

**\*\*\*\* Electronically Filed Document \*\*\*\***

**Brazos County, TX  
Karen McQueen  
County Clerk**

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**Parties:**

**Direct-  
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**\*\*\*\*\* THIS PAGE IS PART OF THE INSTRUMENT \*\*\*\*\***

**Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY  
because of color or race is invalid and unenforceable under federal law.**

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**I hereby certify that this instrument was filed on the date and time stamped hereon by me and was duly recorded in the volume and page of the Official Public records of BRAZOS COUNTY, TEXAS**

**Honorable Karen McQueen, County Clerk, Brazos County**

U Title No. 167355 FMC

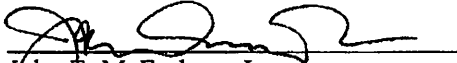
The Hollow Community Foundation  
DOCUMENT RETENTION POLICY  
May 2016

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 Hollow 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 18<sup>th</sup> day of May, 2016.

  
John E. McFarlane, Jr.  
President, The Hollow 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 18 day of May, 2016.

  
Notary Public in and for the State of Texas

