

**ROYAL OAKS RESIDENTIAL
COMMUNITY OWNERS ASSOCIATION, INC.**

11200 Richmond, Suite 650
Houston, Texas 77082
Telephone (713) 600-3450 • Facsimile (713) 600-3451
www.rorcoa.com

CERTIFICATE OF CORPORATE RESOLUTION

I CERTIFY THAT:

I am the duly qualified and acting Secretary of ROYAL OAKS RESIDENTIAL COMMUNITY OWNERS ASSOCIATION, INC. (the "Association"), a duly organized and existing Texas Non-Profit Corporation.

The following is a true copy of a resolution duly adopted by the Board of Directors of the Association at a meeting legally held on November 14, 2011, and entered in the minutes of such meeting in the minute book of the Association:

RESOLVED, on November 14, 2011, that the Association's Policy for Records Retention, made in accordance with Chapter 209 of the Texas Property Code, are as follows:

- (1) The Association shall maintain its records as follows:

RECORD	RETENTION PERIOD
Certificate of Formation/Articles of Incorporation, By-Laws, Declaration of Covenants, Conditions, and Restrictions and all amendments to these 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

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Original Copy

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Minutes of Member Meetings and Board Meetings	SEVEN (7) YEARS
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- (2) Records not listed above are not subject to retention.
- (3) Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Association's books and records.

This resolution has never been modified or repealed, and is now in full force and effect.

Printed Name: Donna Uliva
Office Held: Secretary

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, the undersigned authority, a Notary Public in and for the State of Texas, do hereby certify that on this the 14th day of November, 2011, personally appeared before me Donna Uliva, a person known to me, who being by me first duly sworn, declared that she is the person who signed the foregoing document as Secretary of ROYAL OAKS RESIDENTIAL COMMUNITY OWNERS ASSOCIATION, INC., a Texas Non-Profit Corporation, and that the statements therein contained are true.

1EE
1OR

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year above written.

NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS



Shahraz Naeem

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05/22/2012 11:03:31 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
STAN STANART
COUNTY CLERK
Fees 20.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

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.



Stan Stanart
COUNTY CLERK
HARRIS COUNTY, TEXAS