

Johnson County
Becky Ivey
County Clerk
Cleburne 76033



70 2015 00027464

Instrument Number: 2015-27464

As
Declaration

Recorded On: December 09, 2015

Parties:
To

Unofficial Copy

Billable Pages: 4
Number of Pages: 5

Comment:

(Parties listed above are for Clerks reference only)

**** Examined and Charged as Follows: ****

Declaration	38.00
Total Recording:	38.00

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***** DO NOT REMOVE. 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.

File Information:

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MCDONALD SANDERS *ENV
777 MAIN ST SUITE 1300
FORT WORTH TX 76102



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I hereby certify that this instrument was filed on the date and time stamped hereon and was duly recorded in the Volume and Page of the named records in Johnson County, Texas.

Any provision herein which restricts the sale, rental or use of the described Real Estate because of color race is invalid and unenforceable under Federal law.

Becky Ivey
BECKY IVEY, COUNTY CLERK
JOHNSON COUNTY, TEXAS

PRAIRIE TIMBER ESTATES HOMEOWNERS ASSOCIATION, INC.

RECORDS RETENTION, PRODUCTION AND COPYING POLICY

WHEREAS, Prairie Timber Estates Homeowners Association, Inc. (the "Association") is charged with administering and enforcing the Declaration of Covenants, Conditions and Restrictions, recorded at Book 4387, Page 0621, Instrument Number 024616 in the real property records of Johnson County, Texas, as amended by the Amended and Restated Declaration of Covenants, Conditions and Restrictions, recorded as Instrument Number 2014-11100 in the real property records of Johnson County, Texas, together with any other filing or amendments of record (collectively, the "Declaration"), for the Prairie Timber Estates subdivision;

WHEREAS, Section 209.005(m) of the Texas Property Code requires property owners' associations to adopt and comply with a records retention policy;

WHEREAS, Section 209.005(i) of the Texas Property Code requires property owners' associations to adopt a records production and copying policy and record it as a dedicatory instrument; and

WHEREAS, the Board of Directors of the Association ("Board") desires to establish this policy for records retention, production and copying consistent with Section 209.005.

NOW, THEREFORE, BE IT RESOLVED THAT:

The following RECORDS RETENTION, PRODUCTION AND COPYING POLICY is hereby adopted:

RECORDS RETENTION

1. Certificates of formation, bylaws, restrictive covenants, other dedicatory instruments and any amendments to same shall be retained permanently.
2. Financial books and records shall be retained for at least seven years.
3. Account records of current owners shall be retained for at least five years.
4. Contracts with a term of one year or more shall be retained for at least four years after the expiration of the contract term.
5. Minutes of meetings of the owners and the board shall be retained for at least seven years.
6. Tax returns and audit records shall be retained for at least seven years.

RECORDS PRODUCTION AND COPYING

1. An Owner, or a person designated in a writing signed by the Owner as the Owner's agent, attorney or certified public accountant, may make a request to access the books and records of the Association, provided that such Owner or designated agent submits a written request which contains sufficient detail to identify the records being requested and such request is sent to the Association by certified mail, return receipt requested.
2. The request must contain an election either to inspect the books and records before obtaining copies or to have the Association forward copies of the requested books and records to the Owner.
 - (a) If an inspection is requested, then the Association, on or before the 10th business day after the date the Association receives the request, shall send written notice of dates during normal business hours that the owner may inspect the requested books and records (to the extent those books and records are in the possession, custody, or control of the Association).
 - (b) If copies of identified books and records are requested, then the Association shall produce the requested books and records for the requesting party on or before the 10th business day after the date the Association receives the request (to the extent those books and records are in the possession, custody, or control of the Association).
 - (c) If the Association has no books or records in its possession, custody, or control which would be responsive to the request, then the Association may respond by so stating.
 - (d) If the Association is unable to produce the books or records requested on or before the 10th business day after the date the Association receives the request, the Association will provide the requestor written notice that: (1) informs the requestor that the Association is unable to produce the information on or before the 10th business day; and (2) states a date by which the information will be sent or made available for inspection to the requesting party that is not later than the 15th business day after the date of the original response from the Association.
3. All inspections shall take place at a mutually agreeable time during normal business hours of the Association.
4. The Association may produce books and records requested under this policy in hard copy, electronic, or other format reasonably available to the Association.

5. Absent a court order or the express written approval of the property owner whose records are the subject of the request, the Association will not allow inspection or copying of any books or records that identify the violation history of an individual owner, an owner's personal financial information, including records of payment or nonpayment of amounts due the Association, an owner's contact information (other than the owners' address), or information relating to an employee or contractor of the Association, including personnel files. Information may be released in an aggregate or summary manner that would not identify an individual property owner.
6. An attorney's files and records relating to the Association, excluding invoices requested by an Owner under Texas Property Code section 209.008(d), are not records of the Association and are not subject to inspection by the Owner or production in a legal proceeding. Also excluded from inspection and production are any documents that constitute attorney work product or attorney-client communications.
7. The requesting Owner is responsible for the costs related to the compilation, production, and reproduction of the requested information in the amounts described below. The Association may require advance payment of the estimated costs of compilation, production and reproduction of the requested information. If such advance payment is required, the Association shall notify the Owner in writing of the estimated cost. If the estimated costs are lesser or greater than the actual costs, the Association will submit a final invoice to the Owner on or before the 30th business day after the date the information is delivered. If the final invoice includes additional amounts due from the Owner, then the Owner has 30 business days after the invoice is sent to the Owner to pay the final invoice. If the Owner fails to reimburse the Association before the 30th business day after the final invoice is sent to the Owner, then the additional amounts on the final invoice may be added to the Owner's account as an assessment. If the estimated costs exceeded the final invoice amount, the Owner is entitled to a refund, and the refund will be issued to the Owner not later than the 30th business day after the date the final invoice is sent to the Owner.

