



DOCUMENT RETENTION POLICY

**Sienna Residential Association
Sienna Community Association**

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

I. PURPOSE

The purpose of this Document Retention Policy (this “*Policy*”) is to provide for the future systematic review, retention, and destruction of documents received or created by Sienna Plantation Residential Association, Inc., sometimes doing business as Sienna Residential Association (the “*SRA*”), and Sienna Plantation Community Association, Inc., sometimes doing business as Sienna Community Association (the “*SCA*”) in connection with the transaction of Association business.

II. APPLICABILITY

This Policy pertains to the following entities restricted by the Declaration and the Covenant (defined below):

1. Sienna Residential Association, as referenced in the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Sienna Plantation (Sienna Plantation Residential Association, Inc.), recorded under Clerk’s File Number 2012014699 in the Official Public Records of Fort Bend County, Texas, as same has been or may be amended from time to time (the “*Declaration*”), which Declaration encumbers the Sienna Plantation subdivision and any other property which has been or may be subsequently annexed thereto and made subject to the authority of the SRA; and

2. Sienna Community Association, as referenced in the Sienna Plantation Amended and Restated Master Covenant (Sienna Plantation Community Association, Inc.), recorded under Clerk’s File Number 2019035843 in the Official Public Records of Fort Bend County, Texas, as same has been or may be amended from time to time (the “*Covenant*”), which Covenant encumbers the property described on Exhibit “A” to the Covenant and any other property which has been or may subsequently be annexed thereto and made subject to the authority of the SCA.

Any reference in this Policy to “Board”, “Boards”, “Association”, “Associations”, or “Developers” applies to each of these entities as the context may require. Any reference in this Policy to “Sienna” means that property encumbered by the Declaration and the Covenant, as the context may require.

Each Board is authorized by its respective Dedicatory Instruments (as that term is defined in the Texas Property Code) to adopt policies and rules pertaining to the governance of the Association that it serves.

The Boards adopt this Document Retention Policy. This Policy is effective upon the recording of same. After the effective date, this Policy replaces any previously recorded or implemented charter or policy that addresses the subjects contained in this Policy.

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

III. DOCUMENT RETENTION POLICY

A. Generally. The Boards hereby adopt this Policy for the purpose of prescribing the document retention policy pursuant to Section 209.005 of the Texas Property Code. This Policy provides for the future systematic review, retention, and destruction of documents received or created by the Associations in connection with the transaction of the Associations’ business. This Policy covers all records and documents, regardless of physical form, and contains guidelines for how long certain documents should be kept and how records should be destroyed.

B. 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, 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 reproduce 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 unopen for any reason must be saved for future use in its original unopened format.

C. Document Retention Procedures. The Associations retain specific documents for the time periods outlined in the attached Exhibit “A.” Documents that may not be specifically listed will be retained for the time period of the documents most closely related to them as 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 Exhibit “A” will be maintained for the identified time period.

The Custodian of Records of each Association is responsible for the ongoing process of identifying that Association’s records which have met the required retention period and overseeing their

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

Sienna Associations Combined History

Policy Name	Approved/Finalized	Revised
Document Retention Policy		October 23 and 24, 2023

Sienna Residential Association Version History

Policy Name	Approved/Finalized	Revised
Document Retention Policy		April 26, 2021
Document Retention Policy		August 22, 2011
Document Retention Policy		August 27, 2008
Document Retention Policy	July 20, 2005	

Sienna Community Association Version History

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

[SIGNATURE PAGES FOLLOW]

CERTIFICATION

I certify that, as Secretary of the Sienna Plantation Residential Association Inc., the foregoing Document **Retention Policy** was approved on the 24th day of October, 2023, at a meeting of the Board of Directors at which a quorum was present.

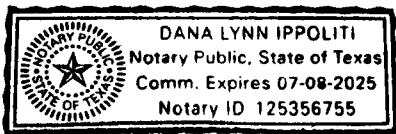
DATED, this the 24th day of October, 2023.

By: [Signature]
Print Name: Derek Goff
Title: Secretary

STATE OF TEXAS §
 §
COUNTY OF Fort Bend §

BEFORE ME, on this day personally appeared Derek Goff the Secretary of the Sienna Plantation Residential Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that s/he executed the same for the purposes and in the capacity expressed in this Policy, and as the act and deed of said corporation.

Given under my hand and seal of office, this 24th day of October, 2023.




[Signature]
Notary Public – State of Texas

CERTIFICATION

I certify that, as President of the Sienna Plantation Community Association Inc., the foregoing Document Retention Policy was approved on the 23rd day of October, 2023, at a meeting of the Board of Directors at which a quorum was present.

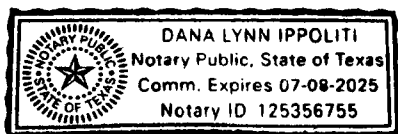
DATED, this the 23rd day of October, 2023.


By: 
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 the Sienna Plantation Community Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that s/he executed the same for the purposes and in the capacity expressed in this Policy, and as the act and deed of said corporation.

Given under my hand and seal of office, this 23rd day of October, 2023.





Notary Public – State of Texas

APPROVAL BY TOLL-GTIS PROPERTY OWNER, LLC

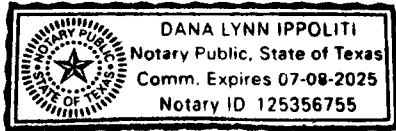
APPROVED, this the 23rd day of October, 2023.


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

By: 
Printed Name: Jimmie F. Jenkins
Title: Authorized Representative

THE STATE OF TEXAS §
 §
COUNTY OF Fort Bend §

This instrument was acknowledged before me this 23rd day of October, 2023, by Jimmie F. Jenkins, Authorized Rep. of Toll-GTIS Property Owner, LLC, a Texas limited liability company, on behalf of said company.




