

3
mu

RESOLUTION OF THE BOARD OF DIRECTORS
of
UNION CREEK HOMEOWNERS ASSOCIATION, INC.
regarding
ADOPTION OF RECORDS RETENTION POLICY

WHEREAS, Section 1 of Article IV of the Bylaws of Union Creek Homeowners Association, Inc. (the "Association") grants the Board of Directors the authority to create and adopt rules and regulations regarding certain actions and activities of the Association and its members;

WHEREAS, pursuant to Section 209.005(m) of the Texas Property Code, the Board of Directors of the Association desires to set forth guidelines regarding the retention of Association records;

NOW THEREFORE, BE IT RESOLVED, that the Association's guidelines regarding the retention of Association records shall be as follows:

- (1) Formation documents, Bylaws, Restrictive Covenants, and all amendments - permanently
- (2) Financial books and records – permanently
- (3) Account records of current members – five years
- (4) Contracts with a term of one year or more – four years after termination
- (5) Minutes of meetings of the members and the Board of Directors – seven years
- (6) Tax returns and audit records – permanently

To the extent these restrictions and guidelines contradict any previous rules, guidelines, restrictions or covenants, these restrictions and guidelines shall control. These restrictions and guidelines are supplementary and are in addition to any and all other covenants, conditions, restrictions, rules and guidelines in effect for the Association.

This resolution was passed by the Board of Directors of Onion Creek Homeowners Association, Inc. on the 15th day of December, 2011.
