

\*VG-342-2016-98615\*

**Denton County**  
**Juli Luke**  
**County Clerk**

---

**Instrument Number:** 98615

Real Property Recordings

MISCELLANEOUS

Recorded On: August 15, 2016 08:44 AM

Number of Pages: 4

---

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

Total Recording: 38.00

---

**\*\*\*\*\* 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: 98615  
Receipt Number: 20160812000236  
Recorded Date/Time: August 15, 2016 08:44 AM  
User: TJ D  
Station: Station 9

**Record and Return To:**

SOUTHRIDGE ESTATES HOA INC  
PO BOX 668  
DENTON TX 76202



STATE OF TEXAS  
COUNTY OF DENTON

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

Juli Luke  
County Clerk  
Denton County, TX

**SOUTHRIDGE ESTATES HOMEOWNERS ASSOCIATION, INC.**  
**RECORDS RETENTION POLICY**

---

THE STATE OF TEXAS     §

COUNTY OF DENTON     §

I, Michelle A. Emick, Secretary of Southridge Estates Homeowners Association, Inc. (the “**Association**”), do hereby certify that at a meeting of the Board of Directors of the Association (the “**Board**”) duly called and held on the eighth day of August, 2016, with at least a quorum of the Board being present and remaining throughout, and being duly authorized to transact business, the following Records Retention Policy (this “**Policy**”) was duly approved by a unanimous vote of the members of the Board in attendance:

**RECITALS:**

1. Chapter 209 of the Texas Property Code was amended to add Section 209.005(m) requiring property owners’ associations to adopt a Records Retention Policy and to set forth minimum retention periods for particular types of documents.

2. The Board of Directors of the Association desires to adopt a Records Retention Policy, consistent with the applicable provisions in Chapter 209 of the Texas Property Code.

**POLICY:**

It is the policy of the Association to retain the records of the Association listed below for the periods of time set forth below. The Association is not required to retain any other records. As used herein, “records” means documents originated or obtained by the Association in connection with its operations, whether a paper document or a document in electronic form.

**1.     Retention Periods.**

<b>Record Description</b>	<b>Record Retention Period</b>
a) Financial records (including budgets, financial reports, bank records, and paid invoices)	Seven (7) years
b) Lot records (including modifications and new construction approvals)	Permanently
c) Current homeowner account records (including records relating to assessments and other sums owed and paid to the Association and records relating to violations of any dedicatory instrument of the Association) of current owners	Five (5) years

d) Former homeowner account records (including records relating to assessments and other sums owed and paid to the Association and records relating to violations of any dedicatory instrument of the Association) of former owners	One (1) year after the former owner ceases to own a lot in the subdivision
e) Contracts	Four (4) years after expiration or termination of the contract
f) Minutes of meetings of the Board of Directors	Seven (7) years
g) Minutes of meetings of the members	Seven (7) years
h) Federal tax returns	Seven (7) years
i) State tax returns, if any	Seven (7) years
j) Audit reports	Seven (7) years
k) Articles of Incorporation and Bylaws of the Association and all amendments; Declaration of Covenants, Conditions, and Restrictions; and all amendments and supplements to the Declaration of Covenants, Conditions and Restrictions; annexation documents; and deeds conveying real property to the Association	Permanently
l) Other dedicatory instruments of the Association not listed in (k), above, including, without limitation, Architectural Guidelines, Rules and Regulations and Policies	One (1) year after the date the document is rescinded or superseded by another document
m) Minutes and reports of committees	Seven (7) years
n) Insurance policies	Four (4) years after expiration or termination of the policy
o) Insurance claims and related documents	Four (4) years after the claim is resolved
p) Personnel records, excluding payroll records	Permanently
q) Payroll records	Five (5) years after the date of termination of employment
r) Reserve study	For the period of time covered by the study, plus two (2) years
s) Legal opinions issued by counsel for the Association	Permanently
t) Suit files	Seven (7) years after the date the suit is resolved

Destruction of Documents.

The documents listed in Section 1 above will be destroyed as soon as practicable when the applicable retention period expires. Other documents of the Association not listed in Section 1 above, will be destroyed when deemed appropriate by the Board of Directors of the Association. Destruction of documents shall be in a manner in keeping with currently recognized industry standards at the time of destruction. Provided, however, immediately upon learning of an investigation or court proceeding involving an Association matter, all documents and records (both hard copy and electronic, including e-mail) related to the investigation or proceeding must be preserved; this exception supersedes any established destruction schedule for the records in question to the contrary.

**CERTIFICATION**

I hereby certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing Records Retention Policy was approved by a unanimous vote of the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Denton County, Texas.

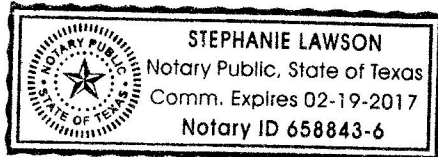
TO CERTIFY which, witness my hand this the 12<sup>th</sup> day of August, 2016.

**SOUTHRIDGE ESTATES  
HOMEOWNERS  
ASSOCIATION, INC.**

By: Michelle A. Emick  
Print Name: Michelle A. Emick  
Secretary

THE STATE OF TEXAS     §  
COUNTY OF DENTON     §

BEFORE ME, the undersigned notary public, on this 12<sup>th</sup> day of August, 2016, personally appeared Michelle A. Emick, Secretary of Southridge Estates Homeowners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purpose and in the capacity therein expressed.



Stephanie Lawson  
Notary Public in and for the State of Texas

Return to:  
Southridge Estates Homeowners Association, Inc.  
P.O. Box 668  
Denton, Texas 76202-0668