



**DOCUMENT RETENTION POLICY**  
**Sienna Community Association**

STATE OF TEXAS §  
  §  
COUNTY OF FORT BEND §

**I. PURPOSE**

The Board desires to establish a Policy relating to a uniform and systematic procedure for retaining Association records.

**II. APPLICABILITY AND AUTHORITY**

This Policy applies to the Sienna Plantation Community Association, Inc., sometimes doing business as Sienna Community Association (“SCA”) as referenced in the Sienna Plantation Amended and Restated Master Covenant (Sienna Plantation Community Association, Inc.), filed under Clerk’s File No. 2019035843 in the Official Public Records of Fort Bend County, Texas (the “Covenant”), as same may have been or may be amended from time to time, and any other property which has been or may be subsequently annexed thereto and made subject to the authority of the Sienna Plantation Community Association, Inc.

Any reference to “Board”, “Boards”, “Association” or “Associations” applies to the foregoing entity. Each Board is authorized by its respective dedicatory instruments to adopt policies pertaining to the governance of the Association that it serves. In the event of a conflict between the terms of this Policy and any previously adopted rules, regulations and/or policies addressing document retention, this Policy will control.

Invalidation of any one or more of the covenants, restrictions, conditions, or provisions contained in this Policy shall in no way affect any of the other covenants, restrictions, conditions, or provisions which shall remain in full force and effect.

**I. PROCEDURES**

**1. Document Retention Time Period**

SCA documents shall be retained as set forth in “Schedule A” attached hereto. SCA retains specific documents for the time periods outlined in the attached “Schedule A.” Documents that may not be specifically listed will be retained for the time period of the documents most closely related to those listed in the schedule. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the attached “Schedule A” will be maintained for the identified time period.

**2. Storage of Association Documents**

All documents that are required to be retained pursuant to this Policy may be kept as original copies or may be stored electronically. However, if documents are maintained electronically the following guidelines shall apply:

All electronically stored documents shall be produced by the same impression as the original, or from the same matrix, or by means of photography, including enlargements and miniatures, or by mechanical or electronic re-recording, or by chemical reproduction, or by other equivalent techniques which accurately reproduces the original.

Where a document cannot be stored electronically it must be saved for future use in its original format; for example, a piece of mail which provided notice to an individual and was returned unopened for any reason must be saved for future use in its original unopened format.

### 3. Destruction of Association Documents

Destruction of any physical documents will be accomplished by shredding. Destruction of any electronic records of SCA shall be made via a reasonable attempt to remove the electronic records from all known electronic locations and/or repositories.

Invalidation of any one or more of the covenants, restrictions, conditions or provisions contained in this Policy shall in no way affect any of the other covenants, restrictions, conditions or provisions which shall remain in full force and effect.

[SIGNATURE PAGES FOLLOW]

Policy Name	Approved/Finalized	Revised
Document Retention Policy	April 28, 2021	

CERTIFICATION

I, the undersigned, do hereby certify:

I am the duly elected and acting President of Sienna Plantation Community Association, Inc., a Texas non-profit corporation;

The foregoing Document Retention Policy was duly adopted by the unanimous written consent of the Board of Directors of Sienna Plantation Community Association, Inc., on the 28<sup>th</sup> day of April, 2021.

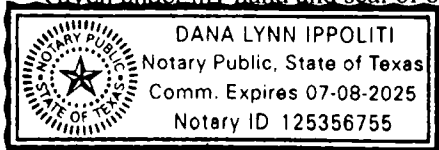
IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of Sienna Plantation Community Association, Inc. this the 28<sup>th</sup> day of April, 2021.

By: [Signature]  
Print Name: Jimmie F. Jenkins  
Title: President

STATE OF TEXAS §  
  §  
COUNTY OF FORT BEND §

BEFORE ME, on this day personally appeared Jimmie F. Jenkins, the President of Sienna Plantation Community Association, Inc., known by me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that executed the same for the purposes and consideration therein expressed and in the capacity therein and herein stated, and as the act and deed of said corporation.

Given under my hand and seal of office, this 28<sup>th</sup> day of April, 2021.



Dana Ippoliti  
Notary Public – State of Texas

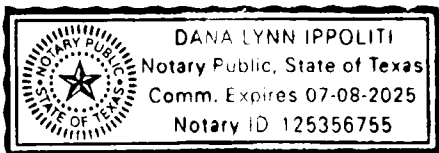
APPROVED, this the 28<sup>th</sup> day of April, 2021.

