



EXECUTED this 19<sup>th</sup> day of April, 2017

BEAVER LAKE RANCH ASSOCIATION, INC.,  
A Texas non-profit corporation

By: Edwin Case  
Edwin Case, Secretary  
Beaver Lake Ranch Association, Inc.

STATE OF TEXAS

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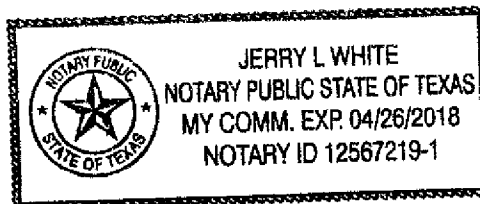
COUNTY OF COLLIN

This instrument was acknowledged before me on the 19<sup>th</sup> day of April, 2017, by Edwin Case, Secretary of BEAVER LAKE RANCH ASSOCIATION, INC., a Texas nonprofit corporation, on behalf of said corporation.

Jerry L White

Notary Public in and for the State of Texas

After Recording, Return to:  
Manning & Meyers, Attorneys at Law  
4340 N. Central Expressway, Suite 200  
Dallas, Texas 75206



# Document Retention Policy

## Beaver Lake Ranch Association, Inc.

STATE OF TEXAS

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COUNTY OF COLLIN

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KNOW ALL MEN BY THESE PRESENTS:

We, the undersigned, being the directors of the **BEAVER LAKE RANCH ASSOCIATION, INC.**, a Texas non-profit Association (the "**Association**"), pursuant to Section 209.005 of the Texas Property Code, do, by unanimous consent, take the following corporate action and adopt the following resolutions, which corporate action and resolutions shall have the same force and effect as a unanimous vote of all the directors of the Association at a duly called meeting of the Board of Directors of said Association:

**WHEREAS**, certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates of formation, bylaws, and covenants must be retained permanently by the Association.

**WHEREAS**, financial books and records must be retained for a minimum of seven years.

**WHEREAS**, account records of current owners must be retained for a minimum of five years.

**WHEREAS**, contracts with a term of one year or more must be retained for a minimum of four years after the expiration of the contract term.

**WHEREAS**, minutes of meetings of the owners and the board must be retained for a minimum of seven years.

**WHEREAS**, tax returns and audit records must be retained for a minimum of seven years.

**RESOLVED:** that, pursuant to the provisions of The Texas Property Code, Section 209.005, and that certain Declaration of Covenants, Conditions and Restrictions for Beaver Lake Ranch, recorded at Instrument No. 22003-0098796, Real Property Records of Collin County, Texas, as same has been amended (the "**Declaration**"), and the Bylaws of the Association, the Board of Directors of the Association hereby adopt the following Document Retention Policy:

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

**[signature page follows]**

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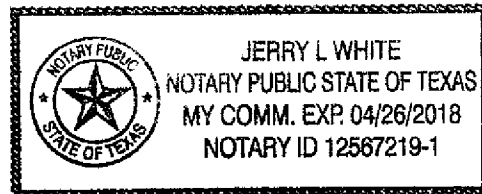
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Official Public Records  
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Collin County, TEXAS  
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