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**Creek Hollow (Richardson) Homeowners Association, Inc.  
3102 Oak Lawn, Suite 202  
Dallas, TX 75219**

**Dedicatory Instruments**

**Policy for Document Retention**

**WHEREAS, Creek Hollow (Richardson) Homeowners Association, Inc.** (the “Association”) is an addition in Collin in County, Texas. Lots in Creek Hollow (Richardson) are subject to the Declaration of Covenants, Conditions & Restrictions for Creek Hollow (Richardson) Homeowners Association, recorded on April 3, 1995 as Document Number 95-0022218 in the Real Property Records, Collin County, Texas. **The Association wishes to adopt reasonable guidelines for document retention for the Association; and**

**WHEREAS,** the Board wishes to update and adopt these reasonable guidelines to be in compliance with Section 209.0062 of the Texas Property Code; and

**WHEREAS,** the Board intends to file these guidelines in the real property records of each county in which the subdivision is located, in compliance with Section 209.0062 of the Texas Property Code; and

**NOW, THEREFORE, IT IS RESOLVED** that the attached document retention policy has been established by the Board and is to be recorded with the Real Property Records.

Creek Hollow (Richardson) Homeowners' Association, Inc.  
3102 Oak Lawn, Suite 202  
Dallas, TX 75219

**Document Retention Policy**

**WHEREAS**, the Board of Directors (the "Board") of Creek Hollow (Richardson) Homeowners' Association, Inc. (the "Association") wishes to adopt a Document Retention Policy in order to be compliant with Section 209.005(m) of the Texas Property Code; and

**WHEREAS**, the Board intends to file this policy in the real property records of each county in which the subdivision is located, in compliance with Sections 209.005 and 202.006 of the Texas Property Code; and

**NOW, THEREFORE, IT IS RESOLVED** that the following Document Retention Policy is established by the Board:

1. Certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates of formation, bylaws, and covenants shall be retained permanently.
2. Financial books and records shall be retained for seven years.
3. Account records of current owners shall be retained for five years.
4. Contracts with a term of one year or more shall be retained for four years after the expiration of the contract term.
5. Minutes of meetings of the owners and the board shall be retained for seven years.
6. Tax returns and audit records shall be retained for seven years.

This policy shall supersede and render null and void any previously adopted policy to the extent that the terms of such policy are contradictory.

[signature page to follow]

This is to certify that the foregoing Document Retention Policy was adopted by the Board of Directors, in accordance with Section 209.005 of the Texas Property Code.

Document Retention Policy

M.D. Grant

Name: M.D. Grant

President Title:

9-21-2011 Date:

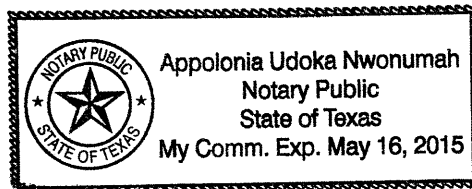
STATE OF TEXAS §  
COUNTY OF Dallas §

This instrument was acknowledged before me on the 21<sup>st</sup> day of Sept 2011, by M.D. Grant, President of Creek Hollow Homeowners Assc. INC., a Texas non-profit corporation, on behalf of said corporation.

Appolonia Udoka Nwonumah  
Notary Public, State of Texas

AFTER RECORDING RETURN TO:

*Premier Communities Management*  
3102 Oak Lawn Avenue, Suite 202  
Dallas, TX 75219



Filed and Recorded  
Official Public Records  
Stacey Kemp, County Clerk  
Collin County, TEXAS  
12/30/2011 01:58:26 PM  
\$24 00 DFOSTER  
20111230001416190



*Stacey Kemp*