

**SIERRA CREST HOMEOWNERS ASSOCIATION
DOCUMENT RETENTION POLICY**

This Policy is applicable to the records belonging to Sierra Crest Subdivision located in El Paso County, Texas and subject to the Declaration of Covenants, Conditions, and Restrictions of Sierra Crest Subdivision dated November 11, 1976, recorded in Volume 0735, Page 0621, Real Property Records, El Paso County, Texas.

Purpose. The purpose of this Policy is to comply with the minimum requirements of Property Code Sec. 209.005(m) enacted by the 82nd Texas Legislature effective January 1, 2012, which requires a property owners association composed of more than 14 lots to adopt and comply with a document retention policy.

Effective Date. The Board of Directors adopts this Policy on the date executed and is effective for all existing Association records, documents and information and all records, documents and information generated on or after January 1, 2012.

Retention Requirements. At a minimum, the Association will retain the documents required by Property Code Sec. 209.005(m) for the periods required by Sec 209.005(m) as identified on Exhibit "A" attached hereto.

Construction. This Policy may not be construed 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 and without limitation, policies relating to storage and destruction of the items identified on Exhibit "A", and policies pertaining to the retention, storage, and destruction of other types of documents, records, and information of the Association provided such action is in keeping with the requirements of Sec. 209.005(m) of the Property Code and any other requirement imposed by law.

Sierra Crest Homeowners Association Document Retention Policy
Page 2

Applicability. This Policy is applicable to the Association's documents, records and information generated on or after January 1, 2012, the effective date of the controlling statute and all existing documents, records and information.

Public Recording. This Policy will be recorded in the real property records of El Paso County pursuant to the requirements of Property Code 202.006(b). All amendments, restatements, and supplements to this Policy must also be recorded in the real property records of El Paso County unless and until the law otherwise provides.

By signing below, the undersigned certifies that the Board of Directors of Sierra Crest Homeowners Association adopted this policy and instructed its execution and recording on behalf of the Association.

SIGNED on the 29th day of May 2012.

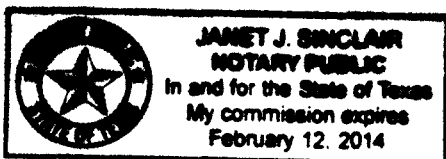
SIERRA CREST HOMEOWNERS ASSOCIATION

Guadalupe Rivera
Guadalupe Rivera, President

State of Texas
County of El Paso

This instrument was acknowledged before me on the 9th of July 2012 by the undersigned on behalf of the Sierra Crest Homeowners Association.

Janet J. Sinclair
Notary Public, State of Texas



**EXHIBIT "A" TO
SIERRA CREST HOMEOWNERS ASSOCIATION
DOCUMENT RETENTION POLICY**

MINIMUM STATUTORY REQUIREMENTS

Effective January 2, 2012, Sierra Crest Homeowners Association will retain the following documents for the below documents, at a minimum, for the stated periods of time, as required by Property Code Sec 209.005(m):

- (1) Certificates of formation, bylaws, restrictive covenants, and all amendments to each of those documents shall be retained permanently;
- (2) Financial records of current owners shall be retained for at least seven years;
- (3) Accounting records for current Members 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) All minutes of any meetings shall be retained for at least seven years; and
- (6) Tax returns and audit records shall be retained for at least seven years.

(End of Exhibit "A")

AFTER RECORDING. PLEASE RETURN TO:
Sierra Crest Homeowners Association
1 Sierra Crest Drive
El Paso, Texas 79902

Doc# 20120051484
#Pages 3 #NFPages 1
7/11/2012 4:04:28 PM
Filed & Recorded in
Official Records of
El Paso County
Delia Briones
County Clerk
Fees \$24.00

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4

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



EL PASO COUNTY, TEXAS

Delia Briones