

**RESOLUTION OF THE BOARD OF DIRECTORS OF
CROSS MOUNTAIN RANCH HOMEOWNERS ASSOCIATION, INC.
REGARDING RECORDS RETENTION POLICY**

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF BEXAR §

Pursuant to Section 209.005(M), Texas Property Code, CROSS MOUNTAIN RANCH HOMEOWNERS ASSOCIATION, INC., a Texas non-profit corporation, sometimes known as "CMR" or "Association" herein, acting through its Board of Directors, has adopted the following records retention policy, to-wit:

- 1) the certificate of formation (formerly known as articles of incorporation), 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 seven years;
- 3) account records of current owners shall be retained for five years;
- 4) contracts with a term of one year or more shall be retained for four years after the expiration of the contract term;
- 5) minutes of meetings of the owners and the board shall be retained for seven years.
- 6) tax returns and audit records shall be retained for seven years.

By their signatures below the President and Treasurer of the Association certify that the foregoing was approved by the Board of Directors of the Association at a duly-called meeting of the Board of Directors at which a quorum of Directors was present, or by signed, unanimous written consent in lieu of a meeting.

Thus executed this _____ day of December, 2011

CROSS MOUNTAIN RANCH HOMEOWNERS
ASSOCIATION, INC.

By: _____
_____, Its President

ATTEST:

By: _____
_____, Its Treasurer

STATE OF TEXAS §
 §
COUNTY OF BEXAR §

I hereby certify that the forgoing instrument was acknowledge before me, the undersigned Notary, by _____, President, CROSS MOUNTAIN RANCH HOMEOWNERS ASSOCIATION, INC. on the date of execution set forth above.

Notary Public, State of Texas

STATE OF TEXAS §
 §
COUNTY OF BEXAR §

I hereby certify that the forgoing instrument was acknowledge before me, the undersigned Notary, by _____, Treasurer, CROSS MOUNTAIN RANCH HOMEOWNERS ASSOCIATION, INC. on the date of execution set forth above.

Notary Public, State of Texas

AFTER RECORDING RETURN TO:

Cross Mountain Ranch Homeowners Association, Inc.
c/o Peter Kilpatrick
Langley & Banack, Inc.
745 E. Mulberry, 9th Floor
San Antonio, Texas 78212