

Denton County  
Cynthia Mitchell  
County Clerk  
Denton, Tx 76202



70 2012 00001531

Instrument Number: 2012-1531

As

Recorded On: January 06, 2012

Misc General Fee Doc

Parties: HOMEOWNERS ASSOC AT COUNTRY LAKES

Billable Pages: 3

To

Number of Pages: 3

Comment:

( Parties listed above are for Clerks reference only )

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

Misc General Fee Doc	24.00
<b>Total Recording:</b>	<b>24.00</b>

\*\*\*\*\* 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.

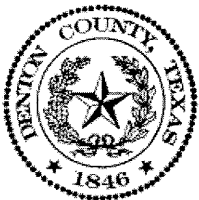
**File Information:**

Document Number: 2012-1531  
Receipt Number: 861424  
Recorded Date/Time: January 06, 2012 09:52:38A

**Record and Return To:**

PREMIER COMMUNITIES  
3102 OAK LAWN AVE STE 202  
DALLAS TX 75219

User / Station: H Dunn - Cash Station 4



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

Owners Association at Country Lakes

**Document Retention Policy**

**WHEREAS**, the Board of Directors (the "Board") of Owners Association at Country Lakes (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]

