

# NOTTINGHAM COUNTRY COMMUNITY IMPROVEMENT ASSOCIATION, INC.

## RECORDS RETENTION POLICY

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notice  
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- I. The names of the Subdivisions are Nottingham Country Section One (1), Two (2), Three (3), Four (4), Six (6), Seven (7), Eight (8), Nine (9), and Mason Creek Park, Section One (1).
  - II. The name of the Association is NOTTINGHAM COUNTRY COMMUNITY IMPROVEMENT ASSOCIATION, INC. (the "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 are as follows:

(i) Map(s) or Plat(s):

Nottingham Country, Section One (1) -	D641611;
Replat Nottingham Country, Section One (1) -	D781339;
Nottingham Country, Section Two (2) -	D856188;
Corrected Nottingham Country, Section Two (2) -	D735098;
Nottingham Country, Section Three (3) -	E233034;
Nottingham Country, Section Four (4) -	E712798;
Nottingham Country, Section Six (6) -	E949286;
Nottingham Country, Section Seven (7) -	F480639;
Nottingham Country, Section Eight (8) -	G139208;
Nottingham Country, Section Nine (9) -	G139192; and
Mason Creek Park, Section One (1) -	F828507.

(ii) and Deed Restrictions:

Nottingham Country, Section One (1) -	D649702;
Nottingham Country, Amendment Section One (1) -	D846832;
Nottingham Country, Section Two (2) -	E066394;
Nottingham Country, Section Three (3) -	E616795;
Nottingham Country, Section Four (4) -	F253600;
Nottingham Country, Section Six (6) -	F390729;
Nottingham Country, Amendment Section Six (6) -	G179347;
Nottingham Country, Section Seven (7) -	G003653;
Nottingham Country, Section Eight (8) -	G712708;
Nottingham Country, Section Nine (9) -	G075347; and
Mason Creek Park, Section One (1) -	G180262.

- IV. **Records Retention.** This Records Retention Policy was approved by at least a majority vote of the Board of Directors of NOTTINGHAM COUNTRY COMMUNITY IMPROVEMENT ASSOCIATION, INC., (the "Board"), at a duly called Meeting of the Board held on the 13<sup>th</sup> day of October, 2011, at which Meeting a quorum was present.

The Association shall maintain its records as follows:

### RECORDS

1. Certificate of Formation/Articles of Incorporation, By-Laws, Declarations and all amendments to those documents.
2. Financial Books and Records
3. Account Records of Current Owners

### RETENTION PERIOD

Permanent

Seven (7) years

Five (5) years

- |    |   |  |
|----|---|--|
| 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 NOTTINGHAM COUNTRY COMMUNITY 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."

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

**NOTTINGHAM COUNTRY COMMUNITY  
IMPROVEMENT ASSOCIATION, INC.**

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DEC 16 2011

By: *Don Mach*, President  
Printed name: DON MACH

**FILED FOR RECORD  
8:00 AM**



*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

### ACKNOWLEDGMENT

DEC 16 2011

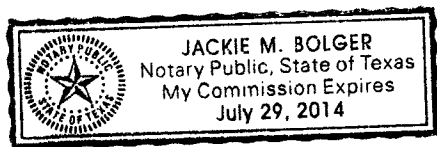
THE STATE OF TEXAS §  
COUNTY OF HARRIS §

**RECORDER'S MEMORANDUM:**  
At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.

*Stan Stewart*  
County Clerk, Harris County, Texas

**BEFORE ME, A NOTARY PUBLIC**, on this day personally appeared DON MACH, President of NOTTINGHAM COUNTRY COMMUNITY IMPROVEMENT 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 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 13th day of October 2011.



*Jackie M. Bolger*  
**NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS**

After recording, return to: ~~X~~ SCS Management Services, Inc.  
7170 Cherry Park Drive  
Houston, Texas 77095

Nottingham Country Community Improvement Association, Inc. / Records Retention Policy