

Kaufman County
Laura Hughes
County Clerk

Instrument Number: 2012-0001252

MISCELLANEOUS

Party: TRAVIS RANCH PROPERTY OWNERS ASSOCIATION INC

Billable Pages: 3
Number of Pages: 4

FILED AND RECORDED - REAL RECORDS	CLERKS COMMENTS
On: 01/23/2012 at 09:25 AM	WALK IN
Document Number: <u>2012-0001252</u>	
Receipt No: <u>12-1238</u>	
Amount: \$ <u>24.00</u>	
Vol/Pg: <u>V:4065 P:177</u>	



STATE OF TEXAS
COUNTY OF KAUFMAN

I hereby certify that this instrument was filed on the date and time stamped hereon by me and was duly recorded in the Official Public Records of Kaufman County, Texas.

Laura A. Hughes

Laura Hughes, County Clerk

Recorded By: Cynthia Ramirez, Deputy

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.

Record and Return To:

PREMIER COMMUNITITES MANAGEMENT
3102 OAK LAWN AVENUE STE 202
DALLAS, TX 75219



**Travis Ranch Property Owners Association, Inc.
3102 Oak Lawn, Suite 202
Dallas, TX 75219**

Dedictory Instruments

Policy for Document Retention

WHEREAS, Lots in Travis Ranch are subject to the Declaration of Covenants, Conditions & Restrictions for Travis Ranch Property Owners Association Inc., recorded on Jan. 4, 2005 as Document Number 00028654 in the Real Property Records, Kaufman County, Texas. **The Association wishes to adopt reasonable guidelines for document retention for the Association; and**

WHEREAS, the Board wishes to update and adopt these reasonable guidelines to be in compliance with Section 209.0062 of the Texas Property Code; and

WHEREAS, the Board intends to file these guidelines in the real property records of each county in which the subdivision is located, in compliance with Section 209.0062 of the Texas Property Code; and

NOW, THEREFORE, IT IS RESOLVED that the attached document retention policy has been established by the Board and is to be recorded with the Real Property Records.

Travis Ranch Property Owners Association, Inc.
3102 Oak Lawn, Suite 202
Dallas, TX 75219

Document Retention Policy

WHEREAS, the Board of Directors (the "Board") of Travis Ranch Property Owners 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]

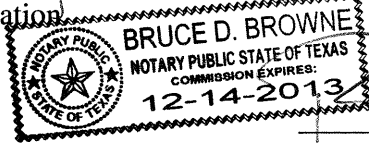
Document Retention Policy

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.

Jack T. Tate
Name: Jack T. Tate
Title: Director
Date: October 6, 2011

STATE OF TEXAS §
COUNTY OF Dallas §

This instrument was acknowledged before me on the 6 day of October 20 11, by Jack T. Tate, Director of Travis Ranch Property Owners Association Inc, a Texas non-profit corporation, on behalf of said corporation.



Bruce D. Browne
Notary Public, State of Texas

AFTER RECORDING RETURN TO:

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

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