

**CERTIFIED RESOLUTIONS OF THE BOARD OF DIRECTORS**

**OF HILLCREST HOMEOWNERS ASSOCIATION, INC.**

**ADOPTING DOCUMENT RETENTION POLICY**

The undersigned, Louis Dye and Nancy Harlan, as the duly elected, qualified and acting President and Secretary of Hillcrest Homeowners Association, Inc., a Texas nonprofit corporation (the "Association"), hereby certifies on behalf of the Association that the following resolutions were duly adopted by the Board of Directors of the Association (the "Board") by unanimous written consent by all Board members, and that such preamble and resolutions have not been amended or rescinded and are in full force and effect on the date hereof.

**ADOPTION OF DOCUMENT RETENTION POLICY**

WHEREAS, Section 209.005(m) of the Texas Property Code (the "Code") provides that the Association must adopt and comply with a document retention policy that includes, at a minimum, the items specified in Section 209.005(m) of the Code; and

WHEREAS, the Board desires to adopt such a document retention policy as required under Section 209.005(m) of the Code.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby adopts the document retention policy set forth on Exhibit "A", attached hereto and incorporated herein by reference.

BE IT RESOLVED, FURTHER, that, the President and Secretary of the Association is hereby authorized and empowered, in the name and on behalf of the Association, from time to time to do and perform all such further acts and things and to execute and deliver all such further instruments as he and/or she may deem necessary or advisable to carry out and effectuate the intent and purposes of the foregoing resolutions and of the actions referred to therein.

BE IT RESOLVED, FURTHER, that any actions taken by the officers or directors of the Association prior to the date of this action or hereafter that are within the authority conferred hereby are hereby ratified, confirmed and approved as the act and deed of the Association.

**[SIGNATURE PAGE FOLLOWS]**

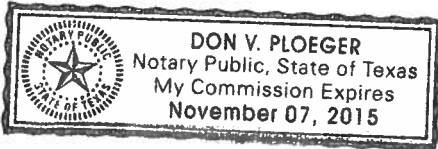
IN WITNESS WHEREOF, the following undersigned have executed this Certificate as President and Secretary, respectively, and on behalf of the Association to be effective as of January 1, 2012.

By: [Signature]  
Printed Name: Louis Dye  
Title: President

By: [Signature]  
Printed Name: Nancy Harlan  
Title: Secretary

STATE OF TEXAS §  
COUNTY OF TRAVIS §

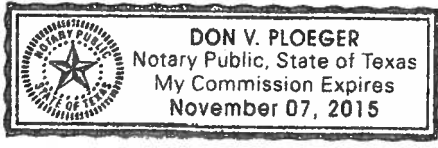
This instrument was acknowledged before me on Jan 6 2012 by Louis Dye, President of the Hillcrest Homeowners Association, Inc., a Texas non-profit corporation, on behalf of said non-profit corporation.



[Signature]  
Notary Public Signature

STATE OF TEXAS §  
COUNTY OF TRAVIS §

This instrument was acknowledged before me on Jan 6 2012 by Nancy Harlan, Secretary of the Hillcrest Homeowners Association, Inc., a Texas non-profit corporation, on behalf of said non-profit corporation.



[Signature]  
Notary Public Signature

**AFTER RECORDING PLEASE RETURN TO:**  
Gregory S. Cagle  
4330 Gaines Ranch Loop, Ste. 150  
Austin, Texas 78735

## EXHIBIT "A"

### DOCUMENT RETENTION POLICY

#### 1. INTRODUCTION

##### 1.1 Scope

This Document Retention and Destruction Policy (this "Policy") applies to Hillcrest Homeowners Association, Inc., a Texas non-profit corporation (the "Association"), the Association's manager (the "Manager"), the Association's employees and the Association's Board of Directors (the "Board").

Documents and records maintained by the Association's legal counsel are not subject to this Policy.

##### 1.2 Purpose

This Policy is created to establish guidelines for identifying, retaining, storing, protecting and disposing of the Association's books, records and other documents in the Association's possession and to ensure that the Association adheres to legal and business requirements in an efficient and cost-effective manner. For purposes of this Policy, the term "Records" means any documentary material which is generated or received by the Association in connection with transacting its business or is related to the Association's legal obligations. The Records may include, among others, writings, drawings, graphs, charts, photographs, disc, and other electronic documents from which information can be obtained or translated.

##### 1.3 Policy

A. It is the Association's policy to maintain complete and accurate copies of Records. Records are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for other purposes as set forth in this Policy.

B. Records that are no longer required, or have satisfied their recommended period of retention, are to be destroyed in an appropriate manner.

C. Unless otherwise directed by legal counsel, Records may be scanned and maintained in an electronic format.

D. The Manager, or in the event there is no Manager, the Association's Secretary, is responsible for ensuring that the Association's Records are identified, retained, stored, protected and subsequently disposed of, in accordance with the guidelines set forth in this Policy.

##### 1.4 Board Members

The Association does not require members of the Board to maintain any Records that were generated by the Association. However, if a Board member receives Records relating to the Association which were not generated by the Association or not received through the Association, the Board member must send the originals of such Records to the Manager or Secretary of the Association (as is applicable) to be maintained in the Association's books and records.

When a Board member ceases to be a Board member, such Board member shall turn over to the Manager or the Secretary of the Association (as is applicable) all Records and files relating to the business of the Association which are not otherwise in the Association's books and records.

**1.5 Annual Purge of Files**

The Manager or Secretary of the Association (as is applicable) shall conduct an annual purge of files from the Association's books and records. The annual purge of files is to be conducted during the first quarter of each calendar year.

**1.6 Destruction Procedure**

If the Records to be destroyed are of public record, it is recommended that they be recycled. If recycling is not possible, such Records may be placed in a trash receptacle.

If the Records to be destroyed are not of public record, they should only be recycled if their confidentiality can be protected; otherwise, such Records should be destroyed in a manner that ensures the information contained thereon remains confidential.

**1.7 Miscellaneous**

Copies of any Records may be destroyed, provided that an original is maintained in the Association's books and records or is otherwise not required to be maintained pursuant to this Policy.

**1.8 Onset of Litigation**

At the onset of litigation, or if it is reasonably foreseeable that litigation may be imminent, all Records potentially relevant to the dispute must be preserved.

At the direction of legal counsel, the Manager or Secretary of the Association (as is applicable) will advise the Board and any other person who may be in possession of Records of the matter and instruct them that all Records potentially relevant to such litigation must not be destroyed. At the conclusion of the litigation, as determined by legal counsel, the "hold" period will cease and the time periods otherwise provided in this Policy will recommence.

**2. DOCUMENT RETENTION PERIODS**

The following documents shall be retained by the Association for the following periods of time:.

	<b><u>Document</u></b>	<b><u>Retention Period</u></b>
1.	Certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates of formation, bylaws, and covenants;	Permanent
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 years after the expiration of the contract term
5.	Minutes of meetings of the owners and the board	7 years
6.	Tax returns and audit records	7 years

**FILED AND RECORDED**

OFFICIAL PUBLIC RECORDS

*Dana DeBeauvoir*

Jan 27, 2012 03:36 PM

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HAYWOODK: \$32.00

Dana DeBeauvoir, County Clerk

Travis County TEXAS