

MARY LOUISE GARCIA

COUNTY CLERK



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PREMIER COMMUNITIES MANAGEMENT COMPANY
3102 OAK LAWN AVE STE 202
DALLAS, TX 75219

Submitter: CARRIAGE GATE
HOMEOWNERS ASSOCIATION
INC

DO NOT DESTROY
WARNING - THIS IS PART OF THE OFFICIAL RECORD.

Filed For Registration: 12/21/2011 3:03 PM

Instrument #: D211308217

OPR 3 PGS \$20.00

By: Mary Louise Garcia

D211308217

ANY PROVISION WHICH RESTRICTS THE SALE, RENTAL OR USE OF THE DESCRIBED REAL PROPERTY
BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.

Prepared by: CAMADDOCK

Carriage Gate Homeowner's Association, Inc.

Document Retention Policy

WHEREAS, the Board of Directors (the "Board") of *Carriage Gate Homeowner's 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]

This is to certify that the foregoing Document Retention Policy was adopted by the Board of

Document Retention Policy

Directors, in accordance with Section 209.005 of the Texas Property Code.

Virginia D. Henley
Name: Virginia D. Henley
Title: President
Date: 10/7/2011

STATE OF TEXAS

COUNTY OF Tarrant

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This instrument was acknowledged before me on the 7th day of October, 2011, by Virginia, Henley of Carriage Gate HOA, a Texas non-profit corporation, on behalf of said corporation.



Tera E. Bellemare
Notary Public, State of Texas

AFTER RECORDING RETURN TO:

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