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**RESOLUTION OF THE BOARD OF DIRECTORS OF OAK VILLAGE NORTH
PROPERTY OWNERS ASSOCIATION, INC., ADOPTING A
DOCUMENT RETENTION POLICY**

STATE OF TEXAS §
 §
COUNTY OF COMAL §

WHEREAS, the Oak Village North Property Owners Association, Inc., (hereinafter "Association"), is charged with administering and enforcing those certain covenants, conditions, and restrictions contained in the Declaration for the Association; and

WHEREAS, Chapter 209 of the Texas Property Code was amended effective January 1, 2012 to add Section 209.005 (Section 209.005) requiring the Association to adopt a Document Retention Policy ("Document Retention Policy"); and

WHEREAS, the Board of Directors of the Oak Village North Property Owners Association, Inc., desires to hereby establish a Document Retention Policy consistent with the provisions of Section 209.005 and to additionally provide clear and definitive guidance to its members.

NOW THEREFORE, the Board has duly adopted the following *Document Retention Policy*.

**I.
Definitions**

1.1 Document

"Document" means any documentary material, that is generated or received by the Association in connection with transacting its business, is related to the Association's legal obligations, and is retained for any period of time. The term "Document" includes, among others, writings, drawings, graphs, charts, photographs, tape, disc, audio recordings, microforms, and any other electronic documents from which information can be obtained or translated such as electronic mail, voice mail, floppy discs, hard discs, and CD ROM.

1.2 Official Files

"Official Files" means the files maintained by the management company and/or individual(s) responsible for transacting the day-to-day business affairs of the Association.

Legal documents and documents subject to the attorney-client privilege and the work product privilege maintained by the Association's legal counsel are not part of the "Official Files" of the Association.

1.3 Current

"Current" means the calendar year in which the Document was created, obtained or received.

1.4 Permanent

"Permanent" means that the retention period for that document is perpetual.



1.5 Manager

"Manager" means the management company and/or individual(s) responsible for transacting the day-to-day business affairs of the Association.

II. Policy

2.1 Scope

This Document Retention Policy applies to the Oak Village North Property Owners' Association, Inc., the Association's Management Company, the Association's agents and employees, and the Association's Board of Directors.

The documents maintained by the Association's legal counsel are not subject to this Document Retention Policy.

2.2 Purpose

To adopt a policy regarding Association record availability and to adopt a standard procedure to be followed concerning a records retention schedule.

2.3 Policy

- A. It is the Association's policy to maintain complete, accurate and quality documents. Documents are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for other purposes as set forth in this Document Retention Policy.
- B. Documents which are no longer required, or have satisfied their recommended period of retention, are to be destroyed in an appropriate manner.
- C. The Association's Manager shall be primarily responsible for maintaining the documents for the Association.

2.4 Compliance

This Documentation Retention Policy is not intended to be all inclusive. Accordingly, it must be tailored to meet the specific needs of the Association and its members. The retention periods contained herein are guidelines based on current retention periods set forth in federal, state and local statutes and regulations, as well as, industry custom and practice.

2.5 Board Members

The Association does not require board members to maintain any Documents. Board members, in their discretion, may dispose of Documents generated by or received from the Association. Such documents are maintained by the Association in its Official Files. If Board members receive Documents relating to the Association, however, which were not generated by or received from the

Association, Board members shall send the originals of such Documents to the Manager to be maintained in the Association's Official Files.

2.6 Annual Purge of Files

The Association's Manager and the Board of Directors shall conduct an annual purge of files. The annual purge shall be completed within the 4th quarter of each calendar year.

2.7 Miscellaneous

There may be an immediate destruction of copies of any Document, regardless of age, provided that an original is maintained in the Official Files of the Association.

2.8 Litigation

At the onset of litigation, or if it is reasonably foreseeable that litigation may be imminent, all Documents potentially relevant to the dispute must be preserved. At the direction of legal counsel, the Association's Manager will advise the Board Members, and any other person who may maintain Association Documents, of the facts relating to litigation. Thereafter, all Documents potentially relevant to the dispute shall be deemed "held" until such litigation is concluded and all appeals have expired. At the conclusion of the litigation, the "hold" period will cease and the time periods provided in the Document Retention and Destruction guidelines will apply.

