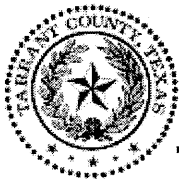


MARY LOUISE GARCIA

COUNTY CLERK



100 West Weatherford Fort Worth, TX 76196-0401

PHONE (817) 884-1195

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

Submitter: MEADOW GLEN HOA

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

Filed For Registration: 1/4/2012 3:27 PM

Instrument #: D212002451

OPR

4

PGS

\$24.00

By: \_\_\_\_\_

*Mary Louise Garcia*

D212002451

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: MGSALAZAR

3

**Meadow Glen Homeowners Association, Inc.  
3102 Oak Lawn, Suite 202  
Dallas, TX 75219**

**Dedicatory Instruments**

**Policy for Document Retention**

**WHEREAS, Meadow Glen Homeowners Association, Inc.** (the "Association") is an addition in Tarrant County, Texas. The final plats were recorded in the Real Property Records of Tarrant County, Texas as; Phase I - Document No. D205349171 on November 25, 2005; Phase II - Document No. D206125992 on April 28, 2006; and Amending Phase I - Document No. D206173104 on June 8, 2006. Lots in Meadow Glen are subject to the Declaration of Covenants, Conditions & Restrictions for Meadow Glen Homeowners Association, recorded on June 17, 2005 as Document Number D205171905 in the Real Property Records, Tarrant 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.

Meadow Glen Homeowners' Association, Inc.  
3102 Oak Lawn Ave Suite 202  
Dallas, TX 75219

**Document Retention Policy**

**WHEREAS**, the Board of Directors (the "Board") of *Meadow Glen 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]

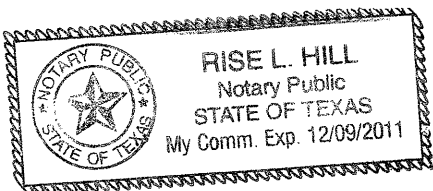
Document Retention Policy

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.

Name: Eileen Klausen  
Title: Vice President/Treasurer  
Date: 12/8/2011

STATE OF TEXAS §  
COUNTY OF Tarrant §

This instrument was acknowledged before me on the 8 day of Dec 20 11, by Eileen Klausen of Meadow Glen Homeowners Association a Texas non-profit corporation, on behalf of said corporation.



Rise L. Hill  
Notary Public, State of Texas

AFTER RECORDING RETURN TO:  
  
*Premier Communities Management*  
3102 Oak Lawn Avenue, Suite 202  
Dallas, TX 75219