

POLO RIDGE PROPERTY OWNERS ASSOCIATION, INC.

Records Production, Copying and Retention Policy

WHEREAS, the Board of Directors (the "Board") of the Polo Ridge Property Owners Association, Inc. (the "Association") wishes to adopt reasonable guidelines to establish Records Production, Copying, and Retention Policy for the Association; and

WHEREAS, the Board wishes to adopt these reasonable guidelines in compliance with Section 209.005 of the Texas Property Code ("Section 209.005") regarding Owner access to Association documents and records ("Records"); and

WHEREAS, the Board intends to file these guidelines in the real property records of each county in which the subdivision is located, in compliance with Section 209.005 of the Texas Property Code; and

NOW, THEREFORE, IT IS RESOLVED that the following guidelines for Records Production and Copying are established by the Board:

1. Association Records shall be reasonably available to every owner. The Association shall make available the current version of the Associations' Documents filed in the county deed records available on an Internet website maintained by the Association or managing agent on behalf of the Association, and available to Members. An owner may also provide access to Records to any other person (such as an attorney, CPA, or agent) they designate in writing as their proxy for this purpose. To ensure a written proxy is from the owner, the owner must include a copy of his/her photo ID or have the proxy notarized.
2. An owner, or their proxy as described in section 1, must submit a written request for access to or copies of Records. The letter must:
 - a. be sent by certified mail to the Association's address as reflected in its most recent Management Certificate filed in the County public records; and
 - b. contain sufficient detail to identify the specific Records being requested; and
 - c. indicate whether the owner or proxy would like to inspect the Records before possibly obtaining copies or if the specified Records should be forwarded. If forwarded, the letter must indicate the format, delivery method and address:
 - i. format: electronic files, compact disk, or paper copies
 - ii. delivery method: email, certified mail, or pick-up
3. Within ten (10) business days of receipt of the request specified in section 2 above, the Association shall provide:
 - a. the requested Records if copies were requested and any required advance payment had been made; or
 - b. a written notice that the Records are available and offer dates and times when the Records may be inspected by the owner or their proxy during normal business hours at the office of the Association; or
 - c. a written notice that the requested Records are available for delivery once a payment of the cost to produce the records is made and stating the cost thereof; or
 - d. a written notice that a request for delivery does not contain sufficient information to specify the Records desired, the format, the delivery method, and the delivery address; or

- e. a written notice that the requested Records cannot be produced within ten (10) business days but will be available within fifteen (15) additional business days from the date of the notice and payment of the cost to produce the records is made and stating the cost thereof.
4. The following Association Records are not available for inspection by owners or their proxies:
 - a. the financial records associated with an individual owner; and
 - b. deed restriction violation details for an individual owner; and
 - c. personal information, including contact information other than an address for an individual owner; and
 - d. attorney files and records in the possession of the attorney; and
 - e. attorney-client privileged information in the possession of the Association.

The information in a, b and c above will be released if the Association receives express written approval from the owner whose records are the subject of the request for inspection.

5. Association Records may be maintained in paper format or in an electronic format. If a request is made to inspect Records and certain Records are maintained in electronic format, the owner or their proxy will be given access to equipment to view the electronic records. Association shall not be required to transfer such electronic records to paper format unless the owner or their proxy agrees to pay the cost of producing such copies.
6. If an owner or their proxy inspecting Records requests copies of certain Records during the inspection, Association shall provide them promptly, if possible, but no later than ten (10) business days after the inspection or payment of costs, whichever is later.
7. The owner is responsible for all costs associated with a request under this Policy, including but not limited to copies, postage, supplies, labor, overhead and third party fees (such as archive document retrieval fees from off-site storage locations) as listed below: (Please go to the Attorney General web-site for current charges) <https://texasattorneygeneral.gov/og/charges-for-public-information>
8. Any costs associated with a Records request must be paid in advance of delivery by the owner or their proxy. An owner who makes a request for Records and subsequently declines to accept delivery will be liable for payment of all costs under this Policy.
9. On a case-by-case basis, in the absolute discretion of the Association, and with concurrence of the owner, the Association may agree to invoice the cost of the Records request to the owner's account. Owner agrees to pay the total amount invoiced within thirty (30) days after the date a statement is mailed to the Owner. Any unpaid balance will accrue interest as an assessment as allowed under the Declarations.
10. On a case-by-case basis where an owner request for Records is deemed to be minimal, the Association or its managing agent reserves the right to waive

notice under section 2 and/or fees under section 4.

- 11. All costs associated with fulfilling the request under this Policy will be paid by the Association's Managing Agent. All fees paid to the Association under this Policy will be reimbursed to the Association's Managing Agent or paid directly to the Association's Managing Agent.

This is to certify that the foregoing Records Production and Copying Policy was adopted by the Board of Directors, in accordance with Section 209.005 of the Texas Property Code, and supersedes any policy regarding records production which may have previously been in effect.

