

**PEBBLE CREEK OWNER'S ASSOCIATION  
DOCUMENT RETENTION POLICY**

STATE OF TEXAS  
COUNTY OF BRAZOS

§

WHEREAS, Pebble Creek Owner's Association, Inc. (the "Association") is charged with administering and enforcing that certain Declaration of Easements, Restrictions, and Covenants for the Pebble Creek Development a/k/a/ Pebble Creek Subdivision recorded in Volume 1225, Page 1 of the Official Records of Brazos County, Texas, and all amendments, modifications and supplements thereto (the "Declaration"); and

WHEREAS, TEX. PROP. CODE § 209.005 has been amended to add Subsection (m); and

WHEREAS, TEX. PROP. CODE § 209.005(m) requires that the Association adopt a document retention policy prescribing the minimum number of years for which the Association will maintain governing documents and other records generated on or after January 1, 2012 (collectively, the "Association Records"); and

WHEREAS, the Association's Board of Directors ("Board") desires to adopt a policy in accordance with TEX. PROP. CODE § 209.005(m);

NOW, THEREFORE, the Board has duly adopted the following "Document Retention Policy" (the "Policy"):

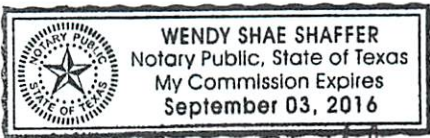
1. Association Records may be maintained in paper or electronic format.
2. Association Records shall be retained for the following time periods:
  - a. certificates of formation, bylaws, restrictive covenants, and all amendments to the same shall be retained permanently;
  - b. financial books and records shall be retained for seven (7) years;
  - c. account records of current Owners shall be retained for five (5) years;
  - d. contracts with a term of one (1) year or more shall be retained for four (4) years after the expiration of the contract term;
  - e. minutes of meetings of the Owners and the Board shall be retained for seven (7) years;
  - f. tax returns and audit records shall be retained for seven (7) years.
3. Any documents not described above may be retained for the time period deemed necessary by the Association, in the sole discretion of the Board.
4. Upon expiration of the retention time periods listed above, the Association Records may be

destroyed, discarded, deleted, purged or otherwise eliminated.

- 5. This Policy is effective upon recordation in the Official Records of Brazos County, Texas and supersedes any policies regarding retention of Association Records that may have previously been in effect. Except as affected by TEX. PROP. CODE § 209.005(m) or by this Policy, all other provisions contained in the Declaration and/or any other dedicatory instruments of the Association shall remain in full force and effect.

Pebble Creek Owner's Association, Inc., a Texas non-profit corporation

By: Christopher Kelly  
CHRISTOPHER KELLY, President



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Wendy Shae Shaffer

This instrument was acknowledged before me on the 25<sup>th</sup> day of September 2012 by Christopher Kelly, President of Pebble Creek Owner's Association, Inc., a Texas non-profit corporation.

Filed for Record in:  
BRAZOS COUNTY

On: Jul 23, 2013 at 12:13P

As a  
Recording

Document Number: 0164162

Amount 20.00

Receipt Number - 478664

By: Kim Green

STATE OF TEXAS      COUNTY OF BRAZOS

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

as stamped hereon by me.

Jul 23, 2013

Karen McQueen, Brazos County Clerk  
BRAZOS COUNTY