

Document Retention Policy

AUSTIN'S COLONY HOMEOWNERS' ASSOCIATION, INC.

I. Introduction

Pursuant to the dedicatory instruments granting power in the Board of Directors of the Austin's Colony Home Owners' Association, Inc. and as required by Texas Property Code § 209.005(m), the Board of Directors hereby adopts this Document Retention Policy. This policy sets the minimum length of time that documents will be preserved.

II. Terms

The association hereby sets the following policy for retaining documents:

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| 1. Dedicatory instruments including certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates of formation, bylaws, and covenants | Permanently |
| 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 yrs after completion |
| 5. Minutes of meetings of the owners and the board | Permanently |
| 6. Tax returns and audit records | 7 years |
| 7. Records known to be relevant to litigation or potential litigation | 10 yrs after litigation |
| 8. All other documents not previously characterized | 5 years |

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III. CERTIFICATION

I, the undersigned, do hereby certify:

That I am the duly elected and acting President of the Austin's Colony Homeowner's Association, Inc. The foregoing Document Retention Policy was adopted by a majority of the Board of Directors of Austin's Colony Homeowners Association, Inc. on the 2nd day of May, 2013.

IN WITNESS WHEREOF, I have hereunto subscribed my name this the 2nd day of May, 2013.

Bettye J. Pool
Signature

BETTYE J. POOL
Printed Name

Title: President

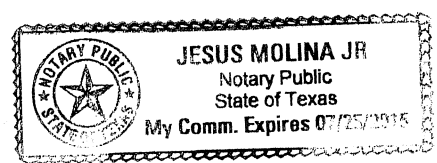
STATE OF TEXAS §
COUNTY OF BRAZOS §

BEFORE ME, on this day personally appeared Bettye J Pool the Secretary of the Austin's Colony Homeowner's Association, Inc., known by me to the person whose name is subscribed to the foregoing instrument, and acknowledged to me that s/he executed the same for the purposes and consideration therein expressed and in the capacity therein and herein stated, and as the act and deed of said corporation.

Given under my hand and seal of office, this 2nd day of May, 2013.

[Signature]
Notary Public-State of Texas

AFTER RECORDING, PLEASE RETURN TO:
Austin's Colony Homeowners' Association
c/o Association Services
427 DELLWOOD ST
Bryan, TX 77801 USA



PREPARED BY:
Burns & Reyes-Burns, PLLC
205 South Hill Street
Caldwell, Texas 77836
Tel: 979-567-3366

Filed for Record in:
BRAZOS COUNTY
On: May 02, 2013 at 11:15A
As a
NO LABEL RECORDING
Document Number: 01154098
Amount: 20.00
Receipt Number - 469484
By:
Kala Brynner
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.
May 02, 2013
Karen McQueen, Brazos County Clerk
BRAZOS COUNTY