

BOARD RESOLUTION
ASSOCIATION RECORDS RETENTION, PRODUCTION AND COPYING POLICY

WHEREAS, The Board of Directors shall have the powers and duties necessary for the administration of the affairs of the Association and for the operation and maintenance of the properties in keeping with the character and quality of the area in which they are located. The Board of Directors has established the following policy regarding the retention, production and copying of association records for association members as required in HG 2761 adopted January 1, 2012.

THEREFORE, THE BOARD OF DIRECTORS HEREBY RESOLVES THAT, as of January 1, 2012 the Board of Directors adopts the following records retention, production and copying policy:

Associations governing documents will be retained permanently; financial records – 7 years; owners account records – 5 years; contracts – 4 years after the end of the contract terms; meeting minutes – 7 years, tax returns and audit records – 7 years.

An owners request to inspect records must be sent via certified mail to the association's address or the address of the registered managing agent and must contain sufficient detail as to the records requested.

Copies of association records will be made available at the office of the managing agent by appointment during regular business hours.

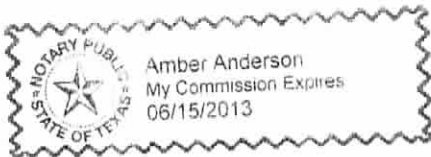
Personal information of individual owners, attorney communications or account numbers of bank accounts will not be made available.

- Financial records are available after the 20th of the following month
- Copies are provided at .10 per copy, exact change required
- Staff time necessary to pull records, make copies, answer questions regarding the information requested will be charged at the rate of \$15 per hour
- An appointment to pick-up documents will be made available

The State of Texas)
The County of Denton)

Executed by *Carla Guhr*, President, Lakeview Ranch Homeowners Association, Inc.

Sworn to me this 14th day of September, 2011 by *Carla Guhr*,
Carla Guhr, President of Lakeview Ranch Homeowners Association, Inc.



Amber Anderson
Notary Public
6/15/2013
My Commission Expires

After filing please return to: Vision Communities Management, 2301 Ohio Drive, Suite 236, Plano, TX 75093