

PINE RIDGE ESTATES OF LAKE PALESTINE  
DOCUMENT RETENTION POLICY

WHEREAS, PINE RIDGE ESTATES ON LAKE PALESTINE RESIDENTIAL ASSOCIATION, INC., a Texas non-profit corporation ("Association"), desires to adopt a Document Retention Policy in compliance with Chapter 209 of the Texas Property Code; and

WHEREAS, the duly elected Board of Directors for PINE RIDGE ESTATES OF LAKE PALESTINE, has determined the Association is best served by establishing and recording the following Document Retention Policy.

NOW, THEREFORE, BE IT RESOLVED THAT the Association, by and through its Board of Directors, does hereby adopt the following Policy for the stated purpose; further the Association revokes any prior policy that is inconsistent with the following.

**Article I**  
**Document Retention Policy**

- 1.1 The books and records of the Association, including financial records, shall be open to and reasonably available for examination by a property owner ("owner"), or a person designated in writing signed by the owner as the owner's agent, attorney, or certified public accountant. An owner is entitled to obtain from the Association copies of information contained in the books and records. An owner, or the owner's authorized representative, must submit a written request for access or information by certified mail, with sufficient detail describing the books and records requested, to the mailing address of the Association as reflected on the Associations web site. The request must contain an election either to inspect the books and records before obtaining copies, or to have the Association forward copies of the requested books and records.
- 1.2. An attorney's files and records relating to the Association, excluding invoices requested by an owner under Section 209.008(d) of the Texas Property Code are not records of the Association and are not subject to inspection by the owner, or production in a legal proceeding. If a document in an attorney's files and records relating to the Association would be responsive to a legally authorized request to inspect or copy Association documents, the document shall be produced by using the copy from the attorney's files and records if the Association has not maintained a separate copy of the document. Any document that constitutes attorney work product or that is privileged as an attorney-client privileged communication is not required to be produced.
- 1.3. The Association is not required to release or allow inspection of any books or records that identify the dedicatory instrument violation history of an owner, an owner's personal financial information, including records of payment/nonpayment of amounts due the Association, an owner's contact information other than the owner's address, or information related to an employee of the Association, including personnel files. Information may be released in an aggregate or summary manner that would not identify an individual owner. These records may be made available only with (i) the express written approval of the owner whose records are the subject of the request, or (ii) if a court of competent jurisdiction orders the release of the records.
- 1.4. If inspection is requested, the Association, on or before the tenth (10<sup>th</sup>) business day shall send

written notice of dates during normal business hours that the owner may inspect the requested records to the extent the records are in the possession or control of the Association. The inspection shall take place at a mutually agreed upon time during normal business hours,

- 1.5. If copies are requested, the Association shall produce the requested records for the owner on or before the tenth (10th) business day after the date the Association receives the request except as otherwise provided herein. The Association may produce the requested records in hard copy, electronic, or other format reasonably available to the Association.
- 1.6. If the Association is unable to produce the records on or before the tenth (10th) business day, the Association shall give the owner notice that it is unable to produce the records within ten (10) business days, and state a date by which the information will be sent or made available for inspection, on a date not more than fifteen (15) business days after the date the notice is given.
- 1.7. Notwithstanding anything contained herein to the contrary, all records shall be produced subject to the terms of this Policy as set out below. The Association may require advance payment of estimated costs per its adopted policy.

## **Article II Custodian of Records**

- 2.1. The Secretary of the Board or other person designated by the Board, is the designated Custodian of the Records of Association, As such, the Secretary of the Board is responsible for overseeing compliance with this Policy. Any questions regarding this Policy shall be directed to the Custodian of the Records of the Association

## **Article III Procedure for Requesting Documents**

- 3.1. All requests for information must comply with the requirements set forth hereinabove. The dated and signed, written request must state the specific information being requested.
- 3.2. Requests for information will NOT be approved when the information regards pending legal issues, unless specifically required by law; information of personnel matters such as individual salaries; information about other members; and information that is privileged or confidential.

