

# **Rules and Regulations**

## **Magnolia Pond Condominium**

Order: W48CSPPRD  
Address: 170 N Magnolia Pond Pl  
Order Date: 06-07-2021  
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638-00-0640

RULES AND REGULATIONS

MAGNOLIA POND CONDOMINIUMS

APRIL 1995

Order: W48CSPPRD  
Address: 170 N Magnolia Pond Pl  
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RULES AND REGULATIONS .

PREAMBLE

Provisions for the Rules and Regulations and authority for enforcement are contained in the declaration of covenants and restrictions of The Woodlands Village of Panther Creek - Section 40 (CC&R'S). It includes a statement of restrictions and conditions applicable to ownership and use of individual units, as well as the common areas, of Magnolia Pond. These limitations, restrictions, conditions, and covenants run with the land and are binding on all parties having acquired any right, title, or interest in the properties within The Pinnacles.

Observing and enforcing these rules and regulations is the responsibility of each and every owner, tenant, and their guests.

Living in a condominium community is a unique situation. Therefore, these rules are designed to make living together pleasant and comfortable. Each of us not only has certain rights but also certain obligations to other residents. The courtesy and consideration for the rights of others are always mutually beneficial and objectionable behavior is not acceptable even if such behavior is not specifically ruled against herein.

Each condominium owner must accept the responsibility for violations by their lessees, guests, children or pets. Violations should be reported to the Magnolia Pond Property Manager who will take appropriate action. Compliance with these Rules and Regulations is necessary to maintain our quality of life.

This book of Rules and Regulations is a supplement to the Declaration of Covenants, it's By-Laws, and resolutions established by your Board of Directors.

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RULES AND REGULATIONS - MAGNOLIA POND

I. INTRODUCTION

- a) The Rules and Regulations of Magnolia Pond are intended as a supplement to the Declaration of Covenants and it'S By-Laws. Should there be any questions concerning which regulations must be followed, the Declaration of Covenants will prevail.
- b) Throughout the Rules and Regulations, "adult" is defined as any person 21 years of age or older.
- c) All requests for maintenance/repair must be submitted to the Magnolia Pond Property Manager in writing.
- d) All complaints must be submitted to the Magnolia Pond Property Manager in writing.

II. HOMEOWNERS

Designation of "homeowner" is the person or persons who hold(s) a recorded title to the condominium.

III. GUESTS

"Guests" are defined as visitors of the homeowner.

IV. TENANTS

- a) "Tenants or lessees" are defined as renters of any homeowner.
- b) The homeowner must furnish the Magnolia Pond Property Manager with a completed Magnolia Pond Condominium Rental Information Form attached hereto with:
  - 1) the names and phone numbers (home and work) of the lessee, and
  - 2) the homeowner's new mailing address and phone numbers (home and work).
- c) The lease must provide that it is specifically subject to all respects of The Woodland's CC&R'S, and the Magnolia Pond Covenants, By-Laws, and Rules and Regulations.
- d) The homeowner must provide the lessee with copies of The Magnolia Pond Covenants, By-Laws, and Rules and Regulations.

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## RULES AND REGULATIONS - MAGNOLIA POND

## V. NON-RESIDENTS

The homeowner is responsible for the actions of all non-resident guests.

