

Pine Hollow Homeowners Association Policy

Title: Records Retention
Revision: 0

Purpose:

To adopt a policy regarding Association record availability and to adopt a standard procedure to be followed concerning a records retention schedule.

Policy:

General

All records for the Association will be kept permanently either in paper or electronic form for the year of 2009 forward based on the records retention as established by this policy. All records prior to the year 2009 will be kept as to what is currently available by the Board of Trustees and / or the management company. Any records that do not have a records retention schedule as specified in this document may be discarded at any time without written notification.

Storage of Documents

The management company shall be the primary responsible party for maintaining the documents for the Association.

- The document storage should be centralized hard-copy file storage for ease of access.
- The file storage facility should be weather and fireproof.
- Computer files should be backed up regularly at a frequency no less than twice a year.

Litigation

Through contact with the Association Attorney, if the association is currently in litigation or it reasonably anticipates it will be in litigation in the future, those documents as identified by the attorney will be held beyond the records retention schedule set forth below.

Records Retention Schedule

Financial Documents	Records Retention Schedule
General Ledgers and Journals	Current year + 7
Year End Financial Statements	Current year + 7
Tax Returns	Current year + 7
Audit Reports	Current year + 7
Depreciation Schedules/Capital Inventory Plan	Current year + 7
Accounts Payable/Accounts Receivable Ledgers	Current year + 7
Expense Records	Current year + 7
Canceled Checks	Current year + 7
Electronic Payment Records	Current year + 7
Purchase Orders and Vendor Invoices	Current year + 7
Bank Statements	Current year + 7
Deposit Slips	Current year + 7
Budgets	Current year + 7
Petty Cash Vouchers	Current year + 7
Billing (Owners) Records	Current Owner
Governing Documents	Records Retention Schedule
Deed Covenants and Restrictions	Permanent

Bylaws	Permanent
Articles of Incorporation	Permanent
Guidelines Document	Permanent
Policies	Permanent
Corporate Documents	Records Retention Schedule
Board Meeting Minutes	Current year + 7
Membership Meeting Minutes	Current year + 7
Proxies and Voting Records	Current year + 7
Attendance Records at Membership Meetings where Quorum is Required	Current year + 7
Committee Meeting Minutes	Current year + 7
ARC Applications, Approved or Denied	Permanent
ARC Variances, Approved or Denied	Permanent
Legal/Insurance/Claims	Records Retention Schedule
Contracts – Active	Current Version
Contracts - Expired	Current year + 7
Insurance Policies – Active	Current Version
Insurance Policies - Expired	Current year + 7
Insurance Records	Current year + 7
Settled Insurance Claims	Current year + 7
Court Files, Pleadings (liens, foreclosures, small claims actions)	Current year + 7 or until case has been settled, whichever is longer
Attorney Legal Opinions	Permanent

Destruction of Records

The management company will be responsible for complying with the records retention policy and the destruction of such records. The destruction of records can be done one of several ways, including shredding, incinerating, pulverizing, and deleting/destroying of electronic files. While no particular technique is mandatory, the method chosen should preserve the confidentiality of the documents.

Before destruction of any records, the management company or their designee shall obtain consent from the Board and the attorney. Any requests for destruction of documents by a person not associated with the management company or their designee will be submitted to the management company in writing. The management company will notify the association Board and Attorney in writing that documents will be destroyed in accordance with the records retention schedule. The Board and attorney will review the information from the management company to ensure that items proposed for destruction comply with the records retention schedule. If the Board or attorney indicates a document or documents should not be destroyed, then the Board or attorney will notify the management company with the document(s) not to be destroyed, the reason why, and the time period that the subjected documents shall be held beyond the records retention period.

After receiving the approval from the Board and the attorney, the management company shall have thirty (30) business days to execute action on these documents. If the management company requires more time, the management company must contact the Board for an extension. Any documents identified "Not to Be Destroyed," shall be turned over to the

requestor, either the Board or the attorney. Once the "Not to Be Destroyed" documents are no longer required, the procedure for destruction will be executed per this policy.

Amendment

This policy may be amended from time to time by the Board of Trustees.

**PRESIDENT'S
AND
SECRETARY'S**

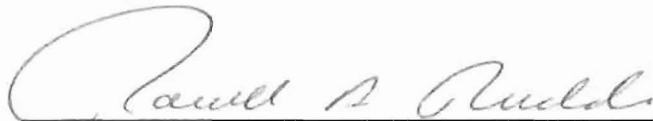
CERTIFICATION: The undersigned, respectively being the President of the Pine Hollow Homeowners Association, a Texas nonprofit corporation, certifies that the foregoing policy was approved and adopted by the Board of Directors of the *Association*, at a duly called and held meeting of the Board of Directors of the *Association* on

19 Jul 2009

and in witness thereof, the undersigned has subscribed his/her name.

PINE HOLLOW HOMEOWNERS ASSOCIATION
a Texas non-profit corporation,

By:



President

Attested:



Secretary