

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: conmgsvc@swbell.net

RECORDS RETENTION POLICY

20110545760 (5)  
12/29/2011 RF2 \$24.00

- I. The name of the Subdivision is Foxwood. we
- 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
- 4ee

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 8<sup>th</sup> 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. | <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><br><u>After Contract expires</u> |

- 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 *for*

By: *Barbara Gibbs*  
Barbara Gibbs, President

Date: *12-8-2011*

Return to: Michael T. Grainer  
Attorney at Law  
9801 Westheimer, Ste 302  
Houston, TX 77042 2

*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

2011 DEC 29 PM 3:46

FILED

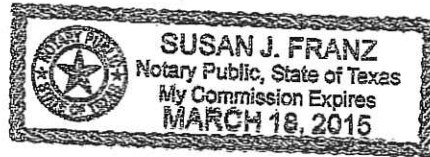
ACKNOWLEDGMENT

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 5th day of December, 2011.

*Susan J. Franz*  
\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS



ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS HEREBY AND UNREPEALABLY 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 Central Public Records of Real Property of Harris County, Texas

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*