TOLL-GTIS PROPERTY OWNER, LLC, a Texas limited liability company

By: [Signature]  
Printed Name: Jimmie F. Jenkins  
Title: Authorized Representative

THE STATE OF TEXAS §  
  §  
COUNTY OF Fort Bend §

This instrument was acknowledged before me this 28<sup>th</sup> day of April, 2021, by Jimmie F. Jenkins, Authorized Rep. of Toll-GTIS Property Owner, LLC, a Texas limited liability company, on behalf of said company.



Dana Ippoliti  
Notary Public – State of Texas

After Recording Return to:  
Dana Ippoliti  
Sienna Associations  
9600 Scanlan Trace  
Missouri City, Texas 77459

**SCHEDULE A  
DOCUMENT RETENTION POLICY**

<b>DOCUMENT TYPE</b>	<b>DEFINED</b>	<b>TIME PERIOD</b>	<b>EXCEPTION</b>
<b>ACCOUNTS PAYABLE/ RECEIVABLE</b>	Accounts payable, accounts receivable support ledgers	Seven (7) years	
<b>ACCIDENT / SAFETY REPORTS (CLAIMS SETTLED)</b>	Accident reports and insurance claims	Seven (7) years	Claims of minors should be retained 7 years or at until the minor turns 21, whichever is longer
<b>ACCIDENT REPORTS (WORKERS COMP)</b>	Accident reports and insurance claims for workers compensation injuries	Seven (7) years	Unless employee is disabled, for longer period of time in which case a period of disability plus 4 years.
<b>ASSESSMENT RECORDS</b>	Member assessment records	Five (5) years	Unless period of ownership exceeds five (5) years, then retain last five (5) years.
<b>AUDIT RECORDS</b>	Independent Audit Records	Seven (7) years	
<b>BANK STATEMENTS</b>	Statement of financial accounts, deposit tickets, cancelled checks, reconciliation statements.	Seven (7) years	
<b>BOARD PACKAGES</b>	Documentation delivered to the Board prior to meetings. Temporary, intermediate documents used to develop final deliverable documents.	After Meeting	
<b>BUDGETS</b>	Association budgets	Seven (7) years	
<b>COMMITTEE CHARTERS</b>	Committee charters,	Indefinitely	
<b>COMMITTEE REPORTS</b>	Committee reports	Four (4) years	
<b>CONTRACTS</b>	Final contracts between the Association and another entity.	Expiration of the contract term plus four (4) years	

<b>DOCUMENT TYPE</b>	<b>DEFINED</b>	<b>TIME PERIOD</b>	<b>EXCEPTION</b>
<b>CONTRACT BID PROPOSALS/ SPECIFICATIONS</b>	For contract proposals not entered into by the Association.	Two (2) years	
<b>CORPORATE FINANCIAL RECORDS AND BOOKS</b>	Year End Financial Records and supporting documents	Seven (7) years	
<b>CORPORATE GOVERNANCE DOCUMENTS</b>	Plats, Articles of Incorporation, By Laws, Restrictions, Rules, Regulations, Policies and Guidelines and all amendments thereto, deeds, easements.	Indefinitely	
<b>CORRESPONDENCE</b>	Correspondence relating to general matters	Four (4) years	
<b>DEEDS</b>	Deed records relating to common areas which are recorded in the real property records.	Indefinitely	
<b>DEED RESTRICTION ACTIVITY RECORDS</b>	Member deed restriction activity records	Period of ownership plus two (2) years	Unless period of ownership exceeds five (5) years, then retain last five (5) years.
<b>DEPRECIATION SCHEDULES</b>		Life of asset plus four (4) years	In any event not less than seven (7) years
<b>EASEMENT AGREEMENTS</b>	Easements between the association and another entity.	Indefinitely	
<b>EMPLOYEE APPLICATIONS</b>	Applications from employees who were not hired.	Four (4) years	

