

TUSCAN VILLAGE HOMEOWNERS' ASSOCIATION



RECORD RETENTION POLICY

*ADOPTED BY
MEMBERSHIP OF TUSCAN VILLAGE HOMEOWNERS' ASSOCIATION
ORIGINAL JULY 21, 2018*

TUSCAN VILLAGE HOMEOWNERS' ASSOCIATION(TVHOA)
RECORDS RETENTION POLICY

At a Board of Directors meeting held 10/03/2018, the following records Retention Policy was adopted to replace the original Records Retention Policy adopted 7/29/2018.

POLICY

With respect to its Record Retention requirements, TVHOA desires to comply with sound business practices, IRS requirements and Sec. 209.005 (m) (Page 11) of the Texas Residential Property Owners Protection Act.

Certain records will be retained permanently and others for specific periods of time as follows:

Retained Permanently

- Incorporation and organization documents
- Covenants and Restrictions for TVHOA and any amendments thereto
- Minutes
- All IRS filings
- Year-end financial statements

Retained for Specific Period

- | | |
|----------------------------------------------------------------------------------------|----------|
| • General correspondence/communication files | -5 years |
| • Financial records regarding cash receipts and cash disbursements and bank statements | -7 years |
| • Monthly financial statements, transaction summaries and other financial records | -7 years |

Records Inspection, Reproduction or Copying Policy

TVHOA Bylaws Article VII Section 3 states that Directors and members shall have right to inspect the books and records of the Association. Section 209.005 (c) (Page 10) of the Texas Residential Property Owners Protection Act states that persons inspecting records are entitled to obtain from the Association copies of information contained in the books and records and also provides the rules under which inspection requests are submitted and responded to. TVHOA will be reimbursed for the cost of any copies of books and records furnished pursuant to this Section at the actual copying cost charged by an office supply store. All requests to examine any books and records of TVHOA shall comply with the Associations Bylaws and Section 209.005 of the Texas Residential Property Owners Protection Act.

Dated the 10th day of Feb 2024.

TUSCAN VILLAGE HOMEOWNERS' ASSOCIATION
A Texas non-profit organization

By Larry Wilson
Larry Wilson
President

Attest: Christine Matson
Christine Matson
Secretary

ACKNOWLEDGEMENT

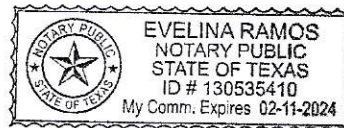
THE STATE OF TEXAS

COUNTY OF SOMERVELL

This instrument was acknowledged before me on this the 10th day of Feb, 2024 by Larry Wilson, President of Tuscan Village Homeowners Association, a Texas non-profit organization, on behalf of said corporation

Evelina Ramos
Notary Public

My commission expires: Feb 11, 2024



CONFORMED COPY
OFFICIAL PUBLIC RECORDS

Michelle Reynolds

Michelle Reynolds, County Clerk

Somervell County Texas

February 06, 2024 02:50:14 PM

KSTEPP

FEE: \$29.00

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