## **Article IV Costs of Requested Documents**

- 4.1. The costs of compiling information and making copies shall not exceed those set forth in 1 T.A.C. §70.3. The following fee schedules and explanations comply with this code section.
- 4.2. The following are the costs of materials, labor, and overhead which shall be charged to the requesting owner. The Association may require advance payment of the estimated costs of compilation, production, and reproduction of the requested information. If the estimated costs are lesser or greater than the actual costs, the Association shall submit a final invoice to the owner on or before the 30<sup>th</sup> business day after the date the information is delivered. If the final invoice includes additional amounts due from the owner, the additional amounts, if not reimbursed to the Association before the 30<sup>th</sup> business day after the date the invoice is sent to the

owner, may be added to the owner's account as an assessment. If the estimated costs exceeded the final invoice amount, the owner is entitled to a refund, and the refund shall be issued to the owner not later than the 30<sup>th</sup> business day after the date the invoice is sent to the owner.

**Copy Charge:**

4.3.1. **Standard paper copy.** The charge for paper copies reproduced by means of an office machine copier or a computer printer is \$.10 per page or part of a page. Each side that has recorded information is considered a page.

4.3.2. **Nonstandard copy:** Covers materials onto which information is copied and does not reflect any additional charges, including labor that may be associated with a particular request. Charges for nonstandard copies are:

- A. Diskette - \$1.00
- B. Magnetic tape - actual cost
- C. Data cartridge - actual cost
- D. Tape cartridge - actual cost
- E. Rewritable & non-rewritable CD - \$1.00
- F. Digital video disc - \$3.00
- G. JAZ drive - actual cost
- H. Other electronic media - actual cost
- I. VHS video cassette - \$2.50
- J. Audio cassette - \$1.00

4.3.3. **Oversize paper copy** (e.g. 11 x 17, green bar, blue bar, not including maps and photographs using specialty paper - \$.50

4.3.4. **Specialty paper** (e.g. Mylar, blueprint, blueline, map, photographic) - actual cost

4.4. **Labor Charge:** For locating, compiling, manipulating data, and reproducing public information, the following charges shall apply:

4.4.1. **Labor charge** - \$25.00 per hour. This charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information;

4.4.2. Labor charge may be charged when confidential information is mixed with public information in the same page, an attorney, legal assistant, or any other person who reviews the requested information, for time spent to redact, blackout, or otherwise obscure confidential information for requests of 50 or fewer pages.

4.5. **Miscellaneous Supplies:** The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge. Related postal or shipping expenses which are necessary to transmit the reproduced information may be added to the total charge. If payment by credit card is accepted, if a transaction fee is charged by the credit card company, that fee may be added to the total charge.

**Article V**  
**Association's Denial of Requested Information**

5.1. If it is decided that a request for information is inappropriate or unapproved, the Board, or its designee, will notify the requesting member of that decision and the reason for it in a timely manner. The Board, or its designee, will inform the member, in writing of their right to appeal to the Board.

**ARTICLE VI**  
**Document Retention Policy**

6.1. The Association retains specific documents for the time periods outlined in the table located in Section 6.2. Documents that may not be specifically listed will be retained for the time period of the documents most closely related to those listed in the schedule. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on Section 6.2 will be maintained for the identified time period.