<b>DOCUMENT TYPE</b>	<b>DEFINED</b>	<b>TIME PERIOD</b>	<b>EXCEPTION</b>
<b>EMPLOYEE RECORDS</b>	Payroll records, application, tests, performance appraisals, rate position changes, transfer, promotions, demotions, disciplinary actions, job descriptions, employee benefit plan documents, time records, employment retirement income security act, personnel records and records relevant to employee claims of discrimination.	Employee's employment period plus six (6) years	
<b>ENTERTAINMENT RECORDS</b>		Seven (7) years	
<b>ENVIRONMENTAL RECORDS</b>	Permits, authorizations, safety data, material disposal, waste disposal.	Discard on a case-by-case basis upon consultation with the Association's attorney	
<b>EXPENSE REPORTS</b>		Seven (7) years	
<b>FINAL DOCUMENTS</b>	Final deliverable documents which are not superceded or incorporated into later documents.	See Document Type	Contract drafts have benefit as they can help clarify contract terms negotiated which may later be disputed.
<b>INSURANCE RECORDS –POLICIES &amp; CLAIM RECORDS</b>	All insurance policies and records of claims.	Indefinitely	
<b>IRA, KEOGH PLAN</b>	Contributions, rollovers, transfers and distributions	Indefinitely	
<b>JUDGMENTS</b>	Court Judgments	Until judgment amount is paid in full. Judgments can be renewed every ten (10) years.	
<b>LABOR CONTRACTS</b>	Contract for labor or employment	Contract period plus four (4) years	

<b>DOCUMENT TYPE</b>	<b>DEFINED</b>	<b>TIME PERIOD</b>	<b>EXCEPTION</b>
<b>LEASES</b>	Leases relating to equipment	Lease term plus four (4) years	
<b>LOAN DOCUMENTS</b>	Documents relating to loans plus security agreements	Until the loan is fully discharged plus four (4) years	
<b>MEETING TAPE OR VIDEO RECORDS</b>	Video or audio tape of meetings-strongly advise against these	If made, destroy prior to next meeting	See Meeting Minutes if used as same
<b>MEMBER OR OWNER RECORDS</b>	Member or Owner voting lists or Name, address, telephone, and email address.	Five (5) years	If period of ownership exceeds five (5) years, then retain last five (5) years
<b>MINUTES - BOARD OF DIRECTORS</b>	Board minutes and written consents in lieu of a meeting.	Seven (7) years	
<b>MINUTES – COMMITTEES</b>	No committee minutes should be taken only reports to the board	See Committee Reports	
<b>MINUTES –MEMBER MEETINGS</b>	Annual member meetings	Seven (7) years	
<b>MINUTES - EXECUTIVE SESSION MEETINGS</b>	Executive session meeting minutes	Seven (7) years	
<b>NEWSLETTERS</b>	Newsletter or inserts sent to association members	Five (5) years	
<b>OPINION LETTERS OR REPORTS</b>	Prepared by professionals including attorney, accountant, engineer	Indefinitely	
<b>OWNER INFORMATION</b>	Current name and address of each owner	Updated continually	
<b>PURCHASE ORDERS</b>		Four (4) years	
<b>REPORTS</b>	Reports relating to property damage and accidents	Seven (7) years	Claims of minors should be retained for the later of seven (7) years or at until the minor turns 21



<b>DOCUMENT TYPE</b>	<b>DEFINED</b>	<b>TIME PERIOD</b>	<b>EXCEPTION</b>
<b>RESERVE STUDIES</b>	Documents relating to study of common area and amount of funds necessary to fund upkeep, maintenance and replacement	Time period for which the reserve study covers, plus four (4) years statute of limitations period	
<b>TAX RETURNS</b>	Federal and State Income, Franchise Tax Returns and supporting documentation	Seven (7) years	
<b>TEMPORARY DOCUMENTS</b>	Intermediate documents used to develop final deliverable documents	Until final deliverable documents are completed	Contract drafts may be beneficial to help clarify later disputed negotiated contract terms
<b>TRADEMARKS</b>	Documents relating to the first use of the trademarks should be retained as long as they are used. Registered trademarks can be renewed every ten years.	Indefinitely, so long as trademarks are still in use	
<b>VENDOR INVOICES</b>	Invoices associated with final contracts between the Association and another entity	Later of completion of performance or expiration of the contract term plus four (4) years for statute of limitations for any action relating to a breach of contract.	
<b>VOTING RECORDS</b>	Association board member election records including proxies and ballots	One (1) year	Unless election is contested, then retain for period of contest
<b>WATER WELL-RELATED</b>	Well reports, etc.	Two (2) years	
<b>WORKERS COMPENSATION RECORDS</b>	Covered employees are eligible for lifetime benefits	Indefinitely	