

# NORTHCLIFFE ADDITION CIVIC IMPROVEMENT ASSOCIATION

2204 Timberloch Place, Suite 245  
The Woodlands, Texas 77380  
Tel. No. (281) 296-9775 / Fax No. (281) 296-9788  
conmgsvc@swbell.net

## RECORDS RETENTION POLICY

- I. The name of the Subdivision is Northcliffe Manor.
- II. The name of the Association is Northcliffe Addition Civic Improvement Association (also known as "Northcliffe Manor A.C.I.A.").
- 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:

### **Deed Restrictions - Harris County Deed Records**

- Section One (1) - County Clerk's File No. G123871;
- Section Two (2) - County Clerk's File No. G898633;
- Section Three (3) - County Clerk's File No. G898632;
- Section Four (4) - County Clerk's File No. H291462;
- Section Five (5) - County Clerk's File No. H407149; and
- Section Six (6) - County Clerk's File No. H619522.

### **Maps or Plats - Harris County Map Records**

- Section One (1) - Volume 288, Page 119;
- Section Two (2) - Volume 292, Page 1 and Volume 300, Page 23;
- Section Three (3) - Volume 280, Page 15; Volume 292, Page 11; and Volume 300, Page 33;
- Section Four (4) - Volume 304, Page 12;
- Section Five (5) - Volume 307, Page 114; and
- Section Six (6) - Volume 309, Page 136.

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Stan Stewart  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

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**IV. Records Retention.** This Records Retention Policy was approved by at least a majority vote of the Board of Directors of Northcliffe Manor A.C.I.A.(the "Board"), at a duly called Meeting of the Board held on the 17<sup>th</sup> day of November, 2011, at which Meeting a quorum was present.

**The Association shall maintain its records as follows:**

<u>RECORDS</u>	<u>RETENTION PERIOD</u>
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 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 Northcliffe Manor A.C.I.A. , 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."

Northcliffe Manor Homeowners Association

*for*

By: *[Signature]*  
President

Printed name: Charlotte Milburn

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

DEC 30 2011

**ACKNOWLEDGMENT**

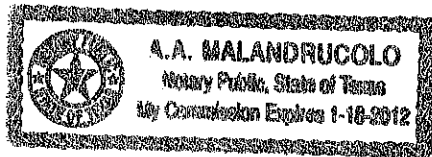
THE STATE OF TEXAS §  
§  
COUNTY OF Harris §



*Stuart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

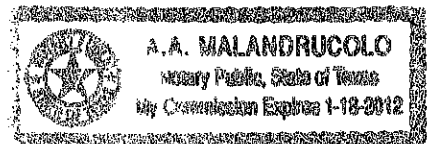
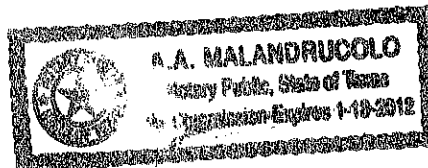
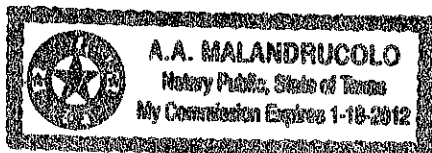
BEFORE ME, A NOTARY PUBLIC, on this day personally appeared Charlotte Milburn, President Northcliffe Manor A.C.I.A., a Texas Non-Profit Corporation, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn and declared that he executed same in 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 17<sup>th</sup> day of November 2011.



*A.A. Malandrucolo*  
NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS

Northcliffe A.C.I.A / Records Retention Policy



Return to: Michael T. Grainer  
Attorney at Law  
9801 Westheimer, Ste 300  
Houston, TX 77042