6.2. Document Retention Dates:

<b>DOCUMENT RETENTION POLICY</b>	
<b>DOCUMENT TYPE</b>	<b>TIME PERIOD</b>
<b>1. ACCOUNTS PAYABLE</b> Accounts payable, accounts receivable support ledgers	7 years
<b>2. ACCIDENT/SAFETY REPORTS</b> Accident reports and insurance claims	7 years; Claims of minors should be retained 7 years or at until the minor turns 21, whichever is longer
<b>3. ACCIDENT REPORTS (WORKERS COMP)</b> Accident reports and insurance claims for workers compensation injuries	7 years Unless employee is disabled, for longer period of time in which case a period of disability plus 4 years.
<b>4. MEMBER ASSESSMENT RECORDS</b>	Period of ownership plus two (2) years  Unless period of ownership exceeds five (5) years, then retain last five (5) years.
<b>5. AUDIT RECORDS</b> Independent Audit Records	7 years
<b>6. BANK RECORDS</b> <b>Statement of financial accounts, deposit tickets, cancelled checks, reconciliation statements.</b>	7 years
<b>7. BOARD PACKAGES</b> Documentation delivered to the Board prior to meetings. Temporary, intermediate documents used to develop final deliverable documents.	After meeting
<b>8. BUDGETS</b> Association budgets	7 years
<b>9. COMMITTEE CHARTERS</b> Committee charters	Indefinitely

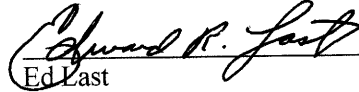
<b>10. COMMITTEE REPORTS</b> Committee reports	4 years
<b>11. CONTRACTS</b> Final contracts between the Association and another entity.	Later of completion of performance or expiration of the contract term plus four (4) years
<b>12. CONTRACT BID PROPOSALS/SPECIFICATIONS</b> For contract proposals not entered into by the Association.	2 years
<b>13. CORPORATE FINANCIAL RECORDS AND BOOKS</b> Year End Financial Records and supporting documents	7 years
<b>14. CORPORATE GOVERNANCE DOCUMENTS</b> Plats, Articles of Incorporation, By Laws, Restrictions, Rules, Regulations, Policies and Guidelines and all amendments thereto, deeds, easements.	Indefinitely
<b>15. CORRESPONDENCE-MEMBERS</b> Correspondence relating to general matters	4 years
<b>16. CORRESPONDENCE-MEMBERS</b> Correspondence to/from members – kept in member file	2 years
<b>17. DEEDS</b> Deed records relating to common areas which are recorded in the real property records.	Indefinitely
<b>18. DEED RESTRICTION ACTIVITY RECORDS</b> Member deed restriction activity records	Period of ownership plus two (2) years. Unless period of ownership exceeds five (5) years, then retain last five (5) years.
<b>19. EASEMENT AGREEMENTS</b> Easements between the association and another entity.	Indefinitely
<b>20. EMPLOYEE APPLICATIONS</b> Applications from employees who were not hired	4 years
<b>21. EXPENSE REPORTS</b>	7 years
<b>22. FINAL DOCUMENTS</b> Final deliverable documents which are not superseded or incorporated into later documents.	See Document Type Contract drafts have benefit as they can help clarify contract terms negotiated which may later be disputed.
<b>23. JUDGMENTS</b> Court judgments	Until judgment amount is paid in full. Judgments can be renewed every ten (10) years.
<b>24. LABOR CONTRACTS</b> Contract for labor or employment	Contract period plus 4 years
<b>25. LEASES</b> Leases relating to equipment	Lease term plus 4 years
<b>26. LOAN DOCUMENTS</b> Documents relating to loans plus security agreements	Until the loan is fully discharged plus 4 years
<b>27. MEETING TAPE OR VIDEO RECORDS</b> Video or audio tape of meetings-strongly advise against these	If made, destroy prior to next meeting. See Meeting Minutes if used as same.
<b>28. MEMBER OR OWNER RECORDS</b> Member or Owner voting lists or Name, address, telephone, and email address.	Period of ownership plus 2 years Unless period of ownership exceeds 5 years, then retain last 5 years
<b>29. MINUTES – BOARD OF DIRECTORS</b> Board minutes and written consents in lieu of a meeting	7 years
<b>30. MINUTES – MEMBER MEETINGS</b> Annual member meetings	7 years
<b>31. MINUTES – EXECUTIVE SESSION MEETINGS</b> Executive session meeting minutes	7 years

