



CONROE BAY CIVIC ASSOCIATION
P. O. Box 465
Willis, Texas 77378

RECORDS RETENTION POLICY

- I. The name of the Subdivision is CONROE BAY.
- II. The name of the Association is CONROE BAY CIVIC ASSOCIATION.
- III. The recording data (i.e., Map or Plat reference) for each Section of the Subdivision is as follows:

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

- (i) Conroe Bay Subdivision, a subdivision situated in Montgomery County, Texas, according to the map or plat thereof recorded in Volume 11, Page 60 of the Map Records of Montgomery County, Texas.

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

Declarations (Deed Records of Montgomery County, Texas):

- (i) Covenants, Conditions and Restrictions for CONROE BAY Subdivision recorded under County Clerk's File No. 331854.
- (ii) A first "Amendment to Conroe Bay Restrictions" recorded under County Clerk's File No. 7826258.
- (iii) A second "Amendment to Conroe Bay Restrictions" recorded under County Clerk's File No. 7922484.
- (iv) A third "Amendment to Conroe Bay Restrictions" recorded under County Clerk's File No. 8004914.
- (v) The "Conroe Bay Restrictions August 18, 1994" (the fourth Amended Restrictions) recorded under County Clerk's File No. 9455519.
- (vi) A "Fifth Amendment to Restrictions for Conroe Bay Subdivision" recorded under County Clerk's File No. 9620426.

- V. **Records Retention.** This Records Retention Policy was approved by at least a majority vote of the Board of Directors of CONROE BAY CIVIC ASSOCIATION (the "Board"), at a duly called Meeting of the Board, at which Meeting a quorum was present.

The Association shall maintain its records as follows:

RECORDS

RETENTION PERIOD

- | | |
|---|------------------------|
| 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 CONROE BAY CIVIC 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."

**CONROE BAY CIVIC ASSOCIATION
(a Texas Non-Profit Corporation)**

By: *James D. Bell*
JAMES D. BELL, President

ACKNOWLEDGMENT

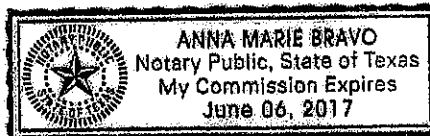
THE STATE OF TEXAS §
 §
COUNTY OF MONTGOMERY §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared JAMES D. BELL, President of CONROE BAY CIVIC 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 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 22 day of October, 2014.

Anna Marie Bravo
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

After recording, return to:
Conroe Bay Civic Association
P. O. Box 465
Willis, Texas 77378



FILED FOR RECORD

11/20/2014 9:38AM

Mark Turnbull

COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS

COUNTY OF MONTGOMERY

I hereby certify this instrument was filed in file number
sequence on the date and at the time stamped herein
by me and was duly RECORDED in the Official Public
Records of Montgomery County, Texas.

11/20/2014



Mark Turnbull

County Clerk
Montgomery County, Texas