



BOERNE SADDLEHORN HOMEOWNERS ASSOCIATION, INC.

DOCUMENT RETENTION POLICY

WHEREAS, Boerne Saddlehorn Homeowners Association, Inc. (the "Association") constitutes a property owners association under the provisions of Chapter 209 of the Texas Property Code (the "Code") and is composed of fifteen (15) or more 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 (the "Board") desires to adopt a document retention policy as required under Section 209.005(m) of the Code;

NOW, THEREFORE, the Board hereby adopts this 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are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for compliance with the document retention periods set forth in this Policy.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 scanned and maintained in an electronic format.

2. Document Retention Period:

The following books and records are to be retained by the Association for the retention periods specified below:

Filed & Recorded in:

**KENDALL COUNTY
DARLENE HERRIN
COUNTY CLERK**

08/20/2018 01:52PM

Document Number : 00324067
Total Fees : \$30.00 *pd.*

Receipt Number - 90661
By Deputy: Beth A Steinruck

This Document has been received by this Office for
Recording into the Official Public Records.

We do hereby swear that we do not discriminate due to
Race, Creed, Color, Sex or National Origin.

STATE OF TEXAS, COUNTY OF KENDALL
I hereby certify that this instrument was filed in File Number
Sequence on the date and at the time stamped hereon and
was duly recorded in the OFFICIAL RECORDS Records of
Kendall County, Texas on

08/20/2018
DARLENE HERRIN, COUNTY CLERK
Kendall County, Texas

By: *bas* Deputy

Record Type:

Doc # 00324067
Vol 1651 Pg 567

Retention Period:

Certificate of Formation (formerly referred to as
Articles of Incorporation), Bylaws, and Declarations,
And any amendments thereto

Permanently

Financial books and records

7 Years

Account records of current Lot Owners

5 Years

Contracts with a term of one (1) year or more

4 Years after the
Expiration of the
Contract term

Minutes of Board and Membership Meetings

7 Years

Tax returns and audit records

7 Years

CERTIFICATION

IN WITNESS WHEREOF, the undersigned, Sue Jewell, as the duly elected, qualified, and acting Secretary of Boerne Saddlehorn Homeowners Association, Inc., a Texas nonprofit corporation, hereby certifies 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 on August 10, 2018, and shall take effect upon its recording in the Official Public Records of Kendall County, Texas.

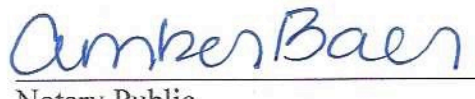
BOERNE SADDLEHORN HOMEOWNERS ASSOCIATION, INC.
A Texas nonprofit corporation

BY


Sue Jewell, Secretary

State of Texas
County of Kendall

This instrument was acknowledged before me on the 15 day of August, 2018 by Sue Jewell, Secretary of Boerne Saddlehorn Homeowners Association, Inc., a Texas nonprofit corporation


Notary Public

AFTER RECORDING, PLEASE RETURN TO:

Boerne Saddlehorn Homeowners Association, Inc
P O Box 2265
Boerne, Texas 78006

