

## Document Retention Policy

### Iron Horse I Homeowner's Association

Date: May 1, 2022

Subdivision:

Iron Horse I, Tom Green County, Texas	Plat Cabinet G-98
Iron Horse I, Replat Block 1, Block 2 and	
Part of Avery Lane, Tom Green County, Texas	Plat Cabinet G-105

Property Owners Association: Iron Horse I Homeowner's Association

WHEREAS, the Iron Horse I Homeowner's Association ("Association") constitutes a property owners association under the provisions of Chapter 209 of the Texas Property Code (the "Code") and is composed of more than 14 lots;

WHEREAS, Section 209.005(m) of the Code provides that the Association must adopt and comply with a document retention policy that includes, at a minimum, the items specified in Section 209.005(m) of the Code; and

WHEREAS, the Board of Directors of the Association ("Board") desires to adopt a document retention policy as required under Section 209.005(m) of the Code.

NOW THEREFORE, the Board has duly adopted the following Document Retention Policy (the "Policy"), as set forth below.

#### DOCUMENT RETENTION POLICY

##### 1. Policy.

Books and records are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for compliance with the document retention periods set forth in this Policy. Records that are no longer required, or that have satisfied their recommended period of retention, may be destroyed in an appropriate manner.

The Association's Secretary is responsible for ensuring that the Association's books and records are identified, retained, stored, protected, and subsequently disposed of, in accordance with the guidelines set forth in this Policy. Books and records that are required to be retained pursuant to this Policy may be on paper or scanned and maintained in an electronic format that can be readily transferred to paper.

##### 2. Document Retention Periods:

The following books and records shall be retained for the durations listed below:

Certificate of Formation or Articles of Incorporation, bylaws, restrictive covenants, other dedicatory instruments and any amendments to same shall be retained permanently;

Financial books and records including annual budgets, reserve studies, monthly financial statements and bank statements, shall be retained for seven (7) years;

Account records of current owners shall be retained for five (5) years;

Account records of former owners shall be retained as a courtesy to that former owner for one (1) year after they no longer have an ownership interest in the property;

Contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term;

Minutes of meetings of the owners and the Board shall be retained for seven (7) years after the date of the meeting;

Tax returns and CPA audit records shall be retained for seven (7) years after the date of the return or audit year; and

Decisions of the Architectural Control Committee or Board of the Iron Horse I Homeowner's Association regarding applications, variances, waivers or related matters associated with individual property shall be retained for seven (7) years from the decision date.

Any Documents not described above may be retained for the duration deemed to be useful for the purpose of the Association, in the discretion of the Board, its attorney or its managing agent.


A record whose retention period has expired shall not be destroyed if any litigation, claim, negotiation, audit, information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

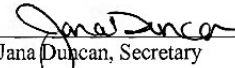
A record whose retention period expires during any litigation, claim, negotiation, audit, information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

This Policy is effective upon its recording in the Official Public Records of Real Property of Tom Green County, Texas and supersedes any policy regarding document retention which may have previously been in effect. Except as affected by Section 209.005(m) 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.

IN WITNESS WHEREOF, the undersigned, Clint Reichenau, as the duly elected, qualified, and acting President of Iron Horse I Homeowner's Association, and Jana Duncan as the duly elected and qualified secretary of Iron Horse I Homeowner's Association. hereby certify on behalf of the Association that this Document Retention Policy was duly adopted by the Board of Directors of the Association at a meeting of the Board held effective May 1, 2022.

Iron Horse I Homeowner's Association

By   
Clint Reichenau, President

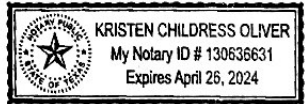
By   
Jana Duncan, Secretary

ACKNOWLEDGEMENT

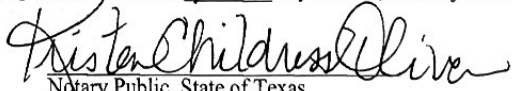
STATE OF TEXAS

COUNTY OF TOM GREEN

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) SS:  
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The foregoing instrument was acknowledged before me this 11<sup>th</sup> day of June, 2022 by Jana Duncan in the capacity therein stated.

  
Notary Public, State of Texas