

DOCUMENT RETENTION POLICY
[Tex.Prop.Code Sec. 209.005(m)]

Date: January 3, 2012

Subdivision: Indian Ridge at Messer Ranch, in Bell County, Texas, according to the plat of record in Cabinet D, Slide 19-D, Plat Records of Bell County, Texas.

Association: Indian Ridge at Messer Ranch Homeowner's Association, a Texas non-profit association which is an unincorporated association

It is the policy of the Association to retain the Association records for the time periods shown below:

Type of Record	Retention Period in years
ACCOUNTING	
- Account records of current owners	5 (Prop.Code Sec. 209.005(m)(3))
- All other financial books and records	7 (Prop.Code Sec. 209.005(m)(2))
CORPORATE RECORDS	
- Certificates of formation and all amendments	Permanent (Prop.Code Sec. 209.005(m)(1))
- Bylaws and all amendments	Permanent (Prop.Code Sec. 209.005(m)(1))
- Restrictive covenants and all amendments	Permanent (Prop.Code Sec. 209.005(m)(1))
- Minutes of meetings of the owners and the board of directors	7 (Prop.Code Sec. 209.005(m)(5))
LEGAL	
- Contracts with a term of one year or more	4 after expiration of the contract term (Prop.Code Sec. 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 (Sec. 209.005(m)(6) and IRS Code)
- Payroll tax returns	4 (IRS Code)

INDIAN RIDGE AT MESSER RANCH
HOMEOWNERS ASSOCIATION

By: *John Messer*
John Messer, President

(ACKNOWLEDGMENT)

STATE OF TEXAS
COUNTY OF BELL

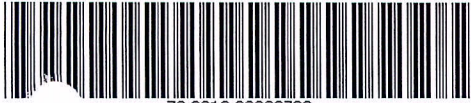
This instrument was acknowledged before me on the 3rd day of January, 2012,
by John Messer.



Staci Sellears
NOTARY PUBLIC, STATE OF TEXAS

Escrow #15
(3)
Law Offices of
MESSER, POTTS & MESSER, P.C.
P.O. Box 969
Belton, Texas 76513

Bell County
Shelley Coston
County Clerk
Belton, Texas 76513



70 2012 00000723

Instrument Number: 2012-00000723

As

Recorded On: January 06, 2012

Recordings

Parties: INDIAN RIDGE AT MESSER RANCH HOMEOWNERS ASS

Billable Pages: 2

To EX PARTE

Number of Pages: 3

Comment:

(Parties listed above are for Clerks reference only)

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

Recordings	15.00
Total Recording:	15.00

***** 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:

Record and Return To:

Document Number: 2012-00000723

Receipt Number: 124127

Recorded Date/Time: January 06, 2012 03:04:29P

MESSER POTTS & MESSER

P O BOX 969

BELTON TX 76513

User / Station: G Gomez - Cash Station 1

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