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**Gentle Creek Estates Residential Association, Inc.  
3102 Oak Lawn, Suite 202  
Dallas, TX 75219**

**Dedicatory Instruments**

**Policy for Document Retention**

**WHEREAS**, Lots in Gentle Creek Estates are subject to the Declaration of Covenants, Conditions & Restrictions for Gentle Creek Estates Residential Association Inc., recorded with File No. 98-0013081 and for Phase II as Document Number 2001-0124076 in the Real Property Records, Collin County, Texas. **The Association wishes to adopt reasonable guidelines for document retention for the Association; and**

**WHEREAS**, the Board wishes to update and adopt these reasonable guidelines to be in compliance with Section 209.0062 of the Texas Property Code; and

**WHEREAS**, the Board intends to file these guidelines in the real property records of each county in which the subdivision is located, in compliance with Section 209.0062 of the Texas Property Code; and

**NOW, THEREFORE, IT IS RESOLVED** that the attached document retention policy has been established by the Board and is to be recorded with the Real Property Records.

Gentle Creek Estates Homeowners Association, Inc.  
3102 Oak Lawn, Suite 202  
Dallas, TX 75219

**Document Retention Policy**

**WHEREAS**, the Board of Directors (the "Board") of Gentle Creek Estates Homeowners Association, Inc. (the "Association") wishes to adopt a Document Retention Policy in order to be compliant with Section 209.005(m) of the Texas Property Code; and

**WHEREAS**, the Board intends to file this policy in the real property records of each county in which the subdivision is located, in compliance with Sections 209.005 and 202.006 of the Texas Property Code; and

**NOW, THEREFORE, IT IS RESOLVED** that the following Document Retention Policy is established by the Board:

1. Certificates 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.
6. Tax returns and audit records shall be retained for seven years.

This policy shall supersede and render null and void any previously adopted policy to the extent that the terms of such policy are contradictory.

[signature page to follow]

Document Retention Policy

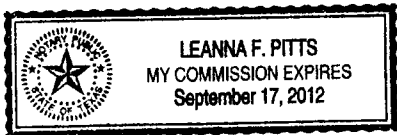
This is to certify that the foregoing Document Retention Policy was adopted by the Board of Directors, in accordance with Section 209.005 of the Texas Property Code.

[Signature]  
Name: Molly Ann Huie  
Title: President  
Date: 21 September 2011

STATE OF TEXAS  
COUNTY OF Dallas

§  
§  
§

This instrument was acknowledged before me on the 21<sup>st</sup> day of Sept,  
20 11, by Molly Ann Huie, President of  
Gentle Creek Estates Homeowners Association, Inc, a Texas non-profit corporation, on  
behalf of said corporation.



[Signature]  
Notary Public, State of Texas

AFTER RECORDING RETURN TO:

*Premier Communities Management*  
3102 Oak Lawn Avenue, Suite 202  
Dallas, TX 75219

Filed and Recorded  
Official Public Records  
Stacey Kemp, County Clerk  
Collin County TEXAS  
12/14/2011 11:13:09 AM  
\$24 00 CJAMAL  
20111214001347710



[Signature]

Document Retention Policy