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LONE OAK COMMUNITY ASSOCIATION, INC.
RECORDS RETENTION POLICY

20110548226
12/30/2011 RP3 \$20.00

Notice WHEREAS, the Lone Oak Community Association, Inc.(the "Association"), a Texas non-profit corporation, which is governed by its Board of Directors (the "Board"), is the governing entity of the Lone Oak subdivisions and authorized to enact this Policy; and

S WHEREAS, this Records Retention Policy applies to the operation and utilization of property within the Lone Oak subdivisions in Harris County, Texas, according to the maps or plats thereof, recorded in the Map Records of Harris County, Texas as follows:

Lone Oak Section One, according to the map or plat thereof recorded under the Harris County Clerk's Film Code No.519236;

Lone Oak Section Two, according to the map or plat thereof recorded under the Harris County Clerk's File No.X466401;

Lone Oak Section Three, according to the map or plat thereof recorded under the Harris County Clerk's Film Code No.519243, as amended at Clerk's File No.X092667;

Lone Oak Section Four, according to the map or plat thereof recorded under the Harris County Clerk's File No.X466412;

Lone Oak Section Five, according to the map or plat thereof recorded under the Harris County Clerk's File No.Y278088;

along with any supplements, additions or replats thereof of any of the above, all of the above collectively referred to as "Subdivisions"; and

WHEREAS, Chapter 209 of the Texas Property Code was amended, effective January 1, 2012, to add Section 209.005(m), which requires the Association to adopt and record a policy regarding retention of Association Books and Books and Records and the Board of Directors of the Association desires to establishes such guidelines; and

NOW THEREFORE, the Board of Directors of the Association hereby adopts the following Records Retention Policy pursuant to Chapter 209.005(m) of the Texas Property Code and the authority granted to the Board by the provisions of the By-laws:

This Records Retention Policy was approved by the Board of Directors for the Lone Oak Community Association, Inc., on the 21 day of December, 2011, to be effective January 1, 2012.

The Association shall maintain its records as follows:

<u>RECORD</u>	<u>RETENTION PERIOD</u>
Certificate of Formation/ Articles of Incorporation, Bylaws, Declarations 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 mandatory retention, but may be retained at the Association's discretion. The Association, through its Board of Directors, shall have and may exercise discretionary authority concerning the restrictive covenants contained herein.

CERTIFICATION

"I, the undersigned, being the President of the Lone Oak Community Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: [Signature]

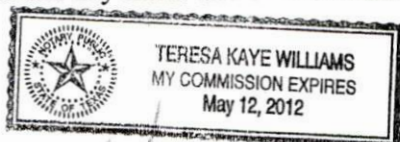
Print name: Michael Kinion

ACKNOWLEDGEMENT

STATE OF TEXAS §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared Michael Kinion, President of the Lone Oak Community Association, Inc., and known by me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that he is the person who signed the foregoing document in his representative capacity and that the statements contained therein are true and correct.

Given under my hand and seal of office this the 21 day of December, 2011.



Teresa Kaye Williams
Notary Public, State of Texas

RETURN TO:
Holt & Young, P.C.
11200 Richmond Ave., Suite 450
Houston, Texas 77082

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.

DEC 30 2011



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

RECEIVED

JAN 13 2012

PCMI