

Hays County
Liz Q. Gonzalez
County Clerk
San Marcos, Texas 78666



70 2013 13027791

Instrument Number: 2013-13027791

As

Recorded On: August 15, 2013

OPR RECORDINGS

Parties: HIDDEN CREEK RANCH OWNERS ASSOC INC

Billable Pages: 3

To

Number of Pages: 4

Comment:

(Parties listed above are for Clerks reference only)

**** Examined and Charged as Follows: ****

OPR RECORDINGS 24.00
Total Recording: 24.00

DOCUMENT RETENTION POLICY
Also recorded in Blanco County
Aug 15, 2013
Doc 132509, Vol 479, Pg 0365

***** DO NOT REMOVE. 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.

File Information:

Record and Return To:

Document Number: 2013-13027791
Receipt Number: 345682
Recorded Date/Time: August 15, 2013 12:08:03P
Book-Vol/Pg: BK-OPR VL-4723 PG-256
User / Station: K Boggus - Cashiering #4

THOMAS H MITCHELL
HIDDEN CREEK RANCH OWNERS ASSOC INC
424 HIDDEN CREEK DR
DRIPPING SPRINGS TX 78620



State of Texas |
County of Hays

I hereby certify that this instrument was filed for record in my office on the date and
time stamped hereon and was recorded on the volume and page of the named records
of Hays County, Texas

Liz Q. Gonzalez

Liz Q. Gonzalez, County Clerk

DOCUMENT RETENTION POLICY

HIDDEN CREEK RANCH OWNERS ASSOCIATION, INC.

WHEREAS, Hidden Creek Ranch Owners Association, Inc. (the "Association") constitutes a property owners association under the provisions of Chapter 209 of the Texas Property Code (the "Code") and is composed of 15 or more lots;

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

NOW, THEREFORE, the Board hereby adopts this Document Retention Policy (the "Policy"), as set forth below.

DOCUMENT RETENTION POLICY

1. Policy:

Books and 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are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for compliance with the document retention periods set forth in this Policy. Records that are no longer required, or that have satisfied their recommended period of retention, may be destroyed in an appropriate manner.

The Association's Secretary is responsible for ensuring that the Association's books and records are identified, retained, stored, protected and subsequently disposed of, in accordance with the guidelines set forth in this Policy. Books and records that are required to be retained pursuant with this Policy may be scanned and maintained in electronic format.

Per State Law, this document relating to records retention takes precedence over any provision in any other Association governing document to the contrary.

2. Document Retention Periods:

The following books and records are to be retained by the Association for the retention periods specified below:

Record Type:

Retention Period:

Certificate of Formation (formerly referred to as Articles of Incorporation), Bylaws, and Declarations, and any amendments thereto.

Permanently

Financial Books and records.	7 years
Account records of current Lot Owners.	5 years
Contracts with a term of one (1) year or more.	4 years after the expiration of the contract term
Minutes of Board and Membership Meetings.	7 years
Tax returns and audit records.	7 years
Records not listed above may be maintained or discarded at the Association's discretion.	

CERTIFICATION

IN WITNESS THEREOF, the undersigned Thomas H. Mitchell, as the duly elected, qualified, and acting President of Hidden Creek Ranch Owners Association, Inc., a Texas nonprofit corporation, hereby certifies on behalf of the Association that this Document Retention Policy was duly adopted by the Board of Directors of the Association in a meeting of the Board held on August 11, 2013, and shall take effect upon its recording in the Official Public Records of Hays and Blanco Counties, Texas.

HIDDEN CREEK RANCH OWNERS
ASSOCIATION, INC.,
A Texas nonprofit corporation

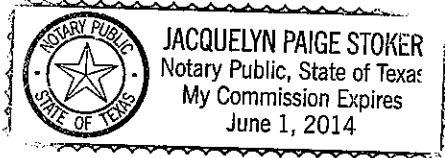


BY: Thomas H. Mitchell
ITS: President

STATE OF TEXAS §

COUNTY OF HAYS AND BLANCO §

This instrument was acknowledged before me on 14th day of August, 2013, by Thomas Mitchell, President of Hidden Creek Ranch Owners Association, Inc., a Texas nonprofit corporation, on behalf of said corporation.



Jacquelyn Paige Stoker
Notary Public, State of Texas

AFTER RECORDING RETURN TO:

Thomas H. Mitchell, President
Hidden Creek Ranch Owners Association, Inc.
424 Hidden Creek Drive
Dripping Springs, Texas 78620