

THE WOODS ON PARK LANE HOMEOWNERS ASSOCIATION
DOCUMENT RETENTION POLICY

STATE OF TEXAS §
 §
COUNTY OF DALLAS §

WHEREAS, the property encumbered by this Document Retention Policy (“Policy”) is that property initially restricted by the Declaration and Master Deed for The Woods on Park Lane, a Condominium, recorded in the Condominium Records of Dallas County, Texas under Vol. 82073, Page 1140, as same has been or may be amended from time to time (“Declaration”) and any other property which has been or may be annexed thereto and made subject to the authority of The Woods on Park Lane Homeowners Association (“Association”); and

WHEREAS, the Board of Directors (the “Board”) of the Association hereby adopts this Policy for the purposes of identifying the retention period for lease agreements and background checks produced to the Association pursuant to the Leasing and Background Check Policy recorded in the Real Property Records of Dallas County under Clerk’s File No. 201200068955, as same may be amended from time to time (“Leasing Policy”); and

WHEREAS, the Board has determined that it is in the best interest of the condominium to establish this Policy concerning the retention of said lease agreements and background checks.

NOW, THEREFORE, BE IT RESOLVED THAT the Association does hereby adopt this Document Retention Policy, which shall run with the land and be binding on all owners and units within the condominium regime.

DOCUMENT RETENTION POLICY

This Policy provides for the future systematic review, retention, and destruction of any background check produced to the Association pursuant to the Leasing Policy. This Policy covers all background checks and related documents produced pursuant to the Leasing Policy, regardless of physical form.


Following the review of any background check produced to the Association pursuant to the Leasing Policy, the Association shall immediately destroy the background check.

The Custodian of the Records of Association, or such other individual as designated by the Custodian of the Records of Association, is responsible for the ongoing process of identifying lease agreements and background checks produced to the Association pursuant to the Leasing Policy and overseeing their destruction. Destruction of any physical documents will be accomplished by shredding. Destruction of any electronic records of the Association shall be made via a reasonable attempt to remove the electronic records from all known electronic locations and/or repositories.

CERTIFICATE OF SECRETARY

I hereby certify that, A. Taylor as Secretary of The Woods on Park Lane Homeowners Association, the foregoing Document Retention Policy was approved on the 22nd day of June, 2012, at a meeting of the Board of Directors at which a quorum was present.

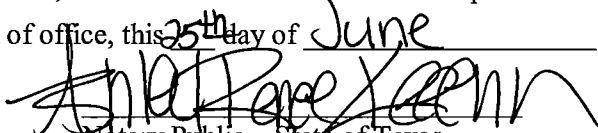
DATED this the 25 day of June, 2012.


Print Name: A. Taylor
Title: Secretary

STATE OF TEXAS §
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BEFORE ME, on this day personally appeared A. Taylor the Secretary of The Woods on Park Lane Homeowners Association, known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that s/he executed the same for the purposes herein expressed and in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal of office, this 25th day of June, 2012.


Notary Public – State of Texas

After Recording Return To:
Roberts Markel Weinberg P.C.
2800 Post Oak Blvd., 57th Floor
Houston, TX 77056



Filed and Recorded
Official Public Records
John F. Warren, County Clerk
Dallas County, TEXAS
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