

Document Retention Policy

PARK MEADOW HOMEOWNERS' ASSOCIATION, INC.

I. Introduction

Pursuant to the dedicatory instruments granting power in the Board of Directors of the Park Meadow Home Owners' Association, Inc. and as required by Texas Property Code § 209.005(m), the Board of Directors hereby adopts this Document Retention Policy. This policy sets the minimum length of time that documents will be preserved.

II. Terms

The association hereby sets the following policy for retaining documents:

- | | |
|--|-------------------------|
| 1. Dedicatory instruments including certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates of formation, bylaws, and covenants | Permanently |
| 2. Financial books and records | 7 years |
| 3. Account records of current owners | 5 years |
| 4. Contracts with a term of one year or more | 4 yrs after completion |
| 5. Minutes of meetings of the owners and the board | 7 years |
| 6. Tax returns and audit records | 7 years |
| 7. Records known to be relevant to litigation or potential litigation | 10 yrs after litigation |
| 8. All other documents not previously characterized | 5 years |

(REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

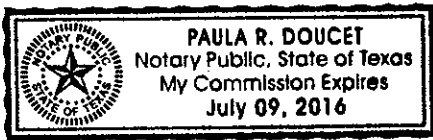
Craig Borchardt
Craig Borchardt, as the President of Park Meadow Home Owners' Association, Inc.

STATE OF TEXAS
COUNTY OF BRAZOS

§
§

This instrument was acknowledged before me on the 29th day of October, 2012 by Craig Borchardt, as the President of Park Meadow Home Owners' Association, Inc. a Texas nonprofit corporation, on behalf of said corporation.

Paula R. Doucet
NOTARY PUBLIC in and for
The State of Texas



7/9/2016
Date commission expires

AFTER RECORDING, PLEASE RETURN TO:
Park Meadow Home Owners' Association, Inc.
c/o Association Services
427 DELLWOOD ST
Bryan, TX 77801 USA

PREPARED BY:
Burns & Reyes-Burns, PLLC
205 South Hill Street
Caldwell, Texas 77836
Tel: 979-567-3366