## VI. GENERAL

- a) All condominiums are designed for single-family residences and shall not be occupied by more than one family.
- b) No commercial activity shall be permitted in any common areas without the written approval of the Board of Directors.
- c) No immoral, improper, unlawful, noxious or offensive activity shall be carried on or maintained in any unit or common areas, nor shall anything be permitted to be done thereon which may be or become an annoyance or a nuisance to other residents of Magnolia Pond.
- d) Outdoor antennae, whether on buildings or balcony areas, are prohibited.
- e) All equipment, garbage cans, wood piles, etc., shall be confined to the patio areas of the units and shall be kept screened by adequate planting or fencing to conceal them from view of neighboring units and streets.
- f) All rubbish, trash, or garbage shall be regularly removed from the premises and shall not be allowed to accumulate thereon.
- g) Only one "For Sale" or "For Lease" sign (not more than 5 square feet) shall be displayed from a front upstairs or downstairs window. Signs of any kind are not permitted on the surface areas of the buildings or in the common areas.
- h) No temporary structures such as trailers, sheds, etc., shall be permitted on any building, lot or common area.
- i) The roof area is off limits to all residents, guests and visitors. The roof area is restricted to essential building maintenance and service personnel.
- j) No later than 30 days after closing, the unit owner shall provide the Association with the following:
  - 1) the owner's mailing address, telephone numbers, (work and home), and driver's license number,
  - 2) the name and address of the holder of any lien against the unit, and any loan number,
  - 3) the name and phone number (work and home) of any person occupying the unit other than the owner, and
  - 4) the name, address, and phone number of any person managing the unit as agent of the owner,
  - 5) all owners shall inform the Association of a change of address within 15 days of the change.

## RULES AND REGULATIONS - MAGNOLIA POND

## VII. PROPERTY DAMAGE LIABILITY

Homeowners, lessees and their children, including guests and visitors and their children shall not mark, mar, damage, destroy or remove any part of the building. The responsible homeowner shall pay the cost of restoring the area or property affected: All work will be performed by employees or agents of the Association. Homeowners are further charged with the responsibility for any violations of their lessees, guests, immediate family or visitors.

## VIII. VEHICLES AND PARKING

- a) All traffic laws are to be obeyed.
- b) Vehicles must be parked in the areas provided and must be in operating condition with current inspection sticker and licenses. All parking pads are common area and on a first come, first serve basis. Each vehicle must be moved at least every 72 hours. No vehicle shall be parked on the grass nor parked in the streets or parking areas so as to obstruct normal traffic. NOTE: IF A HOMEOWNER OR LESSEE HAS MORE THAN TWO VEHICLES, THEN THE VEHICLES THAT ARE NOT BEING USED SHOULD BE STORED AT THE WOODLANDS COMMUNITY ASSOCIATION PARKING FACILITY OR OTHER STORAGE AREAS.
- c) Repair to vehicles, other than routine care such as washing, oil change, etc., will not be permitted in the parking areas. Any oil spills must be cleaned up by the vehicle owner.
- d) No R.V.'s, trailers, boats, campers shall be permanently parked in any part of Magnolia Pond other than the garage. At no time should the above vehicles be parked on the street or grass but in a designated paved parking area, driveway, or common parking area. Parking at one's residence for the purpose of routine care will be permitted for a period not to exceed 48 hours. However, under no circumstances shall these vehicles be parked in a way that obstructs any traffic. The Woodlands Community Association has a parking facility for R.V.'s, etc.
- e) "Parking Warnings" will be placed on any vehicle which is in violation of state laws or the Rules and Regulations herein. Copies of the violations will be kept on file with the Magnolia Pond Property Manager. At the time of the third violation, the vehicle will be towed at the owner's expense.

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RULES AND REGULATIONS - MAGNOLIA POND

IX. PETS

- a) Two domesticated dogs, cats or other commonly accepted household pets may be kept for non-commercial purposes, and shall not create an unreasonable nuisance or unsanitary condition for other owners. The pet owner shall be held responsible for ANY damage to the common areas caused by their animal(s).
- b) Personal supervision is required when said animals are on common areas. There is a leash law in The Woodlands.
- c) Loud and/or continuous barking will not be permitted.

X. TRASH CONTAINERS

Trash is collected every Tuesday and Friday.

- a) Kitchen garbage put out for pick up must be in a covered container of metal or plastic. All other trash must be litter proof.
- b) Trash SHALL NOT be put on curb until the night before pick up. Containers shall be picked up by the evening of the pick up day.
- c) Storage of trash containers shall be kept out of public view from the street and adjacent condominiums.

