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Nota
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NORTHSPRING C. I. A.
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

20120288997
06/29/2012 RP2 \$20.00

RECORDS RETENTION POLICY

- I. The name of the Subdivision is Northspring.
- II. The name of the Association is NORTHSPRING COMMUNITY IMPROVEMENT 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) Northspring, Section 1 – Volume 214, Page 87
- (ii) Northspring, Section 4 – Volume 237, Page 30
- (iii) Northspring, Section 5 – Volume 248, Page 70
- (iv) Northspring, Section 6 – Volume 248, Page 87
- (v) Northspring, Section 7 – Volume 292, Page 52
- (vi) Northspring, Section 8 – Volume 307, Page 13
- (vii) Northspring, Section 10 – Volume 285, Page 138

see

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

- (i) Northspring, Section 1 – Harris County Clerk's File No. E226289
- (ii) Northspring, Section 4 – Harris County Clerk's File No. E789730
- (iii) Northspring, Section 5 – Harris County Clerk's File No. F088938
- (iv) Northspring, Section 6 – Harris County Clerk's File No. F088937
- (v) Northspring, Section 7 – Harris County Clerk's File No. G696371
- (vi) Northspring, Section 8 – Harris County Clerk's File No. H763374
- (vii) Northspring, Section 10 – Harris County Clerk's File No. G009063

- IV. **Records Retention.** This Records Retention Policy was approved by at least a majority vote of the Board of Directors of the Northspring Community Improvement Association, (the "Board"), at a duly called Meeting of the Board held on the 26th day of June, 2012, at which Meeting a quorum was present.

The Association shall maintain its records as follows:

**FILED FOR RECORD
8:00 AM**

RECORDS RETENTION PERIODS

JUN 29 2012

- 1. Certificate of Formation/Articles of Incorporation, By-Laws, Declarations and all amendments to those documents.

St. J. ...
County Clerk, Harris County, Texas

Permanent

RP 2012-06-1942

- 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 Northspring 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."

NORTHSRING COMMUNITY
IMPROVEMENT ASSOCIATION

By: Linda Unthank
Linda Unthank, President

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ACKNOWLEDGMENT

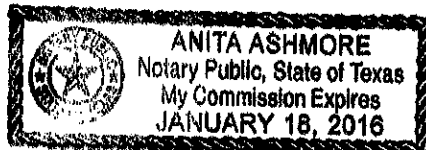
THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared Linda Unthank, President of the NORTHSRING 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 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 26th day of June, 2011.

lit
CMS
2204 Timberloch Place #1245
The Woodlands, TX 77380

Anita Ashmore
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS



RR 082-86-1943

1002-25-1544

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 hereon by me, and was duly RECORDED, in the Official Public Records of Real Property of Harris
County, Texas

JUN 29 2012



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS