

**RESOLUTION
OF THE BOARD OF DIRECTORS OF
PRINCETON CROSSROADS HOMEOWNERS ASSOCIATION, INC.**

WHEREAS, Princeton Crossroads is a residential subdivision located in Collin County, Texas (the “**Subdivision**”) and Princeton Crossroads Homeowners Association, Inc. (the “**Association**”) is a property owners association made up of owners of the lots in the Subdivision;

WHEREAS, the Association is subject to those certain Bylaws of Princeton Crossroads Homeowners Association, Inc. recorded on October 7th, 2019 as Document No. 20191007001253910 of the Official Public Records of Real Property of Collin County, Texas (the “**Bylaws**”);

WHEREAS, pursuant to Article IV(C)(1) of the Bylaws the Board of Directors is granted all powers vested in the Association, including the power to manage the affairs of the Association; and

WHEREAS, the Board of Directors wishes to adopt the Records Production and Copying Policy, Document Retention Policy, Payment Plan Policy, Guidelines for Display of Flags, Guidelines for Solar Energy Devices, Guidelines for Rainwater Recovery Systems, and Guidelines for Display of Certain Religious Items attached hereto and incorporated herein as exhibits hereto.

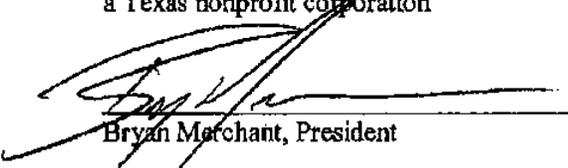
NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors that in order to ensure the business and affairs of the Association and the welfare of the members of the Association, the Association establishes the following policies: Records Production and Copying Policy, Document Retention Policy, Payment Plan Policy, Guidelines for Display of Flags, Guidelines for Solar Energy Devices, Guidelines for Rainwater Recovery Systems, and Guidelines for Display of Certain Religious Items attached hereto and incorporated herein as exhibits hereto as policies and guidelines governing the Association.

[SIGNATURE PAGE TO FOLLOW]

EXECUTED this 11th day of October, 2019.

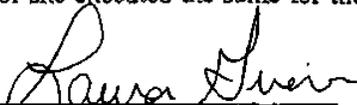
ASSOCIATION:

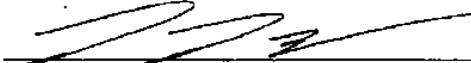
PRINCETON CROSSROADS HOMEOWNERS ASSOCIATION, INC.,
a Texas nonprofit corporation

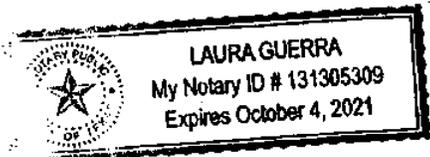

Bryan Merchant, President

STATE OF TEXAS §
 §
COUNTY OF Montgomery §

This instrument was acknowledged before me on the 3rd day of September, 2019 by Bryan Merchant, President of Princeton Crossroads Homeowners Association, Inc., a Texas nonprofit corporation, who acknowledged to me that he or she executed the same for the purposes set forth herein.

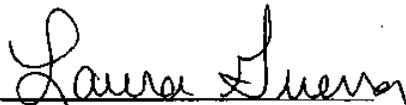

Notary Public, State of Texas

ACKNOWLEDGED:

Lucas Lansman, Secretary



STATE OF TEXAS §
 §
COUNTY OF Montgomery §

This instrument was acknowledged before me on the 3rd day of September, 2019 by Lucas Lansman, Secretary of Princeton Crossroads Homeowners Association, Inc., a Texas nonprofit corporation, who acknowledged to me that he or she executed the same for the purposes set forth herein.


Notary Public, State of Texas

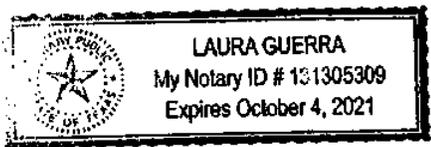


EXHIBIT B

DOCUMENT RETENTION POLICY

WHEREAS, Princeton Crossroads Homeowners Association, Inc. (the “**Association**”) is charged with administering and enforcing that certain Declaration of Covenants, Conditions and Restrictions for Princeton Crossroads recorded on September 5th, 2019 as Document No. 20190905001091580 of the Official Public Records of Real Property of Collin County, Texas (the “**Declaration**”);

WHEREAS, Texas Property Code Section 209.005 has been amended to add Subsection (m);

WHEREAS, Texas Property Code Section 209.005(m) requires that the Association adopt a document retention policy that prescribes the timeframes for which the Association will maintain governing documents and other records generated on or after January 1, 2012 (collectively, the “**Association Records**”);

WHEREAS, the Association’s Bylaws provide that the affairs of the Association shall be managed by the Association’s Board of Directors (the “**Board**”); and

WHEREAS, the Board desires to adopt a policy in accordance with Texas Property Code Section 209.005(m).

NOW, THEREFORE, the Board has duly adopted the following Document Retention Policy (the “**Policy**”):

1. Association Records may be maintained in paper or electronic format.
2. Association Records shall be retained for the durations listed below:
 - a. certificate of formation or articles of incorporation, bylaws, restrictive covenants, and all amendments to the same shall be retained permanently;
 - b. financial books and records shall be retained for seven (7) years;
 - c. account records of current owners shall be retained for five (5) years;
 - d. contracts with a term of one (1) year or more shall be retained for four (4) years after the expiration of the contract term;
 - e. minutes of meetings of the owners and the Board shall be retained for seven (7) years;
 - f. tax returns and audit records shall be retained for seven (7) years.

3. Any documents not described above may be retained for the duration deemed necessary by the Association, in the sole discretion of the Board.

4. Upon expiration of the retention period listed above, the Association Records may be destroyed, discarded, deleted, purged or otherwise eliminated.

5. This Policy is effective upon recordation and supersedes any policies regarding retention of Association Records that may have previously been in effect. Except as affected by this Policy, all other provisions contained in the Declaration and/or any other dedicatory instruments of the Association shall remain in full force and effect.