

Document No. 2012-00000350

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Parties: CLIFFS PROPERTY OWNERS ASSOC INC

to

PUBLIC

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FILED AND RECORDED  
REAL RECORDS

On: 01/19/2012 at 09:12 AM

Document Number: 2012-00000350

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Amount: \$ 24.00

By: naomi

Janette K. Green, County Clerk  
Palo Pinto County, Texas

4 Pages



STATE OF TEXAS  
COUNTY OF PALO PINTO

I hereby certify that this instrument was filed on the date and time stamped hereon by me and was duly recorded under the Document Number stamped hereon of the Official Public Records of Palo Pinto County.

Janette K. Green, County Clerk

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Record and Return To:



DOUBLE DIAMOND INC  
ATT: FELICIA SIAS  
5459 BELTLINE RD STE 200  
DALLAS, TX 75254

Cliffs Property Owners Association, Inc.  
DOCUMENT RETENTION POLICY

STATE OF TEXAS           §  
  §        KNOW ALL PERSONS BY THESE PRESENTS:  
COUNTY OF PALO PINTO §

WHEREAS, chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005(m) ("Section 209.005") thereto regarding retention of the Cliffs Property Owners Association, Inc. ("Association") documents and records ("Documents"); and

WHEREAS, the Board of Directors of the Association ("Board") desires to establish a policy for document retention consistent with Section 209.005 and to provide clear and definitive guidance to owners.

NOW, THEREFORE, the Board has duly adopted the following Document Retention Policy.

1. Association Documents may be maintained in paper format or in an electronic format that can be readily transferred to paper.
2. Association Documents shall be retained for the durations listed below:
  - a. Certificate of formation or articles of incorporation, bylaws, restrictive covenants, other dedicatory instruments and any amendments to same shall be retained permanently; and
  - b. Financial books and records, including annual budgets, reserve studies, monthly financial statements and bank statements, shall be retained for seven (7) years; and
  - c. Account records of current owners shall be retained for five (5) years; and
  - d. Account records of former owners shall be retained as a courtesy to that former owner for one (1) year after they no longer have ownership interest in the property; and
  - e. Contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term; and
  - f. Minutes of meetings of the owners and the Board shall be retained for seven (7) years after the date of the meeting; and
  - g. Tax returns and CPA audit records shall be retained for seven (7) years after the last date of the return or audit year; and
  - h. Decisions of the Cliffs Property Owners Association, Inc. Architectural Control Committee or Board regarding applications, variances,

waivers or related matters associated with individual properties shall be retained for seven (7) years from the decision date.

- 3. Any Documents not described above may be retained for the duration deemed to be useful to the purpose of the Association, in the sole discretion of the Board.
- 4. Upon expiration of the retention period listed above, the Documents shall no longer be considered Association records and may be destroyed, discarded, deleted, purged, or otherwise eliminated.


This policy is effective upon recordation in the Real Property Records of Palo Pinto County, Texas, and supersedes any policy regarding document retention which may have previously been in effect. Except as affected by Section 209.005 and/or by this policy, all other provisions contained in the Association's governing documents, including the Declaration or any other dedicatory instruments, shall remain in full force and effect.

Approved and adopted by the Board on this 21<sup>st</sup> day of December 2011.

We, the undersigned, being all the directors of Cliffs Property Owners Association, Inc., a Texas non-profit corporation, hereby certify that this Document Retention Policy reflects the desires of the Board, and the same is hereby ratified and approved by the Association.

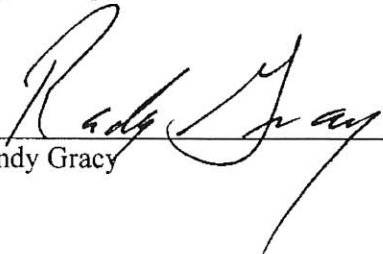
  
R. Mike Ward

  
Fred K. Curran

  
Randy Gracy

\_\_\_\_\_  
Jeff Heldenbrand

IN WITNESS HEREOF, I, being the Assistant Secretary of the Cliffs Property Owners Association, Inc., a Texas non-profit corporation, hereby affirm that the preceding Cliffs Property Owners' Association, Inc. DOCUMENT RETENTION POLICY is a true and correct original copy.

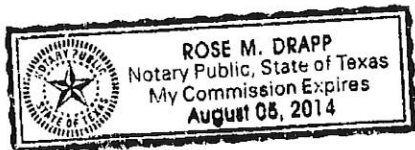
  
\_\_\_\_\_  
Randy Gracy

THE STATE OF TEXAS

COUNTY OF DALLAS

BEFORE ME, the undersigned, a Notary Public in and for the State, on this day personally appeared Randy Gracy, and that being duly sworn, each declared that he is the person who signed the foregoing document as Assistant Secretary and that the statements contained therein are true and correct.

GIVEN UNDER MY HAND AND SEAL OF THE OFFICE this, 21<sup>st</sup> day of December, 2011.



  
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NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS