

HAWG HEAVEN PROPERTY OWNERS ASSOCIATION, INC.
DOCUMENT RETENTION POLICY

STATE OF TEXAS §
 §
COUNTY OF TRINITY §

WHEREAS, Hawg Heaven Property Owners Association, Inc. (the "Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Restated and Amended Restrictions for the Hawg Heaven Subdivision (hereafter collectively referred to as the "Deed Restrictions"); and

WHEREAS, Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005(m) ("Section 209.005") regarding retention of Association documents and records ("Documents"); and

WHEREAS, the Board of Directors of the Association (the "Board") desires to establish a policy for document retention consistent with Section 209.005 and to provide clear and definitive guidance to owners.

NOW, THEREFORE, the Board has duly adopted the following *Document Retention Policy*.

1. Association Documents may be maintained in paper format or in an 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, including annual budgets, reserve studies, tax returns, monthly financial statements and bank statements, shall be retained for seven (7) years (for example the July 2022 financial statements shall be retained until July 31, 2029); 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 08/15/2022 will be retained until 08/15/2027 subject to section (d) below); and
 - d. 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; 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 06/30/2022 and not extended by amendment must be retained until 06/30/2026); 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 07/20/2022 board meeting must be retained until 07/20/2029); and

- g. 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 10/31/2022 must be retained until 10/31/2029).
- 3. Any Documents not described above may be retained for the duration deemed to be useful to the purpose of the Association, in the discretion of the Board, 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 recordation in the Public Records of Trinity County and supersedes any policy regarding document retention that may have previously been in effect. Except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Deed Restrictions or any other dedicatory instruments of the Association shall remain in full force and effect.

CERTIFICATION

I, the undersigned, being the President of the Hawg Heaven Property Owners Association, Inc., hereby certify that the foregoing Policy was adopted by at least a majority of the Hawg Heaven Property Owners Association, Inc.'s Board of Directors.

Approved and adopted by the Board of Directors on the 13 day of January 2023.

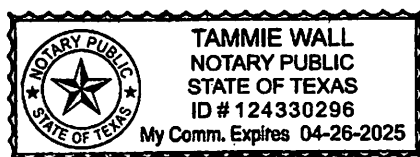
Ronnie F. Harper
Ronnie F. Harper, President of
Hawg Heaven Property Owners
Association, Inc.

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Before me, the undersigned authority, on this day personally appeared Ronnie F. Harper, President of Hawg Heaven Property Owners Association, Inc., a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that s/he had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 13th day of January 2023.

Tammie Wall
Notary Public, State of Texas



RECORDED BY:

BSG SEARS
BENNETT
& GERDES, LLP

6548 GREATWOOD PKWY.
SUGAR LAND, TX 77479

FILED
at 8:40 o'clock A M

MAR 07 2023

SHASTA BERGMAN
COUNTY CLERK, TRINITY CO., TEXAS

BY Shasta Bergman County Clerk

THE STATE OF TEXAS
COUNTY OF TRINITY

I hereby certify that the instrument was FILED on the date and at the time
expressed herein by me and was duly RECORDED in the Official Public Records
of Trinity County, Texas in the Volume and Page as noted hereon by me.

Shasta Bergman
County Clerk, Trinity County

Shasta Bergman
By _____ County Clerk

