



DOCUMENT RETENTION POLICY

Sienna Townhome 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 Townhome Association (the “*Association*”) in connection with the transaction of Association business.

II. APPLICABILITY

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

1. Sienna Townhome Association (“Association”), as referenced in the Supplemental Declaration of Covenants, Conditions, and Restrictions for Sienna Townhomes, recorded under Clerk’s File No. 2019060447 in the Official Public Records of Fort Bend County, Texas (“Declaration”), as same has 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 Association.

Any reference in this Policy to “Board”, “Association”, 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, as the context may require.

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

The Board adopts this Policy, which runs with the land and is binding on all Owners and lots within Sienna. 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 Board hereby adopts 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 Association in connection with the transaction of the Association's 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 Association retains 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 the 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 Association shall be made via a reasonable attempt to remove the electronic records from all known electronic locations and/or repositories.

Version History

| Policy Name | Approved/Finalized | Revised |
|---------------------------|---------------------------|------------------|
| Document Retention Policy | | October 19, 2023 |
| Document Retention Policy | | May 26, 2021 |
| Document Retention Policy | June 19, 2019 | |

[SIGNATURE PAGES FOLLOW]

CERTIFICATION

I certify that, as Secretary of the Sienna Townhome Association, the foregoing Document Retention Policy was approved on the 19th day of October, 2023, at a meeting of the Board of Directors at which a quorum was present.

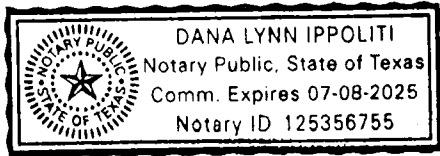
DATED, this the 19th day of October, 2023.

By: J. Barreda
J.Barreda (11/17/23 15:30 CST)
Print Name: John Barreda
Title: Secretary

STATE OF TEXAS §
 §
COUNTY OF Fort Bend §

BEFORE ME, on this day personally appeared John Barreda the Secretary of the Sienna Plantation Townhome 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 19th day of October, 2023.



Dana Ippoliti
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 | | | |
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| 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 |

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| | | | 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 NOTES | Committee notes | Four (4) years | |
| CONTRACT BID PROPOSALS/SPECIFICATIONS | For contract proposals not entered into by the Association | Two (2) years | |
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| CORPORATE GOVERNANCE DOCUMENTS | Plats, Articles of Incorporation, Bylaws, Restrictions, Rules, Regulations, Policies and Guidelines, and all amendments thereto, deeds, easements. | Indefinitely | |

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| CONTRACTS | Final contracts between the Association and another entity | Later of completion 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 | Employee's employment | |

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| | appraisals, rate position changes, transfer, promotions, demotions, disciplinary actions, job descriptions, employee benefit plan documents, time records, ERISA records, personnel records, and records relevant to employee claims of discrimination | nt plus six (6) years | |
| 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 |

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| | | | 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 | |

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| 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 | |
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| 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 | Date of report, plus four (4) year statute of | |

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| | upkeep, maintenance and replacement | limitations period. | |
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| 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 | |
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| 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 | |

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| | | 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 | |