

# NOTTINGHAM COUNTRY COMMUNITY IMPROVEMENT ASSOCIATION, INC.

## RECORDS RETENTION POLICY

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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

### RETENTION PERIOD

- 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

