OAKMONT VILLAGE HOMEOWNERS ASSOCIATION, INC.

Dona.

DOCUMENT RETENTION POLICY

STATE OF TEXAS

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COUNTY OF HARRIS

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WHEREAS, Oakmont Village Homeowners Association, Inc., a non-profit corporation incorporated under the laws of the State of Texas (the "Association"), is the governing entity for the subdivision known as OAKMONT VILLAGE, SECTION 4, THE PRESERVE AT AUGUSTA PINES, a recorded subdivision in Harris County, Texas (the "Subdivision"); and

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WHEREAS, Section 209.005(m) of the Texas Property Code requires the Association to adopt and comply with a document retention policy that includes, at a minimum, the items specified in Section 209.005(m) of the Texas Property Code; and

WHEREAS, the Board of Directors of the Association (the "Board") desires to adopt such a document retention policy as required under Section 209.005(m) of the Texas Property Code.

NOW, THEREFORE, the Board hereby adopts this Document Retention Policy (the "Policy") Records, as set forth below.

DOCUMENT RETENTION POLICY

1. Policy:

Books and records are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for compliance with the document retention periods set forth in this Policy. Records that are no longer required, or that have satisfied their recommended period of retention, may be destroyed in an appropriate manner.

The Association's Secretary, is responsible for ensuring that the Association's books and records are identified, retained, stored, protected, and subsequently disposed of, in accordance with the guidelines set forth in this Policy. Books and records that are required to be retained pursuant to this Policy may be scanned and maintained in an electronic format.

2. <u>Document Retention Periods:</u>

The following books and records are to be retained by the Association for the retention periods specified below:

Record Type: Retention Period:

Certificate of Formation (formerly referred to as Articles of Incorporation), Bylaws, and Declaration, Permanent Rules and any amendments thereto.

Permanently

Financial Books and records.

Seven (7) years

Account records of current Lot Owners

Five (5) years

Contracts with a term of one (1) year or more.

Four (4) years after the contract expires

Minutes of Board and Membership Meetings.

Seven (7) years

Tax returns and audit records.

Seven (7) years

CERTIFICATION

IN WITNESS WHEREOF, the undersigned, Allen Holmes, as the duly elected, qualified and acting President of Oakmont Village Homeowners Association, Inc., a Texas nonprofit corporation, hereby certifies on behalf of the Association that this Document Retention Policy was duly adopted by the Board of Directors of the Association on June 22, 2013, and shall take effect upon its recording in the Official Public Records of Harris County, Texas.

OAKMONT VILLAGE HOMEOWNERS ASSOCIATION, INC. a Texas nonprofit corporation

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BY: Allen Holmes ITS: President

ACKNOWLEDGEMNENT

STATE OF TEXAS

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COUNTY OF HARRIS

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BEFORE ME, the undersigned authority, on this day, personally appeared the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same as the act of the Association for the purpose and consideration therein expressed and in the capacity therein stated.

Kalay of

Given under my hand and seal of office this

, 2013

[Seal]



Notary Public, State of Texas

AFTER RECORDING PLEASE RETURN TO:

Allen Holmes, President Oakmont Village Homeowners Association, Inc. 25210 Oak Villa Drive Spring, TX 77389

FILED FOR RECORD 8:00 AM

JUL -5 2013

Sta Stanart
County Clerk, Harris County, Texas

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF GOLDR OR RACE IS INVALID AND UNENFORCEASLE UNDER FEDERAL LIVIN. THE STATE OF TEXAS COUNTY OF HARRIIS I heady certly hat this instrument was FILED in File Number Sequence on the date and at the stree stamped hereon by mic and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texasis

JUL -5 2013



COUNTY CLERK HARRIS COUNTY, TEXAS