XI. PURPOSE OF ASSESSMENTS

The assessments levied by the Association shall be used exclusively for the improvement and maintenance of the property, the common elements situated in Magnolia Pond. This shall include, but is not limited to, funds for the actual cost to the Association of a prorata portion of the insurance, repair, replacement and maintenance of the common areas and of the maintenance of the exteriors of the units as may from time to time be authorized by the Board of Directors, and other facilities and activities including, but not limited to, mowing grass, caring for the grounds, landscaping, fences, lighting, taxes, and other charges required. The Association shall not be responsible for repairs to the interior of the units, all such repairs being the responsibility of the unit owner.

XII. CREATION OF THE LIEN AND PERSONAL OBLIGATION

Each homeowner, by acceptance of a deed hereto, whether or not it shall be so expressed in any such deed, is deemed to covenant and agree to pay to the Association assessments or charges, and special assessments for capital improvements, such assessments to be fixed, established, and collected from time to time as hereinafter provided.

638-00-0646  
RULES AND REGULATIONS - MAGNOLIA POND

Assessments, together with service fees thereon and costs of collection thereof, including reasonable attorney's fees, shall be a charge on the land and shall be a continuing lien upon the condominium unit against which each such assessment is made. A notice of lien will be recorded against the unit if assessments and interest are not paid within 75 days of when it was due. Each such assessment, together with such interests, costs, and reasonable attorney's fees, shall also be the personal obligation of the person who was the owner of such unit at the time when the assessment fell due. The personal obligation shall not transfer to his/her successor in title unless expressly assumed by them.

XIII. SCHEDULE OF PENALTIES

All infractions of the Rules and Regulations herein will be subject to review by the Board of Directors. A first offense will receive a warning from the Board of Directors and notice that continued or repeated violations will result in a fine, police action or injunction lien.

The schedule of fines which may be imposed after a first offense warning are:

- a) Second Offense - not to exceed \$ 25.00
- b) Third Offense - not to exceed \$ 50.00
- c) Continued Violation - not to exceed \$100.00

The Board of Directors is empowered to file liens or other appropriate legal process on the unit owned by the offender, as a result of his/her action, his/her family's, the lessee's or any guest.

DATE ADOPTED: \_\_\_\_\_

SECRETARY: L. P. 7/21/95



## MAGNOLIA POND CONDOMINIUMS

## ARCHITECTURAL REVIEW PROCEDURES AND GUIDELINES

## RESOLUTION NO. A-100

WHEREAS, SECTION 7.04 of the Declaration of Covenants, Restrictions and Condominium Regime requires approval by the Board of Directors for any changes, alterations, additions or improvements to units of limited common elements, and

WHEREAS, the Board of Directors wishes to create procedures for obtaining approval and promulgate Architectural Control Committee guidelines

NOW THEREFORE BE IT RESOLVED that the following procedures and guidelines be adopted:

## I. ALTERATIONS, ADDITIONS OR IMPROVEMENTS

No alteration, addition or improvement shall be made by any Owner beyond the perimeter of his Unit. No alteration, addition or improvement shall be made within any Unit or the Limited Common Elements appurtenant thereto without first obtaining the prior written approval of the Board and the Development Standards Committee.

## II. APPLICATION PROCEDURES

## A. General Procedures for Any Addition or Change

1. Each homeowner will submit his proposal for an exterior addition, alteration or improvement to the Architectural Control Committee in writing, using a Home Improvement Request form. The proposal will contain a description of the project, including the height, width, length, size, shape, color, materials, and location of the proposed improvement. Photographs or sketches of similar completed projects will aid in the consideration.
2. Oral requests will not be considered.
3. Each alteration or addition must be specifically approved though the intended addition, alteration or improvement conforms to the Declaration, and even when a similar or substantially identical addition, alteration or addition has been previously approved.
4. The applicant shall be informed in writing of the decision.
5. If a proposal is rejected, the reason(s) for disapproval be stated as part of the written decision.
6. The applicant is free to request reconsideration if new additional information which might clarify the request or demonstrate its acceptability can be provided.
7. Copies of all Requests for change will be filed according to street address, along with the written decision and a statement of action, if any.
8. Architectural Control Committee shall have the discretion to request other documents and information it deems appropriate at its entire discretion.

