

BEXAR COUNTY HIGHLANDS RANCH HOMEOWNERS ASSOCIATION, INC.  
DOCUMENTS RETENTION POLICY

The Bexar County Highlands Ranch Homeowners Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations").

Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005(m) thereto regarding retention of Association documents and records ("Documents"). Therefore, the Board of Directors ("Board") of the Association desires to establish the following Documents Retention Policy consistent with Section 209.005(m) and to provide clear and definitive guidance for the Board and owners.

1. Association documents may be maintained in paper format or in any electronic format that can be readily transferred to paper.
2. Association documents shall be retained for the durations listed below:
  - a. certificate of formation or articles of incorporation, bylaws, restrictive covenants, other dedicatory instruments and any amendments to same shall be retained permanently; and
  - b. financial books and records shall be retained for seven(7) years (for example the July 2011 financial statements shall be retained until 7/31/08); and
  - c. account records of current owners shall be retained for five (5) years (for example, invoice, payment and adjustment records on an owner's account with a transaction date of 8/15/2011 will be retained until 8/15/2016 subject to section (d) below); and
  - d. accounts records of former owners shall be retained as a courtesy to former owners for one (1) year after they no longer have an ownership interest in the property; and
  - e. contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term (for example, a contract expiring on 6/30/2011 and not extended by amendment must be retained until 6/30/2015); and
  - f. minutes of meetings of the owners and the Board shall be retained for seven (7) years after the date of the meeting (for example, minutes from a 7/20/2011 board meeting must be retained until 7/20/2018); and
  - g. tax returns and records provided by external accountants (e.g., audit or compilation reports) and attorneys shall be retained for seven (7) years after

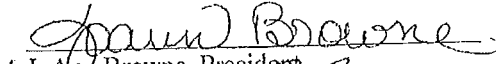
BEXAR COUNTY HIGHLANDS RANCH HOMEOWNERS ASSOCIATION, INC.  
DOCUMENTS RETENTION POLICY

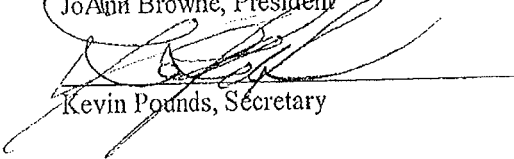
the date of the tax return year or report date (for example, a tax return for the calendar year 2011 shall be retained until 12/31/2018); and

- h. decisions of the Architectural Control Committee or Board regarding applications, variances, waivers or related matters associated with individual properties shall be retained for seven (7) years from the decision date (for example, an application for a swimming pool approved on 10/31/2011 must be retained until 10/31/2018).
3. Any Documents not described above may be retained for the duration deemed to be useful to the purpose of the Association, in the sole discretion of the Board, whether or not based on advice from its attorney or its managing agent.
  4. Upon expiration of the retention period listed above, the Documents shall no longer be considered Association records and may be destroyed, discarded, deleted, purged or otherwise eliminated.

This Policy is effective upon adoption by the Association's Board and supersedes any policy regarding document retention which may have previously been in effect. Except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

We, the undersigned officers of the Association, hereby certify that the Board adopted this policy on the 15th day of November 2011.

  
JoAnn Browne, President

  
Kevin Pounds, Secretary

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF BEXAR COUNTY HIGHLANDS RANCH HOMEOWNERS ASSOCIATION, INC.  
REGARDING DOCUMENTS RETENTION POLICY**

STATE OF TEXAS           §           KNOW ALL MEN BY THESE PRESENTS:  
COUNTY OF BEXAR       §

Pursuant to Section 209.005(M), Texas Property Code, Bexar County Highlands Ranch Homeowners Association, Inc., acting through its Board of Directors, has adopted the attached Documents Retention Policy dated November 15, 2011.

By their signatures below the President and Secretary of the Association certify that the foregoing was approved by the Board of Directors of the Association at a duly-called meeting on the 15<sup>th</sup> day of November 2011, of the Board of Directors at which a quorum of Directors was present.

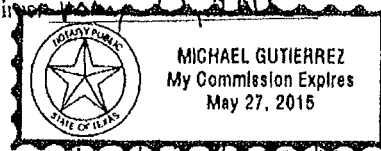
BEXAR COUNTY HIGHLANDS RANCH HOMEOWNERS ASSOCIATION, INC.

By: *JoAnn Browne*  
JoAnn Browne, President  
By: *Kevin Pounds*  
Kevin Pounds, Secretary

STATE OF TEXAS           §  
COUNTY OF BEXAR       §

I hereby certify that the forgoing instrument was acknowledged before me, the undersigned Notary, by JoAnn Browne, President, Bexar County Highlands Ranch Homeowners Association, Inc. on the 27<sup>th</sup> day of January ~~2011~~ 2012.

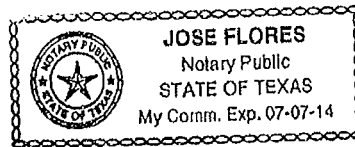
By: *Michael Gutierrez*  
Name: Michael Anthony Gutierrez  
Notary Public, State of Texas  
Commission Expires May 27, 2015  
Seal Below:



STATE OF TEXAS           §  
COUNTY OF BEXAR       §

I hereby certify that the forgoing instrument was acknowledged before me, the undersigned Notary, by Kevin Pounds, Secretary, Bexar County Highlands Ranch Homeowners Association, Inc. on the 27 day of January 2012.

By: *Jose Flores*  
Name: Jose Flores  
Notary Public, State of Texas  
Commission Expires: 7.7.14  
Seal Below:



**AFTER RECORDING, RETURN TO:**  
Bexar County Highlands Ranch  
Homeowners Association, Inc.  
C/o MP of Texas  
7613 Tezel Road, San Antonio, Texas 78250