

OCV COMMUNITY ASSOCIATION, INC.

**P. O. Box 1052
Cypress, Texas 77410-1052**

RECORDS RETENTION POLICY

*2
NOTICE
8*

- I. The name of the Subdivision(s) is/are Oak Creek Village, Sections 1, 2, 3 and 4.
- II. The name of the Association is OCV COMMUNITY ASSOCIATION, INC.
- 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 is as follows:

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

Oak Creek Village, Section 1: Volume 167, Page 133;
 Oak Creek Village, Section 2: Volume 177, Page 79;
 Oak Creek Village, Section 3: Volume 190, Page 137; and
 Oak Creek Village, Section 4: Volume 219, Page 51.

See

Deed Restrictions (Deed Records of Harris County, Texas):

Oak Creek Village, Section 1: County Clerk's File No. D112023;
 Oak Creek Village, Section 2: County Clerk's File No. D456907;
 Oak Creek Village, Section 3: County Clerk's File No. D755870; and
 Oak Creek Village, Section 4: County Clerk's File No. E359832.

- IV. **Records Retention.** This Records Retention Policy was approved by at least a majority vote of the Board of Directors of OCV COMMUNITY ASSOCIATION, INC. (the "Board"), at a duly called Meeting of the Board held on the 13th day of December, 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.
- 2. Financial Books and Records
- 3. Account Records of Current Owners
- 4. Contracts with a term of more than one year

Permanent

Seven (7) years

Five (5) years

Four (4) years after
Contract expires

*Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS*

2011 DEC 29 PM 3:46

FILED

11-11-11 11:11:11

- 5. Minutes of Member Meetings and Board Meetings Seven (7) years
- 6. Association Tax Returns and Tax Audits Seven (7) years

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 OCV COMMUNITY ASSOCIATION, INC., 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."

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

OCV COMMUNITY ASSOCIATION, INC. *Jan*

DEC 29 2011

By: *Sharon R. Kuester*
Printed name: SHARON R. KUESTER
Office Held: President



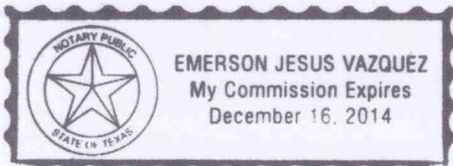
Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

ACKNOWLEDGMENT

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared SHARON R. KUESTER, President of OCV COMMUNITY ASSOCIATION, INC., 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 21 day of December, 2011.



Emerson Jesus Vazquez
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

OCV Community Association, Inc. / Records Retention Policy

Return to: Michael T. Gainer
Attorney at Law
9801 Westheimer Ste 302
Houston, TX 77042