerk's File No. H270241.
- Section Five - County Clerk's File No. F095807; and Amendment County Clerk's File No. H270240.
- Section Six - County Clerk's File No. F095805; and Amendment County Clerk's File No. H270239.
- Section Seven - County Clerk's File No. G159282; and Amendment County Clerk's File No. H270238.

- IV. **Records Retention.** This Records Retention Policy was approved by at least a majority vote of the Board of Directors of the GREENGATE PLACE HOMEOWNERS' ASSOCIATION, INC., (the "Board"), at a duly called Meeting of the Board held on the 6th day of December, 2011, at which Meeting a quorum was present.

The Association shall maintain its records as follows:

FILED FOR RECORD
8:00 AM

JAN - 3 2012

Stan Stewart
County Clerk, Harris County, Texas

2012-01-03 08:00 AM

RECORDS RETENTION PERIODS

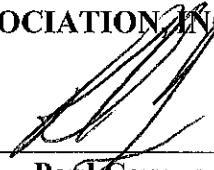
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|----|--|--|
| 1. | Certificate of Formation/Articles of Incorporation, By-Laws, Declarations and all amendments to those documents. | <u>Permanent</u> |
| 2. | Financial Books and Records | <u>Seven (7) years</u> |
| 3. | Account Records of Current 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> |

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 GREENGATE PLACE HOMEOWNERS' 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."

**GREENGATE PLACE HOMEOWNERS'
ASSOCIATION, INC.**

By: 
Paul Corpus, President

ACKNOWLEDGMENT

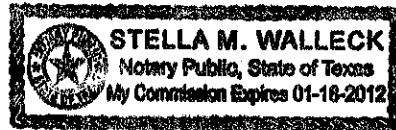
THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared Paul Corpus, President of the GREENGATE PLACE HOMEOWNERS' 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 6TH day of DECEMBER, 2011

Stella M. Walleck

NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS



ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENT, 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 FTA Number on the date and at the time stamped hereon by me, and was duly RECORDED, in the Public Records of Real Property of Harris County, Texas

JAN - 3 2012



Stella M. Walleck
COUNTY CLERK
HARRIS COUNTY, TEXAS

GREENGATE PLACE HOMEOWNERS' ASSOCIATION, INC. / Records Retention Policy

RETURN TO:

Consolidated Management Services
2204 Timberloch Place, Suite 245 ✓✓
The Woodlands, Texas 77380

000-46-1733