

AFTER RECORDING RETURN TO:
BAIRD, CREWS, SCHILLER & WHITAKER, P. C.
 15 North Main Street
 Temple, Texas 76501

DOCUMENT RETENTION POLICY
FOR
HARTRICK VALLEY ESTATES HOMEOWNERS' ASSOCIATION,
 a Texas nonprofit property owners' association
 [pursuant to Texas Property Code, Section 209.005]

Date: March 29, 2016

Homeowners' Association: **HARTRICK VALLEY ESTATES HOMEOWNERS' ASSOCIATION, a Texas nonprofit property association**

Homeowners' Association's Address: **5130 Brush Creek Road, Fort Worth, Texas 76119**

Subdivision: **HARTRICK VALLEY ESTATES, a subdivision within the E.T.J. of the City of Temple, Bell County, Texas**

It is the policy of the Homeowners' Association to retain the Homeowners' Association records for the time periods set out below:

TYPE OF RECORD	RETENTION PERIOD IN YEARS	
ACCOUNTING		
• Account records of current owners	5	[Property Code Section 209.005(m)(3)]
• All other financial books and records	7	[Property Code Section 209.005(m)(2)]
CORPORATE RECORDS		
• Certificates of Formation and all amendments	Permanent	[Property Code Section 209.005(m)(1)]
• Bylaws and all amendments	Permanent	[Property Code Section 209.005(m)(1)]
• Restrictive Covenants and amendments	Permanent	[Property Code Section 209.005(m)(1)]
• Minutes of meetings of the Owners and the Board of Directors	7	[Property Code Section 209.005(m)(5)]
LEGAL		
• Contracts with a term of 1 year or more	4 years after expiration of the contract term [Property Code Section 209.005(m)(4)]	
PERSONNEL		
• Employee earnings/payroll records	3	[FLSA, Equal Pay Act]
• Time cards / sheets	3	[FLSA]
• Form I-9	3 years after date of hire or 1 year after date of termination, whichever is later [Immigration Reform & Control Act]	
TAXES		
• Income tax returns, audit records and cancelled checks (federal, state and local)	7	[Property Code Section 209.005(m)(6) and IRS Code]
• Payroll tax returns	4	[IRS Code]

HARTRICK VALLEY ESTATES HOMEOWNERS' ASSOCIATION,
a Texas nonprofit property owners' association

By: Jacob DeKoker
JACOB DEKOKER, President

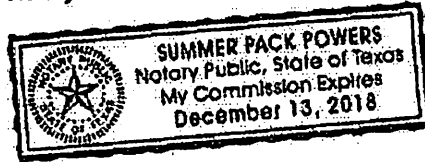
ACKNOWLEDGMENT

STATE OF TEXAS
COUNTY OF Saltwater

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This instrument was acknowledged and signed before me on April 11, 2016, by Jacob DeKoker, President of Hartrick Valley Estates Homeowners' Association, a Texas nonprofit property owners' association, on behalf of said nonprofit association.

Summer Pack Powers
Notary Public



PREPARED IN THE LAW OFFICE OF:
BAIRD, CREWS, SCHILLER & WHITAKER, P.C.
ATTN: MARSHA L. SCHILLER-LUNDE
15 North Main Street
Temple, Texas 76501
www.bcswlaw.com

DOCUMENT RETENTION POLICY

011815/53394

**** Electronically Filed Document ****

**Bell County, Tx
Shelley Coston
County Clerk**

**Document Number: 2016-16421
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Parties:

**Direct- HARTRICK VALLEY ESTATES HOMEOWNERS ASSOCIATION
Indirect- EX PARTE**

**Receipt Number: 267165
Processed By: Heather Ables**

(Parties listed above are for Clerks reference only)

***** 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.

I hereby certify that this instrument was filed on the date and time stamped hereon and was duly recorded in the Real Property Records in Bell County, Texas



**Shelley Coston
Bell County Clerk**

A handwritten signature in cursive script that reads "Shelley Coston".