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Notice  
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08/26/2015 RP2 \$24.00

AMBERWOOD PROPERTY OWNERS ASSOCIATION, INC.  
P. O. Box 14116  
Humble, Texas 77347

Mail To: [amberwoodpoa@gmail.com](mailto:amberwoodpoa@gmail.com)

RECORDS RETENTION POLICY

- I. The name of the Subdivision is AMBERWOOD.
- II. The name of the Association is AMBERWOOD PROPERTY OWNERS ASSOCIATION, INC.
- III. (a) The recording data (i.e., Map or Plat Reference) for each Section of the Subdivision is as follows:

Map or Plat Records of Harris County, Texas:

(i) AMBERWOOD, AN UNRECORDED SUBDIVISION, AND BEING MORE FULLY DESCRIBED AS 55.47 ACRES OUT OF THE A. R. BODMAN SURVEY, A-141, HARRIS COUNTY, TEXAS, AND BEING A PART OF THAT CERTAIN 69.16 ACRE TRACT DESCRIBED IN DEED, RECORDED UNDER FILM CODE 186-10-0013, ET SEQ., OF THE OFFICIAL PUBLIC RECORDS OF REAL PROPERTY OF HARRIS COUNTY, TEXAS.

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- (b) The recording data for the Declaration (sometimes referred to as the Restrictions of the Deed Restrictions) for each Section of the Subdivision is as follows:

Declarations Deed Records of Harris County, Texas:

186-10-0013

- (i) Petition for Acknowledgement and Modification of Covenants, Conditions and Restrictions of Amberwood, and Unrecorded Subdivision – County Clerk’s Film Code No.: RP 525-76-3161;
- (ii) Petition for Acknowledgement and Modification of Covenants, Conditions and Restrictions of Amberwood, and Unrecorded Subdivision – County Clerk’s Film No.: RP 536-52-1398; and
- (iii) Petition for Acknowledgement and Modification of Covenants, Conditions and Restrictions of Amberwood, and Unrecorded Subdivision – County Clerk’s File No.: 20150284366 and County Clerk’s Film No.: RP 095-11-2040.

IV. **Records Retention.** This Records Retention Policy was approved by at least a majority vote of the Board of Directors of Amberwood Property Owner’s Association, Inc. (the “Board”), at a duly called Special Meeting of the Board held on the 12<sup>th</sup> day of August 2015, 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

RP 095-59-2992



RP 095-59-0904

FILED

2015 AUG 26 AM 11:01

*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

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

AUG 26 2015



*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS