

CERTIFIED RESOLUTION OF THE BOARD OF DIRECTORS
OF THE GRAND PRAIRIE MOUNTAIN CREEK HOMEOWNERS ASSOCIATION, INC.
ADOPTING RECORDS RETENTION AND DESTRUCTION POLICY

The undersigned, Donald Ryan, as the duly elected, qualified and acting President of the Grand Prairie Mountain Creek 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"Board") at a meeting of the Board held on Apr 10, 2014, and that such preamble and resolution has not been amended or rescinded and is in full force and effect on the date hereof.

ADOPTION OF RECORDS RETENTION AND DESTRUCTION POLICY

WHEREAS, Section 209.005(m) of the Texas Property Code (the "Code") provides that the Association must adopt a records retention policy that prescribes the minimum time that certain records must be retained by the Association, and

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

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

BE IT RESOLVED, FURTHER, that, the President 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 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)

GRAND PRAIRIE MOUNTAIN CREEK HOMEOWNERS ASSOCIATION, INC.
RECORDS RETENTION AND DESTRUCTION POLICY

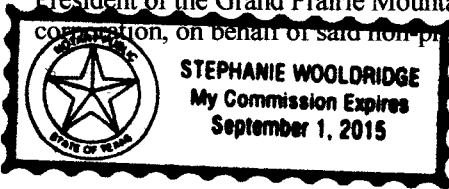
IN WITNESS WHEREOF, the undersigned has executed this Certificate as President on behalf of the Association to be effective immediately.

By: Donald Ryan
Printed Name: Donald Ryan
Title: President, Grand Prairie Mountain Creek Homeowners Association, Inc.

STATE OF TEXAS §

COUNTY OF TARRANT §

This instrument was acknowledged before me on April 11, 2014, by Donald Ryan, President of the Grand Prairie Mountain Creek Homeowners Association, Inc., a Texas non-profit corporation, on behalf of said non-profit corporation.



Stephanie Wooldridge
Notary Public State of Texas

My Commission expires: 09/01/2015

AFTER RECORDING PLEASE RETURN TO:

Jeffrey A. Lacy
Williams, Lacy, McClure & Parmelee
1300 S. University Drive, Suite 406
Fort Worth, Texas 76107

GRAND PRAIRIE MOUNTAIN CREEK HOMEOWNERS ASSOCIATION, INC.
RECORDS RETENTION AND DESTRUCTION POLICY

EXHIBIT "A"

GRAND PRAIRIE MOUNTAIN CREEK HOMEOWNERS ASSOCIATION, INC.
DOCUMENT RETENTION POLICY

I. INTRODUCTION

1.1 Scope

This Document Retention and Destruction Policy (the "Policy") applies to the GRAND PRAIRIE MOUNTAIN CREEK HOMEOWNERS ASSOCIATION, INC., a Texas non-profit corporation (the "Association"), 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 include, among others, writings, drawings, graphs, charts, photographs, tape, disc, audio recordings, microforms, and other electronic documents from which information can be obtained or translated such as electronic mail, voice mail, floppy disks, hard disks and CD ROMs.

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, may 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 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.

E. Nothing herein is intended to conflict with Texas law, which shall control.

1.4 Board Members

The Association does not require members of the Board to maintain any Records that were generated by the Association or for that member's personal use. 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 should maintain such records to the extent necessary to conduct the business of the Association, and may send or provide the originals of such records to the Secretary of the Association 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 Secretary of the Association 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 Secretary of the Association shall conduct an annual purge of files from the Association's books and records, to the extent deemed necessary by the Board. The annual purge of files is to be conducted during the first quarter of each calendar year.

1.6 Destruction Procedures

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 Secretary of the Association 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

Effective on the date of filing in the Dallas County Official Public Records, the Association will retain the following documents for the below-stated periods of time, being the stated requirements of Texas Property Code Sec. 209.005(m):

1. Certificates of formation, bylaws, restrictive covenants, and all amendments to the certificate of formation, bylaws, and covenants shall be retained permanently;
2. Financial books and records shall be retained for at least seven years;
3. Account records of current owners shall be retained for at least five years;
4. Contracts with a term of one year or more shall be retained for at least four years after the expiration of the contract term;
5. Minutes of meetings of the owners and the Board shall be retained for at least seven years; and
6. Tax returns and audit records shall be retained for at least seven years.