

**DOCUMENT RETENTION POLICY
NB CREEKSIDE CROSSING HOA, INC.**

NB CREEKSIDE CROSSING HOA, INC. ("Association"), is the governing body which manages and regulates the subdivision known as Creekside Crossing, a planned development of a tract of land containing approximately 37.24 acres, more particularly described on *Exhibit "A"* attached hereto.

Pursuant to Texas Property Code §209.005(m), the Association adopts this Policy to comply with document retention requirements.


At a minimum, the Association will retain the documents for the periods required, which consist of the documents identified on *Exhibit "B"* attached hereto.

This Policy may not be construed to prevent the Board of Directors of the Association from adopting, amended and restating, from time to time, one or more additional administrative policies regarding the retention of documents, records and information of the Association. This provision may not be construed as a duty of the Board of Directors to adopt such additional administrative policies.

The Board of Directors adopted this Policy to ensure that the Association complies with requirements of state law, and instructed the undersigned to execute this Policy and to effect its recording.

EFFECTIVE May 10, 2013, to ensure compliance with requirements of applicable laws of the State of Texas.

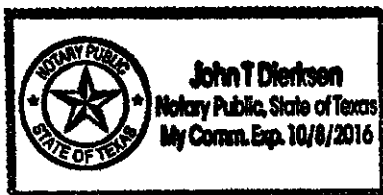
NB CREEKSIDE CROSSING HOA, INC.

By: 
Name: W.M. NORRIS
Title: President

THE STATE OF TEXAS §

COUNTY OF COMAL §

This instrument was acknowledged before me on May 10, 2013, by W.M. NORRIS, President of NB CREEKSIDE CROSSING HOA, INC., a Texas non-profit corporation, on behalf of same and in the capacity herein stated.



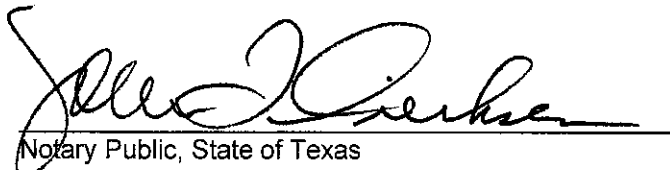

Notary Public, State of Texas

EXHIBIT "A"

A tract of land containing 37.24 acres out of the A.M. Esnaurizar Eleven League Grant, Abstract No. 20, Comal County, Texas, as shown on the Vacating Plat of Lot 1, EBERT SUBDIVISION, UNIT 2 and Lot 1, EBERT SUBDIVISION, UNIT 3, recorded as Document #201206043423, Map and Plat Records of Comal County, Texas.

EXHIBIT "B"

NB CREEKSIDE CROSSING HOA, INC. will retain the following documents for the below-stated periods of time, being the stated requirements of Sec. 209.005(m) of the Texas Property Code:

- (1) Certificate of Formation, Bylaws, and Declaration of Covenants, Conditions and Restrictions and all amendments to the same will be retained permanently;
- (2) financial books and records will be retained for at least seven years;
- (3) account records of current owners will be retained for at least five years;
- (4) contracts with a term of one year or more will be retained for at least four years after the expiration of the contract term;
- (5) minutes of meetings of the owners and the board will be retained for at least seven years; and
- (6) tax returns and audit records will be retained for at least seven years.