

**DOCUMENT RETENTION POLICY
THE CROSSING AT LICK CREEK HOA, INC.**

STATE OF TEXAS §
 § KNOW ALL PERSONS BY THESE PRESENTS:
COUNTY OF BRAZOS §

WHEREAS, THE CROSSING AT LICK CREEK HOA, INC. ("Association") is constantly creating documents in connection with its ongoing operations; and

WHEREAS, the Board of the Association ("Board") desires to establish clear guidelines for the management of its related documents.

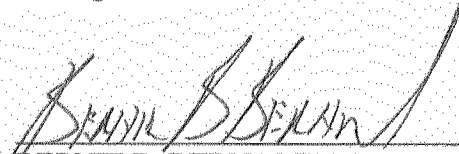
NOW, THEREFORE, the Board adopts the following *Document Retention Policy*:

1. Association documents may be maintained in paper format or in an electronic format that can be readily transferred to paper.
2. Association documents shall be retained for the durations listed below:
 - a. certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates of formation, bylaws, and covenants shall be retained permanently;
 - b. financial books and records, including annual budgets, reserve studies, monthly financial statements and bank statements, shall be retained for seven (7) years;
 - c. account records of current owners shall be retained for five (5) years;
 - d. contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term;
 - e. minutes of meetings of the owners and the Board shall be retained for seven (7) years after the date of the meeting;
 - f. tax returns and audit records shall be retained for seven (7) years after the last date of the return or audit year; and
 - g. decisions of the ACC/ARC or Board regarding applications, variances, waivers or related matters associated with individual properties shall be retained for seven (7) years from the decision date.
3. Any documents not described above may be retained for the duration deemed to be useful to the purpose of the Association, in the discretion of the Board, its attorney or its managing agent.
4. Upon expiration of the retention period listed above, the documents shall no longer be considered Association records and may be destroyed, discarded, deleted, purged or otherwise eliminated.


This Policy is effective upon recording in the Public Records of BRAZOS County, Texas, and supersedes any policy regarding document retention which may have previously been in effect.

Approved and adopted by the Board on this 19TH day of JUNE, 2020.

THE CROSSING AT LICK CREEK HOA, INC. Signature


BERNIE B. BERNARD, DIRECTOR


PAUL B. BROWN, DIRECTOR


JAMES M. BROOKS, DIRECTOR

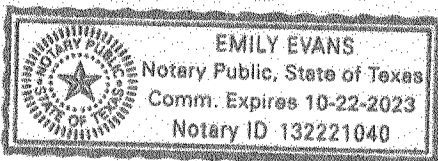
Date: 19 JUNE 2020

STATE OF TEXAS §

COUNTY OF BRAZOS §

Before me, the undersigned authority, on this day personally appeared BERNIE BERNARD, JIM BROOKS, & PAUL BROWN of THE CROSSING AT LICK CREEK HOA, INC., a Texas nonprofit corporation, known to me 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 stated.

Given under my hand and seal of office this 19 day of June, 2020.



Emily Evans 06/19/2020
Notary Public, State of Texas

**Brazos County
Karen McQueen
County Clerk**

Instrument Number: 1396587
Volume : 16132
ERecordings - Real Property

Recorded On: June 19, 2020 02:37 PM

Number of Pages: 3

" Examined and Charged as Follows: "

Total Recording: \$34.00

******* THIS PAGE IS PART OF THE INSTRUMENT *******

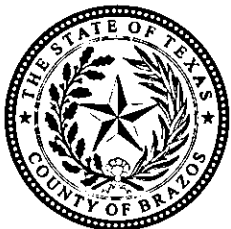
Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

File Information:

Document Number: 1396587
Receipt Number: 20200619000139
Recorded Date/Time: June 19, 2020 02:37 PM
User: Cathy B
Station: CCLERK05

Record and Return To:

eRecording Partners



STATE OF TEXAS
COUNTY OF BRAZOS

I hereby certify that this Instrument was FILED In the File Number sequence on the date/time printed hereon, and was duly RECORDED in the Official Public Records of Brazos County, Texas.

Karen McQueen
County Clerk
Brazos County, TX