III.

Document Retention and Destruction Guidelines

The Association's Documents are grouped into four functional categories as set forth below. Although every conceivable Document is not listed, the following list provides guidance as to which subcategory a particular Document relates.

The retention periods applicable to a particular Document(s) are intended as guidelines. As circumstances require, the Manager and Board Members have the discretion to determine that either a longer or shorter period is warranted.

Financial Documents

General Ledgers and Journals

Year End Financial Statements

Tax Returns

Audit Reports

Depreciation Schedules / Capital Inventory Plan

Accounts Payable / Accounts Receivable Ledgers

Expense Records

Canceled Checks

Retention Period

Current year plus 7

Current year plus 7

Current year plus 7

Current year plus 7

Current year plus 7

Current year plus 7

Current year plus 7

Current year plus 7

Electronic Payment Records	Current year plus 7
Purchase Orders and Vendor Invoices	Current year plus 7
Bank Statements	Current year plus 7
Deposit Slips	Current year plus 7
Budgets	Current year plus 7
Petty Cash Vouchers	Current year plus 7
Billing (Owners) Records	Current Owner period plus 1 year after sale or transfer to new owner

Governing Documents

Deed Covenants and Restrictions
Bylaws
Articles of Incorporation
Rules and Regulations
Policies

Retention Period

Permanent
Permanent
Permanent
Permanent
Permanent

Corporate Documents

Board Meeting Minutes
Membership Meeting Minutes
Proxies and Voting Records
Attendance Records at Membership Meeting
where quorum is required
Committee Meeting Minutes
ACC Applications, Approved or Denied
ACC Variances, Approved or Denied

Retention Period

Current year plus 7
Current year plus 7
Current year plus 7
Current year plus 7

Current year plus 7
Permanent
Permanent

Legal /Insurance/ Claims

Contract - Active
Contracts - Expired
Insurance Policies - Active
Insurance Policies - Expired
Insurance Records
Settled Insurance Claims

Retention Period

Current Version
Current year plus 7
Current Version
Current year plus 7
Current year plus 7
Current year plus 7

Court Files, Pleadings
(liens, foreclosure, small claims actions)

Current Year plus 7, or until case has
been settled, whichever is longer

Attorney Legal Opinions

Permanent

Destruction of Records

The Manager shall be responsible for the complying with the records retention policy and the destruction of such records. The destruction of records may accomplished by any means to include: shredding, incinerating, pulverizing, and deletion/destruction of electronic files. While no particular method is mandatory, the method chosen should preserve the confidentiality of the documents.

Amendment

This policy may be amended from time to time by the Board of Directors of the Association.

This Document Retention Policy is effective upon recordation in the Public Records of Comal County, Texas, and shall supercede any policy regarding document retention and destruction which may have previously been in effect. Except as affected by Section 209.005 and/or this Policy, all other provisions contained within the Association's Declaration or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on the 16th day of December, 2014.




President
Oak Village North Property Owners' Association, Inc.

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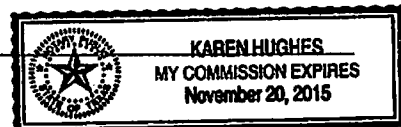
Before me, the undersigned authority, on this day personally appeared Eugene Wankdowski, President of the Oak Village North Property Owners' Association, Inc., a Texas non-profit corporation, known to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein state.

Given under my hand and seal of office this the 13 day, of April, 2015.



Notary Public, State of Texas

Printed Name



My commission expires: _____

FILED AND RECORDED

Instrument Number: *201506018982*

Recording Fee: 42.00

Number Of Pages: 6

Filing and Recording Date: 05/15/2015 12:39PM

Deputy: LAURA JENDRUSCH

I hereby certify that this instrument was FILED on the date and time stamped hereon and RECORDED in the OFFICIAL PUBLIC RECORDS of Comal County, Texas.



Bobbie Koepp

Bobbie Koepp, County Clerk
Comal County, Texas

NOTICE: It is a crime to intentionally or knowingly file a fraudulent court record or instrument with the clerk.

DO NOT DESTROY - *Warning, this document is part of the Official Public Record.*