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NORTHCREST RANCH PROPERTY OWNERS' ASSOCIATION, INC.
RECORDS RETENTION POLICY

This Records Retention Policy was approved by the Board of Directors for Northcrest Ranch Property Owners' Association, Inc. on the 13th day of December, 2011.

The Association shall maintain its records as follows:

RECORD	RETENTION PERIOD
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 retention. Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Association books and records.



NORTHCREST RANCH PROPERTY OWNERS' ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of Northcrest Ranch Property Owners' Association, Inc. hereby certify that the foregoing Resolution was adopted by at least a majority of the Association's Board of Directors."

By: Richard Stubblefield, President
Print Name: Richard Stubblefield

"I, the undersigned, being the Secretary of Northcrest Ranch Property Owners' Association, Inc. hereby certify that the foregoing Resolution was adopted by at least a majority of the Association's Board of Directors."

By: George A. Cross, Secretary
Print Name: GEORGE A. CROSS

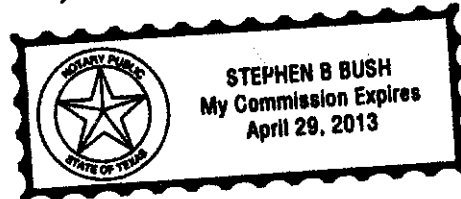
ACKNOWLEDGEMENT

STATE OF TEXAS)
COUNTY OF Montgomery)

This instrument was acknowledged before me on December 13, 2011, by Richard Stubblefield, President of Northcrest Ranch Property Owner's Association, Inc.

Stephen B. Bush

Notary Public, State of Texas
My commission expires: April 29, 2013

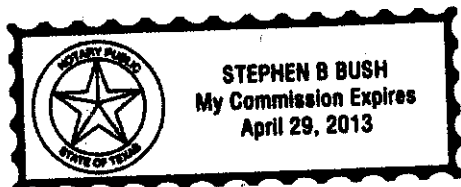


STATE OF TEXAS)
COUNTY OF Montgomery)

This instrument was acknowledged before me on December 14, 2011, by George A. Cross, Secretary of Northcrest Ranch Property Owner's Association, Inc.

Stephen B. Bush

Notary Public, State of Texas
My commission expires: April 29, 2013



After recording please
return to:

Law Office of Michael C. Beller
2441 High Timbers Drive
Suite 100
The Woodlands, TX 77382

FILED FOR RECORD

12/21/2011 10:44AM

Mark Turnbull

COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS
COUNTY OF MONTGOMERY

I hereby certify 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 Montgomery County, Texas.

12/21/2011



Mark Turnbull

County Clerk
Montgomery County, Texas