Notary Public – State of Texas

After Recording Return To:
Dana Ippoliti
Sienna Associations
9600 Scanlan Trace
Missouri City, TX 77459

EXHIBIT "A"			
DOCUMENT RETENTION POLICY			
DOCUMENT TYPE	DEFINED	TIME PERIOD	EXCEPTION
ACCOUNTS PAYABLE/RECEIVABLE	Accounts payable, accounts receivable support ledgers	Seven (7) years	
ACCIDENT/INCIDENT/INJURY/PROPERTY DAMAGE REPORTS (CLAIMS SETTLED)	Reports and insurance claims related to accidents/incidents/injuries and property damage	Seven (7) years	Claims of minors should be retained 7 years or the date the minor turns 21, whichever is longer
ACCIDENT REPORTS (WORKERS COMP)	Accident reports and insurance claims for workers compensation injuries	Seven (7) years	Unless employee is disabled for longer period of time, in which case the period of disability plus 4 years.
ASSESSMENT RECORDS	Member assessment records	Five (5) years	Unless period of ownership exceeds five (5) years, then retain last

			five (5) years.
AUDIT RECORDS	Independent Audit Records	Seven (7) years	
BANK STATEMENTS	Statement of financial accounts, deposit tickets, cancelled checks, reconciliation statements	Seven (7) years	
BOARD PACKAGES	Documentation delivered to the Board prior to meetings	After meeting	
BUDGETS	Association budgets	Seven (7) years	
COMMITTEE CHARTERS	Committee charters	Indefinitely	
COMMITTEE MINUTES/NOTES	Committee Minutes/Notes	Four (4) years	
CONTRACT BID PROPOSALS/SPECIFICATIONS	For contract proposals not entered into by the Association	Two (2) years	
CORPORATE GOVERNANCE DOCUMENTS	Plats, Articles of Incorporation, Bylaws, Restrictions, Rules, Regulations, Policies and Guidelines, and all amendments thereto, deeds, easements.	Indefinitely	
CONTRACTS	Final contracts between the	Later of completion	

	Association and another entity	of performance or expiration of the contract term plus four (4) years	
DEED RESTRICTION ACTIVITY RECORDS	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' worth
DEPRECIATION SCHEDULES		Life of asset plus four (4) years	In any event, not less than seven (7) years
EASEMENT AGREEMENTS	Easements between the Association and another entity	Indefinitely	
EMPLOYEE APPLICATIONS	Applications from applicants who were not hired	Four (4) years	
EMPLOYEE RECORDS	Payroll records, applications, tests, performance appraisals, rate position changes, transfer, promotions,	Employee's employment plus six (6) years	

	demotions, disciplinary actions, job descriptions, employee benefit plan documents, time records, ERISA records, personnel records, and records relevant to employee claims of discrimination		
ENTERTAINMENT RECORDS		Seven (7) years	
ENVIRONMENTAL RECORDS	Permits, authorizations, safety data, material disposal, waste disposal	Discards on a case-by-case basis upon consultation with the Association's attorney	
EXPENSE REPORTS		Seven (7) years	
FINAL DOCUMENTS	Final deliverable documents which are not superseded or incorporated into later documents.	See Document Type	Contract drafts may be beneficial for purposes of clarifying negotiated terms that are later disputed

INSURANCE RECORDS – POLICIES AND CLAIMS RECORDS	All insurance policies and records of claims	Indefinitely	
IRA, KEOGH PLAN	Contributions, rollovers, transfers and distributions	Indefinitely	
JUDGMENTS	Court judgments	Until judgment amount is paid in full. Judgments can be renewed every ten (10) years.	
LABOR CONTRACTS	Contract for labor or employment	Contract period plus four (4) years	
LEASES	Leases relating to equipment	Lease term plus four (4) years	
LOAN DOCUMENTS	Documents relating to loans, security agreements	Until the loan is fully discharged plus four (4) years	
MEETING TAPE OR VIDEO RECORDINGS	Video or audio tape of meetings (strongly advised against)	If made, destroy prior to next meeting	See Meeting Minutes if used for same

FINANCIAL BOOKS & RECORDS	Year End Financial Records and supporting documents	Seven (7) years	
MINUTES OF BOARD MEETINGS (OPEN AND EXECUTIVE SESSIONS) & OWNERS MEETINGS	Board minutes and written consents in lieu of a meeting; Annual member meetings	Seven (7) years	
NEWSLETTERS/MARKETING MATERIALS	Newsletters or inserts sent to Association members	Five (5) years	
OPINION LETTERS OR REPORTS	Prepared by professionals including attorney, accountant, engineer	Indefinitely	
OWNER INFORMATION	Current name and address of each owner of record	Updated continually	
PURCHASE ORDERS		Four (4) years	
RESERVE STUDIES	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) year statute of limitations period.	We need clarification on the time period: we get updates annually but the reports cover 30+years??

PROPERTY DAMAGE/ACCIDENT REPORTS (NON-SETTLED)	Reports relating to property damage and accidents	Seven (7) years	Claims of minors should be retained seven (7) years and the date the minor turns 21, whichever is longer
TAX RETURNS	Federal and State Income and Franchise Tax Returns and supporting documentation	Seven (7) years	
TRADEMARKS	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 the trademark is still in use	
VENDOR INVOICES	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	
VOTING RECORDS	Association Board member election records including proxies and ballots	One (1) year	
WATER-WELL RELATED RECORDS	Well reports, etc.	Two (2) years	
WORKERS' COMPENSATION RECORDS	Where covered employees are eligible for lifetime benefits	Indefinitely	