

Document Retention Policy

BRIAR MEADOWS CREEK OWNERS' ASSOCIATION, INC.

I. Introduction

Pursuant to the dedicatory instruments granting power in the Board of Directors of the Briar Meadows Creek 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:

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|--|-------------------------|
| 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 |

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III. Acknowledgment

STATE OF TEXAS
COUNTY OF BRAZOS

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This instrument was acknowledged before me on December 17, 2015 (date) by

FRANK DWORACZYK (Corporate Officer Name or Agent Name), as the

President (Corporate Officer Title or Agent Title) of Briar Meadows

Creek Owners' Association, Inc. a Texas nonprofit corporation, on behalf of said corporation.

Frank Dworczyk
Acknowledgment Officer Signature Title

9/10/18
Date commission expires

AFTER RECORDING, PLEASE RETURN TO:
Briar Meadows Creek Owners' Association, Inc.
c/o Association Services
427 DELLWOOD ST
Bryan, TX 77801 USA

Kim M Meaux
Notary

