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Notice
5/25

MEMORIAL NORTHWEST HOMEOWNERS ASSOCIATION
c/o Consolidated Management Services
2204 Timberloch Place, Suite 245, The Woodlands, Texas 77380
Phone: 281.296.9775 Fax: 281.296.9788
Email to: conmgsvc@swbell.net

RECORDS RETENTION POLICY

- I. The name of the Subdivision is Memorial Northwest.
- II. The name of the Association is MEMORIAL NORTHWEST HOMEOWNERS 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 is as follows:

20120002314
01/03/2012 RPI \$33.25

Map(s) or Plat(s) Records of Harris County, Texas:

- (i) Memorial Northwest, Section One - Volume 166, Page 51;
- (ii) Memorial Northwest, Section Two - Volume 176, Page 42;
- (iii) Memorial Northwest, Section Three - Volume 193, Page 17;
- (iv) Memorial Northwest, Section Four - Volume 212, Page 15;
- (v) Memorial Northwest, Section Five - Harris County Clerk's File No. F497091;
- (vi) Memorial Northwest, Section Six - Harris County Clerk's File No. F497092;
- (vii) Memorial Northwest, Section Seven - Harris County Clerk's File No. F401825;
- (viii) Memorial Northwest, Section Eight - Harris County Clerk's File No. 473410;
- (ix) Memorial Northwest, Section Nine - Volume 319, Page 131;
- (x) Memorial Northwest, Sections Ten and Eleven - Volume 301, Page 133, *et seq.*;
- (xi) Memorial Northwest, Sections Twelve, Fourteen and Fifteen - Volume 193, Page 17;
- (xii) Memorial Northwest, Section Thirteen - Volume 326, Page 31;
- (xiii) Memorial Northwest, Reserve "A" Section Sixteen - Volume 340, Page 130;
- (xiv) Memorial Northwest, Section Seventeen - Volume 333, Page 31;
- (xv) Memorial Northwest, Section Eighteen - Film Code No. 349027;
- (xvi) Memorial Northwest Country Estates - Film Code No. 363089;
- (xvii) Memorial Northwest, Section Nineteen - Volume 341, Page 66;
- (xviii) Memorial Northwest, Section Twenty - Volume 339, Page 10;
- (xix) Memorial Northwest, Section Twenty-One - Volume 346, Page 119;
- (xx) Memorial Northwest, Section Twenty-Four - Volume 144, Page 103; and
- (xxi) 17.0289 Acres out of Nathan Fenney and John House Surveys, Harris County, Texas- Volume 7201, Page 295.

Deed Restrictions (Deed Records of Harris County, Texas):

- (i) Memorial Northwest, Section One - Harris County Clerk's File No. D053555; as amended under Harris County Clerk's File No. Y145180;
- (ii) Memorial Northwest, Section Two - Harris County Clerk's File No. D316026; as amended under Harris County Clerk's File No. Y145188;
- (iii) Memorial Northwest, Section Three - Harris County Clerk's File No. D614438; as