DATE ADOPTED April 21, 1995

638-00-0648

MAGNOLIA POND CONDOMINIUMS

ASSESSMENT COLLECTION

FINANCIAL RESOLUTION NO. F-103

WHEREAS Article V, Section 5.01 of the Declaration of Covenants, Restrictions and Condominium Regime of the Magnolia Pond Condominium Association, The Woodlands, Texas, established that Association will collect assessments for the improvement and maintenance of the Common Elements

WHEREAS there is a need to establish a consistent policy of notice of assessment and delinquency that can be published for the Association's use;

NOW THEREFORE BE IT RESOLVED to follow these procedures in the collection of assessments:

- 1) Notice of the annual assessment rate will be mailed (first class) to all owners at the last known address by December 1st of each year.
- 2) Payment coupon books will be issued by December 15th of each year to the unit owners.
- 3) The due date for all assessments will be the 1st of each month. Any payments received after the 11th will be considered delinquent.
- 4) If a unit owner wishes to prepay the Assessment then the following procedure will be followed: the appropriate coupon(s) must accompany any advance payments.
- 5) If payment is not received by the 11th, a delinquent notice will be mailed (first class) to the unit owner. This notice will show the total amount due plus a \$25.00 late charge.
- 6) If payment is not received within 10 days a Demand Letter will be mailed (certified mail return receipt requested) to the unit owner. Such notice will show the total amount due including late charge and interest, mail charges, and collection fees and indicate that a lien will be filed on the property if payment is not received within 15 days.
- 7) If payment is not received by the final date shown on the Demand Letter the unpaid assessments will be turned over to an attorney to make demand and file a lien. A lien will be filed on the property with a copy of the lien being mailed to the unit owner by first class mail.

638-00-0649

- 8) For the lien to be released, the owner must send a cashier's check or money order covering the assessment, interest, collection fees, filing fees and lien release fees. Once the funds are received, a release of lien will be prepared, recorded and a copy sent to the owner.

DATE ADOPTED: April 21, 1995

PAGE NUMBER: 1 of 2

SECRETARY: K-T 4/21/95

STATE OF TEXAS  
COUNTY OF MONTGOMERY  
I hereby certify that 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 Real Property of  
Montgomery County, Texas.

DEC 29 1999



*Mark Turnbull*  
COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

FILED FOR RECORD  
99 DEC 29 PM 4:00  
MARK TURNBULL, CO. CLERK  
MONTGOMERY COUNTY, TEXAS  
DEPUTY

Order: W48CSPPRD  
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MAGNOLIA POND CONDOMINIUMS


RULES AND REGULATIONS ..

RESOLUTION AD-101

WHEREAS, Section 8.09 of the Declaration of Covenants, Restrictions and Condominium Regime authorize the Board to adopt and amend rules, regulations, the use, occupancy, leasing, sale, maintenance, repair, modifications and appearance of the Units and Common Elements.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of The Pinnacle Condominium Association adopt the attached Rules and Regulations dated 21 April 1995.

DATE ADOPTED April 21, 1995

SECRETARY  4/21/95

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RECORD OF DEDICATORY INSTRUMENTS (PURSUANT TO PROPERTY CODE § 202.006)

MAGNOLIA POND CONDOMINIUM

Number of Units 48
Declaration File Code 058-00-0741
Declaration Film Code 9520920

Items attached to be filed:
Management Certificate
By - Laws
Rules and Regulations
Articles of Incorporation
Architectural Control Guidelines
X Other Records Retention Policy
X Records Production Policy
TOTAL # OF PAGES TO BE FILED:

Barcode with number P1145-2012096527-6

AFFIDAVIT IN COMPLIANCE WITH SECTION 202.006 OF TITLE 11 OF THE TEXAS PROPERTY CODE

THE STATE OF TEXAS §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared John M. Hughes, who, being duly sworn according to law, stated the following under oath:

"My name is John M. Hughes. I am fully competent to make this Affidavit. I have personal knowledge of the facts stated herein, and they are all true and correct.