Record Retention Schedule

The Record Retention Schedule is organized as follows:

SECTION TOPIC

- A. Accounting and Finance
- B. Contracts
- C. Corporate Records
- D. Electronic Documents
- E. Payroll Documents
- F. Personnel Records
- G. Property Records
- H. Tax Records

The following are the Association's retention periods. These apply to both physical and electronic documents. If no physical copy of an electronic document is retained, the means to 'read' the electronic document must also be retained. If a record does not fall within the following categories, Board approval must be obtained to dispose of such record.

A. ACCOUNTING AND FINANCE

| Record Type | Length of time to be kept on record |
|--|--|
| Accounts Payable & Accounts Receivable ledgers and schedules | 7 years |
| Annual Audit Reports and Financial Statements | 7 years |
| Annual Audit Records, including work papers and other documents that relate to the audit | 7 years after completion of audit |

| | |
|--|-----------|
| Bank Statements and Canceled Checks Employee Expense Reports | 7 years |
| General Ledger | 7 years |
| Notes Receivable ledgers and schedules Investment Records | Permanent |

B. CONTRACTS

| Record Type | Length of time to be kept on record |
|---|---|
| Contracts and related correspondence (including any proposal that resulted in the contact and all other supportive documentation) | 4 years after the expiration or termination of the contract |

C. ASSOCIATION RECORDS

| Record Type | Length of time to be kept on record |
|--|--|
| Corporate records (unless otherwise specifically addressed in this policy), governing documents, dedicatory instruments, minute books, signed minutes of meeting of the Board or Committees, corporate seals, annual/corporate reports, licenses and permits | Permanent |
| Account records of Owners | 5 years |

D. ELECTRONIC DOCUMENTS

| Record Type | Length of time to be kept on record |
|---|--|
| <p>Electronic Mail: Not all e-mail needs to be retained and is considered Association property or shall be subject to review, dependent upon the subject matter and/or ownership of the e-mail or system from which the communication originated</p> <ul style="list-style-type: none"> • Board and/or staff shall stive to keep all insignificant e-mails to a minimum. Significant e-mails are those related to business and Association related issues. E-mails that contain personal information on a Manager or communication between a Manager and his or her Supervisor regarding Management related topics shall not be required to be produced. | 12 months maximum |

- The Corporation's business-related emails should be downloaded to a service center or user directory on the server, as determined by the Board.
- Should not store or transfer the Corporation's related e-mails onto non-work-related computers except as necessary or appropriate for the Corporation's purposes.
- Do not send confidential/proprietary information to outside sources including any communication considered confidential/proprietary by the Managing Agent without prior written consent.

Electronic Documents: Retention depends on the subject matter and follows D above

E. ASSOCIATION PAYROLL DOCUMENTS

| Record Type | Length of time to be kept on record |
|--|--|
| Employee Deduction Authorizations | 4 years after employees' termination |
| Payroll Deductions and Payroll Registers | 7 years after termination |
| W-2 and W-4 forms | 7 years after termination |
| Garnishments, Assignments, Attachments | 7 years after termination |
| Timecards/sheets | 2 years |
| Unclaimed wage records | 6 years |

F. PERSONNEL RECORDS

| Record Type | Length of time to be kept on record |
|---|---|
| Commissions/Bonuses/Incentives/Awards | 7 years |
| EEO – I/EEO-2 Employer Information Reports | 7 years from separation |
| Employee earnings records | 1 copy kept permanently |
| Employee handbooks, personnel records of all types | 6 years from separation |
| Job descriptions | 3 years |
| Employee contracts or agreements | 7 years from separation |
| Employment records – all non-hired applicants | 2 years or 4 years if an offer of employment was made |
| Employee records – correspondence with employment agencies and/or advertisements for job openings | 3 years from separation or from date of posting |
| Personnel count records | 3 years |
| Forms I-9 | 3 years after date of hire or 1 year after separation of employment |

G. PROPERTY RECORDS

| Record Type | Length of time to be kept on record |
|---|--|
| Correspondence, property deeds, assessments, licenses, rights-of-way, property insurance policies | Permanent |

F. TAX RECORDS

| Record Type | Length of time to be kept on record |
|--|--|
| Tax exemption documents and related correspondence | Permanent |

| | |
|--|-----------|
| IRS rulings | Permanent |
| Tax bills, receipts, statements | 7 years |
| Tax returns, income, franchise, and property | Permanent |
| Tax workpaper packages – originals | 7 years |
| Annual information returns – Federal and State | Permanent |
| IRS or other government audit records | Permanent |
| All other tax records | 7 years |

Polo Ridge Property Owners Association, Inc., a
Texas non-profit corporation

Name:  _____

Trevor Kollinger, Secretary