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- amended under Harris County Clerk's File No. Y145187;
- (iv) Memorial Northwest, Section Four - Harris County Clerk's File No. E233791; as amended under Harris County Clerk's File No. Y145185;
 - (v) Memorial Northwest, Section Five - Harris County Clerk's File No. F624465; as amended under Harris County Clerk's File No. Y145186;
 - (vi) Memorial Northwest, Section Six - Harris County Clerk's File No. F624464; as amended under Harris County Clerk's File No. Y145194;
 - (vii) Memorial Northwest, Section Seven - Harris County Clerk's File No. F830883; as amended under Harris County Clerk's File No. Y145192;
 - (viii) Memorial Northwest, Section Eight - Harris County Clerk's File No. F830884; as amended under Harris County Clerk's File No. Y145184;
 - (ix) Memorial Northwest, Reserves "A" and "B," Section Eight - Harris County Clerk's File No. H342167; as amended under Harris County Clerk's File No. Y145184;
 - (x) Memorial Northwest, Section Nine - Harris County Clerk's File No. J186262;
 - (xi) Memorial Northwest, Sections Ten and Eleven - Harris County Clerk's File No. J576719;
 - (xii) Memorial Northwest, Sections Twelve, Fourteen and Fifteen - Harris County Clerk's File No. H839932; as amended under Harris County Clerk's File No. Y145189;
 - (xiii) Memorial Northwest, Section Thirteen - Harris County Clerk's File No. J616455;
 - (xiv) Memorial Northwest, Reserve "A" Section Sixteen - Harris County Clerk's File Nos. L674177 and L681141;
 - (xv) Memorial Northwest, Section Seventeen - Harris County Clerk's File No. K242549;
 - (xvi) Memorial Northwest, Section Eighteen - Harris County Clerk's File No. N199873 as amended under Harris County Clerk's File Nos. N304539 and S277741;
 - (xvii) Memorial Northwest Country Estates - Harris County Clerk's File No. R451699;
 - (xviii) Memorial Northwest, Section Nineteen - Harris County Clerk's File No. L849097;
 - (xix) Memorial Northwest, Section Twenty - Harris County Clerk's File No. L355817;
 - (xx) Memorial Northwest, Section Twenty-One - Harris County Clerk's File No. M856150;
 - (xxi) Memorial Northwest, Section Twenty-Four - Harris County Clerk's File No. M361032; and
 - (xxii) 17.0289 Acres out of Nathan Fenney and John House Surveys, Harris County, Texas- Harris County Clerk's File No. F285181; as amended under Harris County Clerk's File No. Y145193.

IV. **Records Retention.** This Records Retention Policy was approved by at least a majority vote of the Board of Directors of the Memorial Northwest Homeowners Association, (the "Board"), at a duly called Meeting of the Board held on the 13th day of September, 2011, at which Meeting a quorum was present.

The Association shall maintain its records as follows:

RECORDS RETENTION PERIODS

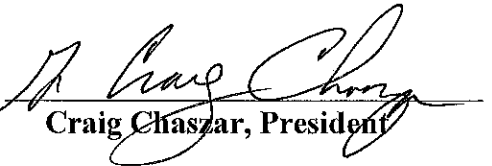
- 1. Certificate of Formation/Articles of Incorporation, By-Laws, Declarations and all amendments to those documents. Permanent
- 2. Financial Books and Records Seven (7) years
- 3. Account Records of Current Owners Five (5) years
- 4. Contracts with a term of more than one year Four (4) years
After Contract expires
- 5. Minutes of Member Meetings and Board Meetings Seven (7) years
- 6. Association Tax Returns and Tax Audits Seven (7) years

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 the Memorial Northwest Homeowners Association, 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."

MEMORIAL NORTHWEST HOMEOWNERS ASSOCIATION

By: 
Craig Chaszar, President


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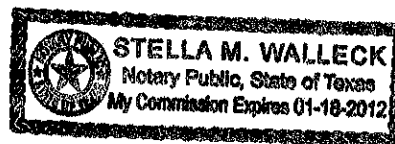
ACKNOWLEDGMENT

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared Craig Chaszar, President of the MEMORIAL NORTHWEST HOMEOWNERS ASSOCIATION, 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 12th day of DECEMBER, 2011.


NOTARY PUBLIC IN AND FOR
THE STATE OF 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 the Notary's Office on the date and at the time stamped hereon by me; and was duly RECORDED, in the Clerk's Public Records of Real Property of Harris County, Texas

JAN - 3 2012




COUNTY CLERK
HARRIS COUNTY, TEXAS

Memorial Northwest Homeowners Association/ Records Retention Policy

RETURN TO:

Consolidated Management Services
2204 Timberloch Place, Suite 245
The Woodlands, Texas 77380