

Denton County
Cynthia Mitchell
County Clerk
Denton, Tx 76202



70 2011 00123366

Instrument Number: 2011-123366

As

Recorded On: December 28, 2011

Misc General Fee Doc

Parties: TIMBERVIEW ESTATES WEST HOA INC

To

Billable Pages: 3

Number of Pages: 3

Comment:

(Parties listed above are for Clerks reference only)

**** Examined and Charged as Follows: ****

Misc General Fee Doc	19.00
Total Recording:	19.00

***** DO NOT REMOVE. THIS PAGE IS PART OF THE INSTRUMENT *****

Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

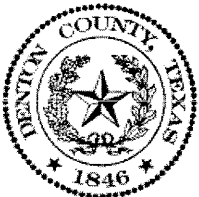
File Information:

Document Number: 2011-123366
Receipt Number: 858543
Recorded Date/Time: December 28, 2011 09:34:26A

User / Station: D Kitzmiller - Cash Station 2

Record and Return To:

PREMIER COMMUNITIES
3102 OAKLAWN AVE
STE 202
DALLAS TX 75219



THE STATE OF TEXAS }
COUNTY OF DENTON }

I hereby certify that this instrument was FILED in the File Number sequence on the date/time printed hereon, and was duly RECORDED in the Official Records of Denton County, Texas.

C Mitchell

County Clerk
Denton County, Texas

Timberview Estates West Homeowners' Association, Inc.
3102 Oak Lawn, Suite 202
Dallas, TX 75219

Document Retention Policy

WHEREAS, the Board of Directors (the "Board") of Timberview Estates West Homeowners' Association, Inc. (the "Association") wishes to adopt a Document Retention Policy in order to be compliant with Section 209.005(m) of the Texas Property Code; and

WHEREAS, the Board intends to file this policy in the real property records of each county in which the subdivision is located, in compliance with Sections 209.005 and 202.006 of the Texas Property Code; and

NOW, THEREFORE, IT IS RESOLVED that the following Document Retention Policy is established by the Board:

1. Certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates 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.

This policy shall supersede and render null and void any previously adopted policy to the extent that the terms of such policy are contradictory.

[signature page to follow]

Document Retention Policy

This is to certify that the foregoing Document Retention Policy was adopted by the Board of Directors, in accordance with Section 209.005 of the Texas Property Code.

Gerald Leeseberg
Name: GERALD LEESEBERG
Title: PRESIDENT
Date: 12-13-2011

STATE OF TEXAS §
 §
COUNTY OF Denton §

This instrument was acknowledged before me on the 13th day of December, 2011, by Gerald Leeseberg, President of Timbercreek Estates West, a Texas non-profit corporation, on behalf of said corporation.

Carmen Montes
Notary Public, State of Texas

AFTER RECORDING RETURN TO:

Premier Communities Management
3102 Oak Lawn Avenue, Suite 202
Dallas, TX 75219

