

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE THIS IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

RECORDS RETENTION POLICY
FOR
HERITAGE FARMS OWNERS ASSOCIATION

WHEREAS, HERITAGE FARMS OWNERS ASSOCIATION, a Texas non-profit corporation (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, Chapter 209 of the Texas Property Code was amended to add Section 209.005(m) requiring property owners' associations to adopt a records retention policy and to set forth minimum retention periods for particular types of documents;

WHEREAS, the Board of Directors of the Association (the "Board") desires to adopt a records retention policy consistent with the provisions of Section 209.005(m) of the Texas Property Code; and

NOW, THEREFORE, the Board hereby adopts a Records Retention Policy (the "Policy"), as set forth below:

It is the policy of the Association to retain the records of the Association listed below for the periods of time set forth below. The Association is not required to retain any other records. As used herein, "records" means documents originated or obtained by the Association in connection with its operations, whether a paper document or a document in electronic form.

1. Retention Periods.

Record Description	Records Retention Period
a) Financial records (including budgets, financial reports, bank records, and paid invoices)	Seven (7) years
b) Account records (including records relating to assessments and other sums owed and paid to the Association and records relating to violations of any dedicatory instrument of the Association) of current owners	Five (5) years
c) Account records (including records relating to assessments and other sums owed and paid to the Association and records relating to violations of any dedicatory instrument of the Association) of former owners	One (1) year after the former owner ceases to own a lot in the subdivision
d) Contracts with a term of one year or more	Four (4) years after expiration
e) Minutes of meetings of the Board of Directors	Seven (7) years

f) Minutes of meetings of the members	Seven (7) years
g) Federal tax returns	Seven (7) years
h) State tax returns, if any	Seven (7) years
i) Audit reports and records	Seven (7) years
j) Certificate of Formation and Bylaws of the Association and all amendments; Declaration of Covenants, Conditions and Restrictions and all amendments and supplements to the Declaration of Covenants, Conditions and Restrictions; annexation documents; and deeds conveying real property to the Association	Permanently
k) Other dedicatory instruments of the Association not listed in (j), above, including, without limitation, Architectural Guidelines, Rules and Regulations and Policies	Five (5) years after the date the document is rescinded or superseded by another document
l) Minutes and reports of the Architectural Review Committee and other committees, and submission to the Architectural Review Committee	Seven (7) years
m) Architectural Review submissions	Seven (7) years after the date of submission

2. Destruction of Documents.

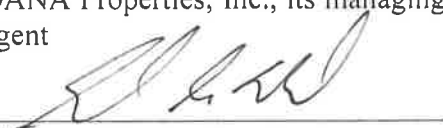
The documents listed in Paragraph 1 above will be destroyed as soon as practicable when the applicable retention period expires. Other documents of the Association not listed in Paragraph 1 above will be destroyed when deemed appropriate by the Board. Destruction of paper documents shall be by shredding, bagging and trash pick-up, unless another method of destroying the documents is approved by the Board. Destruction of electronic documents shall be by deletion from hard disks and reformatting of removable disks.

CERTIFICATION

I hereby certify that I have been instructed by the Board of Directors of Heritage Farms Owners Association, a Texas non-profit corporation and a property owners association, to execute this Certificate to affect the recording of the instruments attached hereto of behalf of the property owners association, for the purpose of complying with the requirements of the Texas Property Code.


HERITAGE FARMS OWNERS
ASSOCIATION, a Texas non-profit
corporation

By: DANA Properties, Inc., its managing
agent

By: 
Sheldon Wheeler, President

STATE OF TEXAS §
 §
COUNTY OF EL PASO §

This instrument was acknowledged before me on this 16th day of November, 2021 by Sheldon Wheeler, President of DANA Properties, Inc., managing agent of Heritage Farms Owners Association, a Texas non-profit corporation, on behalf of the entity.


Notary in and for the State of Texas

