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NOTICE
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OAKWOOD GLEN ASSOCIATION, INC.
RECORDS RETENTION POLICY
17902 HAWK HAVEN LANE
SPRING, TEXAS 77379
Tel. No. 281-251-1017 / Fax No. 281-370-0739
Oakwoodglen.net

RECORDS RETENTION POLICY

- I. The name of the Subdivision is Oakwood Glen Subdivision, Section One (1) and Two (2). 2ee
- II. The name of the Association is OAKWOOD GLEN 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: (i) Map(s) Section One (1) in Volume 219, Page 54 and Section Two (2) in Volume 254, Page 16 of the Map or Plat(s) records of Harris County, Texas; and (ii) Deed Restrictions: filed under Harris County Clerk's File No(s). E624197 and F395956.
- IV. **Records Retention.** This Records Retention Policy was approved by at least a majority vote of the Board of Directors of Oakwood Glen Association, Inc. (the "Board"), at a duly called Meeting of the Board held on the 18th 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. | <u>Permanent</u> |
| 2. Financial Books and Records | <u>Seven (7) years</u> |
| 3. Account Records of Current Owners | <u>Five (5) years</u> |
| 4. Contracts with a term of more than one year | <u>Four (4) years after</u>
<u>Contract expires</u> |
| 5. Minutes of Member Meetings and Board Meetings | <u>Seven (7) years</u> |
| 6. Association Tax Returns and Tax Audits | <u>Seven (7) years</u> |

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 Oakwood Glen 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of the Association's Board of Directors, and such Records Retention Policy Resolution has never been modified or repealed, and is now in full force and effect."

OAKWOOD GLEN ASSOCIATION, INC. *Jan*

By: *John L. Hill*
President

Printed name: John L. Hill

ACKNOWLEDGMENT

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared John L. Hill, President of OAKWOOD GLEN 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 he/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 09 day of December, 2011.

Francine Aguirre
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS



Oakwood Glen Association, Inc. / Records Retention Policy

return to:
Michael Gainer ✓
attorney at law
9801 Westheimer Suite 302
Houston Texas 77042

FILED

2011 DEC 29 PM 3:49

Stan Stuart
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 herein by me, and was duly RECORDED, in the Official Public Records of Real Property of Harris
County, Texas

DEC 29 2011



Stan Stuart
COUNTY CLERK
HARRIS COUNTY, TEXAS