

## NOTICE

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NORTHBROOK NORTH TOWNHOUSE ASSOCIATION, INC.  
RECORD RETENTION POLICY RESOLUTION

STATE OF TEXAS

COUNTY OF HARRIS

WHEREAS, Northbrook North Townhouse Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations"); and

WHEREAS, Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005(m) ("Section 209.005") thereto regarding retention of Association documents and records ("Documents"); and

WHEREAS, the Board of Directors of the Association ("Board") desires to establish a policy for document retention consistent with Section 209.005 and to provide clear and definitive guidance to Owners.

NOW, THEREFORE, the Board has duly adopted the following *Record Retention Policy Resolution*.

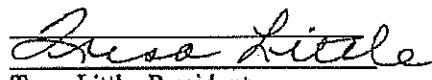
1. Association Documents may be maintained in paper format or in an electronic format this can be readily transferred to paper.
2. Association Documents shall be retained for the durations listed below:
  - a. certificate of formation or articles of incorporation, bylaws, restrictive covenants, other dedicatory instruments and any amendments to same shall be retained permanently; and
  - b. financial books and records, including annual budgets, reserve studies, monthly financial statements and bank statements, shall be retained for seven (7) years; and
  - c. account records of current owners shall be retained for five (5) years; and
  - d. account records of former owners shall be retained for one (1) year after they no longer have an ownership interest in the property; and
  - e. contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term; and
  - f. minutes of meetings of the owners and the Board shall be retained for seven (7) years after the date of the meeting; and

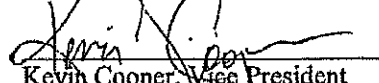
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- g. tax returns and audit records shall be retained for seven (7) years after the last date of the return or audit year; and
- h. decisions of the of the Board regarding applications, variances, waivers or related matters associated with individual properties shall be retained for five (5) years from the decision date; and
- i. Any Documents not described above may be retained for the duration deemed to be useful to the purpose of the Association, in the discretion of the Board, its attorney or its managing agent.
- j. Upon expiration of the retention period listed above, the Documents and may be destroyed, discarded, deleted, purged or otherwise eliminated.

This Policy is effective upon adoption and recordation in the Public Records of Harris County, Texas and supersedes any policy regarding record retention which may have previously been in effect. Except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 11 day of Dec 2011.

  
Tresa Little, President

  
Kevin Cooper, Vice President

~~XXXXXXXXXXXXXXXXXXXX~~  
~~Heidi Lawrence, Secretary~~

  
Nechelle Smith, Treasurer

~~XXXXXXXXXXXXXXXXXXXX~~  
~~Heidi Lawrence, Director at Large~~

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SECRETARY'S CERTIFICATE OF FILING

Tresa Little  
I, ~~Helen Lawrence~~, certify that:

I am the duly qualified and acting secretary of Northbrook North Townhouse Association, Inc., a duly organized and existing Texas non-profit corporation.

The attached instruments are true copies of unrecorded Dedicatory Instruments, as that term is defined by Section 202.001 of the Texas Property Code, pertaining to Northbrook North Townhouse Association, Inc..

The attached instruments are being presented for recording in the Official Public Records of Real Property of Harris County, Texas, pursuant to Section 202.006 of the Texas Property Code.

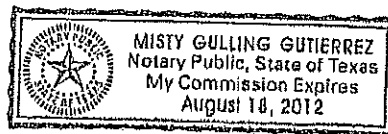
Dated: 1-6-12 Tresa R. Little  
~~Helen Lawrence~~, Secretary  
Northbrook North Townhouse Association, Inc.

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THE STATE OF TEXAS       §  
                                     §  
COUNTY OF HARRIS       §

This instrument was acknowledged before me on the 6<sup>th</sup> day of January, 2012 by Tresa R. Little, Secretary of Northbrook North Townhouse Association, Inc., a Texas non-profit corporation, on behalf of said corporation.

Misty Gull Gutierrez  
Notary Public in and for The State of Texas



AFTER RECORDING, RETURN TO:

Bartley & Spears, P.C.  
14811 St. Mary's Lane, Suite 270  
Houston, Texas 77079

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20120071452  
# Pages 4  
02/20/2012 12:23:59 PM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
STAN STANART  
COUNTY CLERK  
Fees 24.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically  
and any blackouts, additions or changes were present  
at the time the instrument was filed and recorded.

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.



*Stan Stanart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS