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Rocky Creek Maintenance Corporation

(Rocky Creek Ranch Property Owners Association)

Records Retention Policy

Effective May 24, 2024

Affidavit

The Board of Directors of the Rocky Creek Maintenance Corporation, Inc., has adopted the following policy for retention of its records:

1. Certificate of formation, Bylaws, Deed Restrictions (Restrictive Covenants) and any other dedicatory documents, along with all amendments to the certificates of formation, bylaws, and covenants shall be retained permanently;
2. Financial books and records shall be retained for a minimum of seven years;
3. Account records of current owners shall be retained for a minimum of five years;
4. Contracts with a term of one year or more shall be retained for a minimum of four years after the expiration of the contract term;
5. Minutes of meetings of the members and/or the Board of Directors shall be retained for a minimum of seven years; and
6. Tax returns and audit records shall be retained for a minimum of seven years.

IN WITNESS WHEREOF, the undersigned has executed this certificate 7 day of June, 2024.

Lori Steed

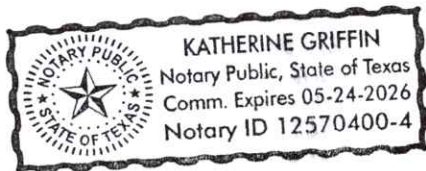
Lori Steed, RCMC Secretary Treasurer

STATE OF TEXAS

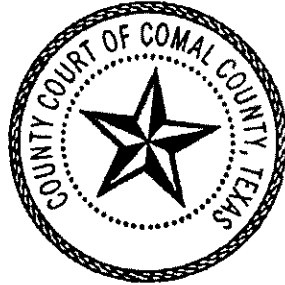
COUNTY OF COMAL

BEFORE ME, the undersigned Notary Public on the 7th day of June, 2024, by Lori Steed known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed, on behalf of said corporation.

This instrument was given to me under my hand and seal of this office this 7th day of June, 2024.



Katherine Griffin
Notary Public Signature



This page has been added to comply with the statutory requirement that the clerk shall stamp the recording information at the bottom of the last page.

This page becomes part of the document identified by the file clerk number affixed on preceding pages.

Filed and Recorded
Official Public Records
Bobbie Koepf, County Clerk
Comal County, Texas
06/11/2024 01:44:58 PM
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Bobbie Koepf