I am President of JDH Property Management, the management team Magnolia Pond Condominium., a Texas Non-profit Corporation (the "Association"). I am also a custodian of the records for the Association and I have been authorized by the Association's Board of Directors to sign this Affidavit.

The Association is a "property owners' association" as that term defined in Title 11 of the Texas Property Code. The Association's jurisdiction includes, but may not be limited to the tract or parcel of land consisting of all numbered lots, Restricted Open Space Reserve "C", and that portion of Restricted Open Space Reserve "B" as defined by metes and bounds description on Exhibit "D" attached hereto, all in a 7.265 acre tract of land situated in Montgomery County, Texas which has been subdivided as The Woodlands Village of Panther Creek, Section 40, according to the map or plat thereof recorded in Cabinet H, Sheets 55A-B of the Real Property Records of Montgomery County, Texas (the "Property").

Attached hereto are the originals of, or true and correct copies of, the following dedicatory instruments, including known amendments or supplements thereto, governing the Association, which instruments have not previously been recorded. The documents attached hereto are subject to being supplemented, amended or changed by the Association. Any questions regarding the dedicatory instruments of the Association may be directed to the Association at 1776 Woodstead Court, Suite 103, The Woodlands, Texas 77380 phone number: 281-457-5341.

SIGNED on this the 2nd day of October, 2012

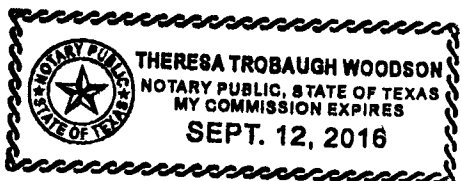
Handwritten signature of John M. Hughes
John M. Hughes, President
JDH Property Management

VERIFICATION

THE STATE OF TEXAS
COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared John M. Hughes, who, after being duly sworn stated under oath that she has read the above and foregoing Affidavit and that every factual statement contained therein is within her personal knowledge and is true and correct.

SUBSCRIBED AND SWORN TO BEFORE ME, a Notary Public, on this the 2nd day of October 2012



Handwritten signature of Theresa Trobaugh Woodson
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

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**MAGNOLIA POND CONDOMINIUM  
RECORDS PRODUCTION POLICY**

This Records Production Policy was approved by the Board of Directors for Magnolia Pond Condominium, on the 13<sup>th</sup> day of MARCH, 2012.

**I. Copies of Association records will be available to all Owners upon their proper request and at their own expense. A proper request:**

- a. is sent certified mail to the Association's address as reflected in its most recent management certificate;
- b. is from an Owner, or the Owner's agent, attorney, or certified public accountant; and
- c. contains sufficient detail to identify the records being requested.

**II. Owners may request to inspect the books and records or may request copies of specific records.**

- If the owner makes a request to inspect the books and records, then the Association will respond within 10 business days of the request, providing the dates and times the records will be made available and the location of the records. The Association and the owner shall arrange for a mutually agreeable time to conduct the inspection. The Association shall provide the owner with copies of specific documents upon the owner paying the Association the cost thereof.
- If an owner makes a request for copies of specific records, and the Association can provide the records easily or with no cost, then the Association will provide the records to the owner within 10 business days of the owner's request.
- If the owner makes a request for copies of specific records, the Association shall send a response letter advising on the date that the records will be made available (within 15 business days) and the cost the owner must pay before the records will be provided. Upon paying the cost to provide the records, the Association shall provide the records to the owner.

