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Notice
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20150387530
08/26/2015 RP2 \$24.00

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

Mail To: 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.
- (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

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- (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 12th 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

part of the Association's books and records and may be destroyed.

CERTIFICATION

"I, the undersigned, being the President of Amberwood Property Owner's Association, Inc., 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."

AMBERWOOD PROPERTY OWNER'S
ASSOCIATION, INC. 10R

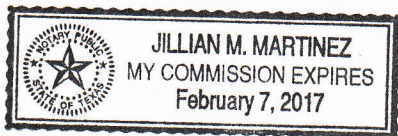
By: [Signature], President
Printed name: Allison Gerzina

ACKNOWLEDGMENT

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared ALLISON GERZINA, President of AMBERWOOD PROPERTY OWNER'S ASSOCIATION, INC., 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 she 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 24 day of August, 2015.



[Signature]
Notary Public for the State of Texas

After Recording Return to: ✓
Amberwood POA
P. O. Box 14116
Humble, TX 77347

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