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8. The Association hereby adopts the following schedule of charges for the production and copying of records:

- Copies: \$.10 per page for standard paper copies; \$.50 per page for overhead paper.
- Electronic Media: \$1.00 for each CD; \$3.00 for each DVD.
- Labor: \$15.00 per hour for actual time to locate, compile and reproduce records. Requests for 50 or fewer pages will incur no labor charges unless the records are located in a separate facility from the Association's office.
- Overhead: 20% of the total labor charges.
- Miscellaneous: The Association may charge for actual costs incurred in responding to the request, including costs for labels, boxes, folders, postage and/or shipping.

Approved and adopted this 3rd day of December, 2015, by the Board of Directors of Prairie Timber Estates Homeowners Association, Inc.

PRAIRIE TIMBER ESTATES HOMEOWNERS ASSOCIATION, INC., a Texas non-profit corporation

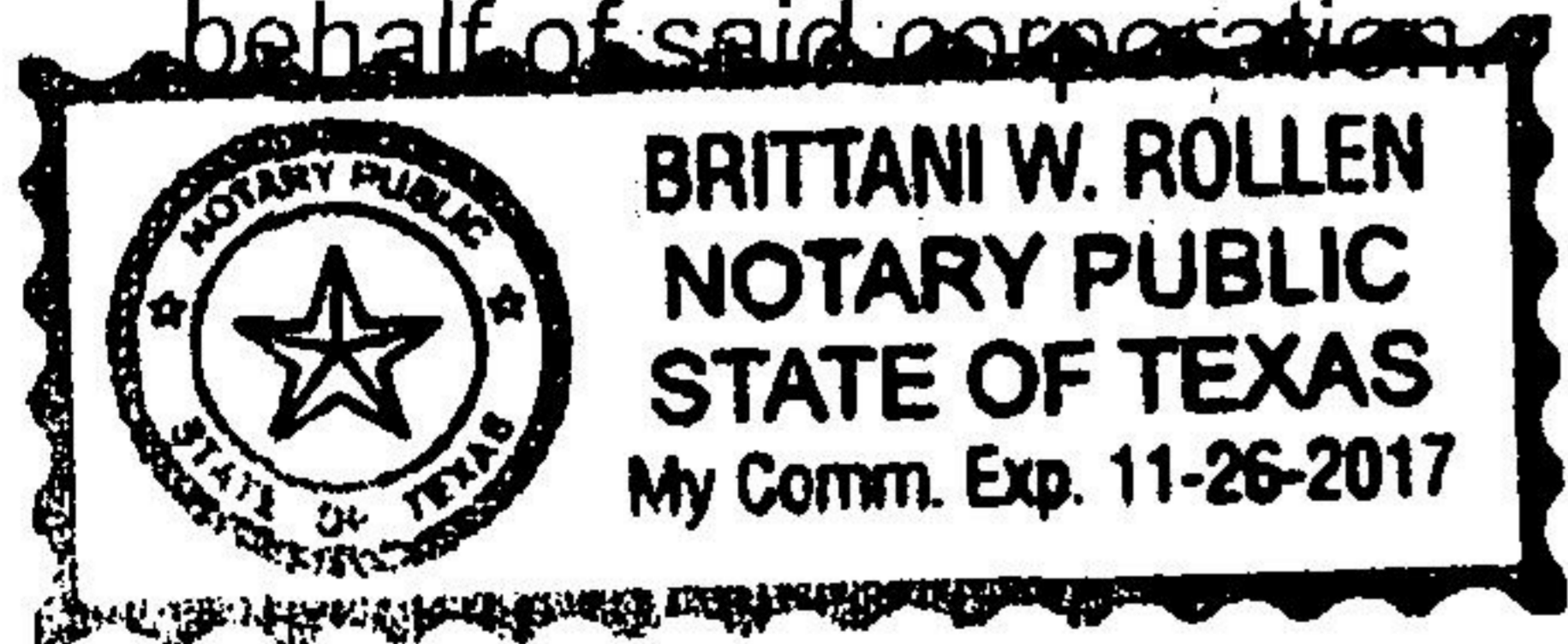
By: [Signature]
President

Printed Name: David Shipman, Jr.

STATE OF TEXAS §
COUNTY OF Johnson §

KNOW ALL PERSONS BY THESE PRESENTS:

THIS INSTRUMENT was acknowledged before me on this the 3rd day of December, 2015, by ~~the~~ David Shipman, Jr. President of Prairie Timber Estates Homeowners Association, Inc., a Texas non-profit corporation, on behalf of said corporation.



[Signature]
NOTARY PUBLIC, STATE OF TEXAS

After recording return to:

Brittani W. Rollen
McDonald Sanders, P.C.
777 Main Street, Suite 1300
Fort Worth, TX 76102