**III. The Association hereby adopts the following schedule of costs:**

COPIES	10 cents per page, for regular 8.5" X 11" page 50 cents per page for pages 11" X 17" or greater Actual cost, for specialty paper (color, photograph, map, etc...)
LABOR	\$15.00 per hour for actual time to locate, compile and reproduce the records (can only be charged if request is greater than 50 pages in length)
OVERHEAD	20% of the total labor charge (can only be charged if request is greater than 50 pages in length)

MATERIALS actual costs of labels, boxes, folders, and other supplies used in producing the records, along with postage for mailing the records

**IV. The Association hereby adopts the following form of response to Owners who request to inspect the Association's books and Records:**

MAGNOLIA POND CONDOMINIUM  
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS

Date

Dear Homeowner:

On (date), Magnolia Pond Condominium received your request to inspect the books and records of the Association. The books and records of the Association are available for you to inspect on regular business days, between the hours of 9 a.m. and 5 p.m. at the office of JDH Association Management, 1776 Woodstead Court #103, The Woodlands, Texas.

Please contact the Association manager at (281) 457-5341 to arrange for a mutually agreeable time for you to come and inspect the books and records. Please be advised that if you desire copies of specific records during or after the inspection, you must first pay the associated costs before the copies will be provided to you. A schedule of costs is included with this response.

Very Truly Yours,  
MAGNOLIA POND CONDOMINIUM

**V. The Association hereby adopts the following form of response to Owners who request copies of specific records:**

MAGNOLIA POND CONDOMINIUM  
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS

Date

Dear Homeowner:

On (date), Magnolia Pond Condominium received your request for copies of specific Association records. We are unable to provide you with the requested records within 10 business days of your request. However, the requested records will be available to you no later than 15 business days after the date of this response.

In order to obtain the records, you must first pay the Association the cost of providing the records to you. The estimated cost to obtain the records you requested is \$\_\_\_\_\_. Upon receiving payment, the Association will mail the requested documents to you. You may also make payment and pick up the documents in person at the office of JDH Association Management, 1776 Woodstead Court #103, The Woodlands, Texas

Very Truly Yours,  
MAGNOLIA POND CONDOMINIUM

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- VI. If the estimated cost provided to the Owner is more or less than the actual cost of producing the documents, the Association shall, within 30 days after providing the records, submit to the owner either an invoice for additional amounts owed or a refund of the overages paid by the Owner.
- VII. Unless authorized in writing or by court order, the Association will not provide copies of any records that contain the personal information of an owner, including restriction violations, delinquent assessments, financial information, and contact information.

### HOMEOWNERS ASSOCIATION CERTIFICATION

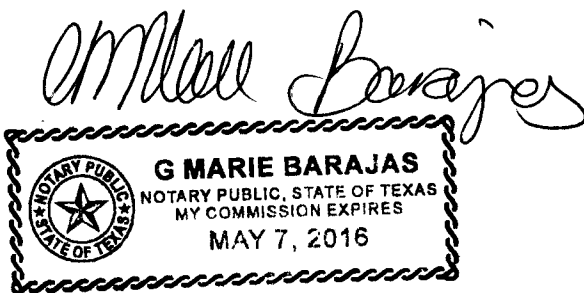
"I, the undersigned, being the President of Magnolia Pond Condominium, hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: Gary E. Kirsch, President

Print Name: GARY E. KIRSCH

AFTER RECORDING RETURN TO:

JDH ASSOCIATION MANAGEMENT  
1776 Woodstead Court #103  
The Woodlands, TX 77380



JDH ASSOCIATION MANAGEMENT in accordance to revisions in Texas Property code 2011

Order: W48CSPPRD

Address: 170 N Magnolia Pond Pl

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**FILED FOR RECORD**

10/03/2012 10:27AM



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.