<b>32. NEWSLETTERS</b> Newsletter or inserts sent to association members	5 years
<b>33. OPINION LETTERS OR REPORTS</b> Prepared by professionals including attorney, accountant, engineer	Indefinitely
<b>34. OWNER INFORMATION</b> Current name and address of each owner	Updated continually
<b>35. PURCHASE ORDERS</b>	Four (4) years
<b>36. RESERVE STUDIES</b> Documents relating to study of common area and amount of funds necessary to fund upkeep, maintenance and replacement	Time period for which the reserve study covers, plus 4 years statute of limitations period
<b>37. TAX RETURNS</b> Federal and State Income, Franchise Tax Returns and supporting documentation	Indefinitely
<b>38. VENDOR INVOICES</b> Invoices associated with final contracts between the Association and another entity	Later of completion of performance or expiration of the contract term plus 4 years for statute of limitations for any action relating to a breach of contract.
<b>39. VOTING RECORDS</b> Associations board member election records including proxies and ballots	1 year, Unless election is contested, then retain for period of contest

I, Ed Last, the duly elected President of the PINE RIDGE ESTATES ON LAKE PALESTINE RESIDENTIAL ASSOCIATION, INC., a Texas non-profit corporation, do hereby declare, swear and affirm that this Document Retention Policy was approved by affirmative vote of PINE RIDGE ESTATES ON LAKE PALESTINE RESIDENTIAL ASSOCIATION, INC., a Texas non-profit corporation.

PINE RIDGE ESTATES ON LAKE  
PALESTINE RESIDENTIAL ASSOCIATION,  
INC., a Texas non-profit corporation

By: Ed Last, President

  
Ed Last

I, Vance E. Hendrix, the duly elected Secretary of the PINE RIDGE ESTATES ON LAKE PALESTINE RESIDENTIAL ASSOCIATION, INC., a Texas non-profit corporation, do hereby declare, swear and affirm that this Document Retention Policy was approved by affirmative vote of PINE RIDGE ESTATES ON LAKE PALESTINE RESIDENTIAL ASSOCIATION, INC., a Texas non-profit corporation.

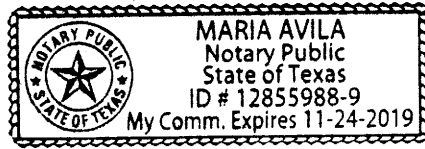
PINE RIDGE ESTATES ON LAKE  
PALESTINE RESIDENTIAL ASSOCIATION,  
INC., a Texas non-profit corporation

By: Vance E. Hendrix, Secretary

  
Vance E. Hendrix

THE STATE OF TEXAS

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COUNTY OF SMITH

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BEFORE ME, the undersigned authority, on this day personally appeared ED LAST, President of the PINE RIDGE ESTATES ON LAKE PALESTINE RESIDENTIAL ASSOCIATION, INC., a Texas non-profit corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same as a act of such corporation in his capacity as President of the same.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the 8<sup>th</sup> day of Feb., 2016.

  
 \_\_\_\_\_  
 Notary Public

THE STATE OF TEXAS

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COUNTY OF SMITH

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BEFORE ME, the undersigned authority, on this day personally appeared Vance E. Hendrix, Secretary of the PINE RIDGE ESTATES ON LAKE PALESTINE RESIDENTIAL ASSOCIATION, INC., a Texas non-profit corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same as a act of such corporation in his capacity as President of the same.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
 Notary Public



# Smith County



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**THIS PAGE IS PART OF THE INSTRUMENT**

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Filed for Record in  
Smith County, Texas  
2/16/2016 10:12:23 AM  
Fee: \$54.00  
20160100006776

**NOTICE**

Deputy -Alma Delgado

I hereby certify that this  
instrument was filed and duly  
recorded in the Official Public  
Records of Smith County, Texas

  
Karen Phillips  
County Clerk

