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Notice
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BINGLEWOOD CIVIC CLUB, INC.
www.binglewood.com
Email: contact@binglewood.com

RECORDS RETENTION POLICY

(2)
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- I. **Subdivision Name.** The name of the subdivision is "Binglewood."
- II. **Association Name.** The name of the Association is "Binglewood Civic Club, Inc." (the "Association").
- III. **Recording Information.** The recording data (i.e., Map or Plat reference) Deed Restrictions, and Declaration of Covenants, Conditions and Restrictions for each Section of the Subdivision is as shown on Schedule A attached hereto (collectively, the "Deed Restrictions").
- IV. **Records Retention.** This Records Retention Policy was approved by a majority vote of the Board of Directors of the Association (the "Board"), at a duly called Meeting of the Board held on the 14th day of November, 2020, at which Meeting a quorum was present.

The Association shall maintain its records as follows:

<u>TYPE OF RECORD</u>	<u>RETENTION PERIOD</u>
1. Articles of Incorporation, Bylaws, Deed Restrictions for each Section of the Subdivision, and Declaration of Covenants, Conditions and Restrictions for Section Six	Permanent
2. Financial Books and Records	Seven (7) years
3. Account Records of Current Owners	Five (5) years
4. Contracts/Agreements with a term of one year or more	Four (4) years after Contract expires by its terms or four (4) years after warranty period (if any) expires
5. Minutes of Member Meetings and Board Meetings	Seven (7) years
6. Association Tax Returns and Tax Audits and all Supporting Documents	Seven (7) years
7. All filings with the Secretary of State of Texas and/or Harris County, Texas	Permanent

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.

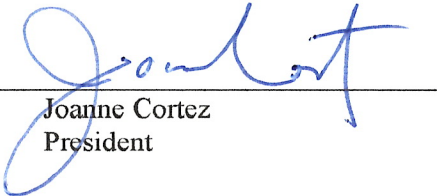
CERTIFICATION

“I, the undersigned, being the President of the Binglewood Civic Club, Inc., hereby certify that the foregoing Records Retention Policy was adopted by a majority of the Association’s Board of Directors, and such Records Retention Policy has not been modified or repealed, and is now in full force and effect.”

DATED this 30th day of December 2020.

BINGLEWOOD CIVIC CLUB, INC.,
a Texas nonprofit corporation

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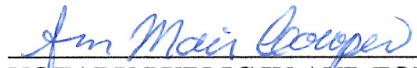
By: 
Joanne Cortez
President

ACKNOWLEDGMENT

THE STATE OF TEXAS §
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 §
COUNTY OF HARRIS §

BEFORE ME, a notary public, on this day personally appeared Joanne Cortez, President of **BINGLEWOOD CIVIC CLUB, INC.**, a Texas nonprofit corporation, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn, 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 30th day of December 2020.


NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

Attachment:
Schedule A – Deed Restrictions

After recording, return to: 
Binglewood Civic Club, Inc.
P.O. Box 430943
Houston, Texas 77243-0943
Email: contact@binglewood.com



Binglewood Civic Club, Inc.
Records Retention Policy

Schedule A
Deed Restrictions

The recording data (i.e., Map or Plat reference) Deed Restrictions, and Declaration of Covenants, Conditions and Restrictions for each Section of the Subdivision is as follows:

Section 1:

- a. Plat of Binglewood Section I recorded November 29, 1954, under Clerk's File No. 1346846, in Volume 47, Page 39, of the Map and/or Plat Records, Harris County, Texas; and
- b. Binglewood Subdivision [Covenants, Conditions, Easements, Restrictions and Reservations] dated November 30, 1954 recorded December 9, 1954, under Clerk's File No. 1352209, in Volume 2866, Page 20, of the Deed Records, Harris County, Texas.

Section 2:

- a. Plat of Binglewood Section 2 recorded August 4, 1955, in Volume 49, Page 68, of the Map and/or Plat Records, Harris County, Texas;
- b. Restrictions of Binglewood Subdivision, Section Two dated August 4, 1955 recorded October 18, 1955, in Volume 3010, Page 655, of the Deed Records, Harris County, Texas; and
- c. Protective Covenants dated April 19, 1984 recorded April 30, 1984, under Clerk's File No. J479835, of the Official Public Records of Harris County, Texas (as to Lot 155, Block 13).

Section 3:

- a. Plat of Binglewood Section 3 recorded September 13, 1956, in Volume 53, Page 53, of the Map and/or Plat Records, Harris County, Texas;
- b. Restrictions of Binglewood Subdivision, Section III dated March 22, 1957 recorded June 24, 1957, under Clerk's File No. 1756500, in Volume 3339, Page 379, of the Deed Records, Harris County, Texas; and
- c. Plat of Binglewood Section 4 & Replat of Lot 360, Block 21 Binglewood Section 3 recorded February 05, 1959, in Volume 58, Page 22, of the Map and/or Plat Records, Harris County, Texas (as to Lot 360, Block 21 only of Section 3).

Section 4:

- a. Plat of Dr. B. P. Wright Subdivision recorded March 29, 1892, in Volume 67, Page 161, of the Deed Records, Harris County, Texas; and
- b. Restrictions of Binglewood Subdivision, Section IV, recorded May 13, 1959, in Volume 3700, Page 108, of the Deed Records, Harris County, Texas.

Section 5:

- a. Plat of Dr. B. P. Wright Subdivision recorded March 29, 1892, in Volume 67, Page 161, of the Deed Records, Harris County, Texas; and
- b. Restrictions dated February 17, 1964 recorded February 19, 1964, in Volume 5423, Page 30, of the Deed Records, Harris County, Texas.

Section 6:

- a. Plat of Binglewood Section 6 recorded August 15, 1996, under Film Code No. 379146, of the Map and/or Plat Records, Harris County, Texas;
- b. Plat of Amended Plat of Binglewood Section 6 recorded June 18, 1997, under Film Code No. 389080, of the Map and/or Plat Records, Harris County, Texas; and
- c. Declaration of Covenants, Conditions and Restrictions Binglewood Section Six Subdivision dated April 22, 1997, and recorded in the Official Public Records of Real Property of Harris County, Texas under Clerk's File No. S432058, Film Code No. 512-84-3669. IFF

**Binglewood Civic Club, Inc.
Records Retention Policy**

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.

FILED FOR RECORD

3:41:31 PM

Monday, January 4, 2021



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

Monday, January 4, 2021



COUNTY CLERK
HARRIS COUNTY, TEXAS