**10/03/2012**



County Clerk  
Montgomery County, Texas

RECORD OF DEDICATORY INSTRUMENTS (PURSUANT TO PROPERTY CODE § 202.006)

MAGNOLIA POND CONDOMINIUM

Number of Units 48
Declaration File Code 058-00-0741
Declaration Film Code 9520920

Items attached to be filed:
Management Certificate
By - Laws
Rules and Regulations
Articles of Incorporation
Architectural Control Guidelines
Other Records Retention Policy
Records Production Policy
TOTAL # OF PAGES TO BE FILED:

PI145-2012096527-6

AFFIDAVIT IN COMPLIANCE WITH SECTION 202.006 OF TITLE 11 OF THE TEXAS PROPERTY CODE

THE STATE OF TEXAS §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared John M. Hughes, who, being duly sworn according to law, stated the following under oath:

"My name is John M. Hughes. I am fully competent to make this Affidavit. I have personal knowledge of the facts stated herein, and they are all true and correct.

I am President of JDH Property Management, the management team Magnolia Pond Condominium., a Texas Non-profit Corporation (the "Association"). I am also a custodian of the records for the Association and I have been authorized by the Association's Board of Directors to sign this Affidavit.

The Association is a "property owners' association" as that term defined in Title 11 of the Texas Property Code. The Association's jurisdiction includes, but may not be limited to the tract or parcel of land consisting of all numbered lots, Restricted Open Space Reserve "C", and that portion of Restricted Open Space Reserve "B" as defined by metes and bounds description on Exhibit "D" attached hereto, all in a 7.265 acre tract of land situated in Montgomery County, Texas which has been subdivided as The Woodlands Village of Panther Creek, Section 40, according to the map or plat thereof recorded in Cabinet H, Sheets 55A-B of the Real Property Records of Montgomery County, Texas (the "Property").

Attached hereto are the originals of, or true and correct copies of, the following dedicatory instruments, including known amendments or supplements thereto, governing the Association, which instruments have not previously been recorded. The documents attached hereto are subject to being supplemented, amended or changed by the Association. Any questions regarding the dedicatory instruments of the Association may be directed to the Association at 1776 Woodstead Court, Suite 103, The Woodlands, Texas 77380 phone number: 281-457-5341.

SIGNED on this the 2nd day of October, 2012

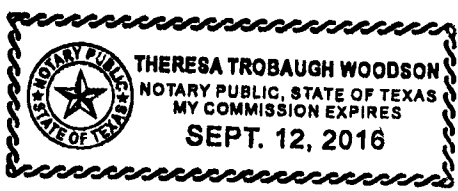
[Signature]
John M. Hughes, President
JDH Property Management

VERIFICATION

THE STATE OF TEXAS
COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared John M. Hughes, who, after being duly sworn stated under oath that she has read the above and foregoing Affidavit and that every factual statement contained therein is within her personal knowledge and is true and correct.

SUBSCRIBED AND SWORN TO BEFORE ME, a Notary Public, on this the 2nd day of October 2012



[Signature]
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

Order Date: 06-07-2021
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HomeWiseDocs

**MAGNOLIA POND CONDOMINIUM  
RECORDS RETENTION POLICY**

This Records Retention Policy was approved by the Board of Directors for Magnolia Pond Condominium, on the 13<sup>th</sup> day of MARCH, 2012.

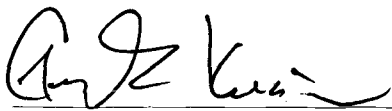
The Association shall maintain its records as follows:

RECORD	RETENTION PERIOD
Certificate of Formation/Articles of Incorporation, By Laws, Declaration and all amendments to those documents.	PERMANENT
Association Tax Returns and Tax Audits	SEVEN (7) YEARS
Financial Books and Records	SEVEN (7) YEARS
Account Records of Current Owners	FIVE (5) YEARS
Contracts with a term of more than one year	FOUR (4) YEARS AFTER CONTRACT EXPIRES
Minutes of Member Meetings and Board Meetings	SEVEN (7) YEARS

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Association books and records.

**HOMEOWNERS ASSOCIATION CERTIFICATION**

“I, the undersigned, being the President of Magnolia Pond Condominium., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors.”

By: , President

Printed Name: GARY E. KIRSCH

AFTER RECORDING RETURN TO:

JDH ASSOCIATION MANAGEMENT  
1776 Woodstead Court #103  
The Woodlands, TX 77380

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