

AFTER RECORDING RETURN TO:

Hidden Gardens Village Homeowners Association, Inc.
Attn: Delton Deal
803 Sunland Park Drive, Suite C
El Paso, Texas 79912

DOCUMENTATION RETENTION POLICY

SUBDIVISION. Hidden Gardens Village as described on Exhibit A hereto.

ASSOCIATION. Hidden Gardens Village Homeowners Association, Inc.

The Board of Directors of Hidden Gardens Village Homeowners Association, Inc., a Texas property owners association as defined by Texas Prop. Code Chapter 209, has resolved that it is in the best interests of the Association to adopt this Policy, and has instructed the undersigned to execute and effect recording of this instrument on behalf of the Association.

PURPOSE. The purpose of this Policy is to comply with the minimum requirements of Texas Prop. Code Sec. 209.005(m) which requires a property owners' association composed of more than 14 lots to adopt and comply with a document retention policy.

EFFECTIVE DATE. This policy is adopted by the Board of Directors to be effective date from December 13, 2022.

DOCUMENT RETENTION REQUIRMENTS. At a minimum, the Association will retain the documents required by Texas Prop. Code Sec. 209.005(m) for the periods required by Texas Prop. Code Sec. 209.005(m), which on the Effective Date consists of the documents identified on Exhibit B hereto.

CONSTRUCTION. The Policy may not be constructed to prevent the Board of Directors from adopting, amending and restating, from time to time, one or more additional administrative policies pertaining to the retention of documents, records, and information of the Association, including, without limitation, policies relating to the storage and destruction of the items identified on Exhibit B, and policies pertaining to the retention, storage, and destruction of other types of documents, records, and information of the Association. This provision may not be constructed as a duty of the Board of Directors to adopt such additional administrative policies.

APPLICABILITY. Pursuant to Texas Prop. Code Sec. 209.005, this Policy applies only with respect to books and records of the Association generated on or after January 1, 2012, the effective date of the law.

PUBLIC RECORDS. In case this administrative policy is constructed to be a "dedicatory instrument" within the meaning of Texas Prop. Code Sec. 202.001(1), it will be publicly recorded in El Paso County, Texas, pursuant to Texas Prop. Code Sec. 202.006(b). All amendments, restatements, and supplements to this policy must also be publicly recorded in El Paso County, Texas, unless and until State law clarifies that public recording of administrative policies, such as an assertion by the Association that this policy, which is administrative in nature, is a "dedicatory instrument."

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By signing below, the undersigned certifies that the Board of Directors of Hidden Gardens Village Homeowners Association, Inc. adopted this policy and instructed the undersigned to execute this policy and effect its recording on behalf of the Association.

SIGNED on 2/21, 2023.

HIDDEN GARDENS VILLAGE HOMEOWNERS ASSOCIATION, INC., a Texas nonprofit corporation

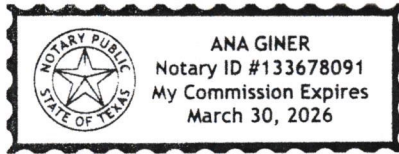
By: 


Name: Delton Deal

Title: President

STATE OF TEXAS)
)
COUNTY OF EL PASO)

This instrument was acknowledged before me on February 21 2023, by Delton Deal, President of Hidden Gardens Village Homeowners Association, Inc., a Texas nonprofit corporation, on behalf of said corporation.




Notary Public

**EXHIBIT A TO
HOA DOCUMENT RETENTION POLICY**

DESCRIPTION OF SUBDIVISION

Hidden Gardens Village, a subdivision in the City of El Paso, El Paso County, Texas, as shown and designated on the plat of the Subdivision filed in the Office of the Clerk of El Paso County, Texas, and recorded under Clerk's File No. 20210110441 on November 15, 2021

**EXHIBIT B TO
HOA DOCUMENT RETENTION POLICY
MINIMUM STATUTORY REQUIRMENTS**

Effective December 13, 2022, Hidden Gardens Village Homeowners Association, Inc. will retain the following documents for the below stated periods of time, being the requirements of Texas Prop. Code Sec. 209.005(m):

certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates of formation, bylaws, and covenants shall be retained permanently;

financial books and records shall be retained for at least seven years;

account records of current owners shall be retained for at least five years;

contracts with a term of one year or more shall be retained for at least four years after the expiration of the contracts' terms;

minutes of meetings of the owners and the board shall be retained for at least seven years; and

tax returns and audit records shall be retained for at least seven years.

Doc # 20230016157
#Pages 4 #NFPages 1
03/07/2023 12:36 PM
Filed & Recorded in
Official Records of
El Paso County
Delia Briones
County Clerk
Fees \$38.00

eRecorded

I hereby certify that this instrument was filed on the date and time stamped
heron by me and was duly recorded by document number in the Official
Public Records of real Property in El Paso County.



Delia Briones

EL PASO COUNTY, TEXAS