

Bill & Return to  
University Title Company  
P.O. Drawer DT  
College Station, Texas 77841

Filed for Record in:  
BRAZOS COUNTY

On: Sep 05, 2013 at 02:38P

GF# 133510 MAR

As a  
NO LABEL RECORDING

**The Creek Community Foundation  
DOCUMENT RETENTION POLICY**

Document Number: 01169362

August 2013

Amount 24.00


Receipt Number - 483593  
Owner's Association  
Patsy Montalbano

Texas Property Code Section 209.005(m) requires that a Home Owner's Association ("HOA") adopt a document retention policy.

It is the adopted policy of The Creek Community Foundation to retain documents as follows:

- (1) certificate 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; and
- (6) tax returns and audit records shall be retained for seven years.


Executed to be effective for all purposes as of the 26th day of August, 2013.

  
John E. McFarlane, Jr.  
President, The Creek Community Foundation

STATE OF TEXAS                   §  
  §  
COUNTY OF BRAZOS           §

BEFORE ME, the undersigned authority, on this day personally appeared John E. McFarlane, Jr. known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacities stated.

SUBSCRIBED AND SWORN TO BEFORE ME, this 3 day of September, 2013.

  
Notary Public in and for the State of Texas

