

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 Timberview 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*

