

Falling Water Homeowners Association INC.

Records Availability & Retention Policy

Strategy:

It is the goal of the Board of Directors to follow a document records availability and retention policy. Texas law requires a property owners' association a minimum that consists of at least 14 lots to adopt and follow a document retention policy and record of availability. The law provides a minimum length of time that the documents of Texas public information and retention policy should be required for specific types of records to be kept. According to Section 209.005(m) of the Texas Property Code, they are:

Notwithstanding a provision in a dedicatory instrument, a property owners' association shall make the books and records of the association, including financial records, open to and reasonably available for examination by an owner, or a person designated in a writing signed by the owner as the owners' agent. Attorney. Or certified public accountant, in accordance with Texas Property Code Section 209.005 Association Records.

1. If copies are requested, they will be provided within ten business days. Prepayment of \$.60 per page will be required. If another format is required, cost would be applicable for items under 1T.A.C. Section 70.3.
2. The Association may provide copies as hard, copies, electronic, or another format.
3. Personal information other than address of member will not be disclosed.

Permanently:

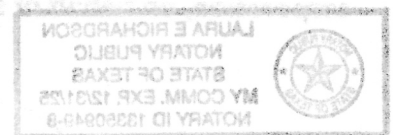
- Bylaws, articles of incorporation, restrictive covenants, and any amendments to these documents

7 Years:

- Financial books and records
- Each year Budget
- Minutes of meeting: board meetings, annual and special meetings of owners and the board of directors
- Tax returns and audits
- E-mail and attachments sent or received is kept for seven years. All email over 90 days old is archived to an Email Archiving System. Upon receipt of a request of email that complies with Texas Public Information 552.003(1)(A). Board Members must provide reasonable access to the requested records within ten days.

5 years:

- Account records of current owners
- Architectural requests and disputes



4 years after expiration

- Contract with terms length of a least one year

The undersigned is the keeper of the minutes and records of the Association and certifies the foregoing has been adopted by the Association.

SIGNED this the 15 day of AUGUST, 2022.

KERR & KENDALL COUNTIES

FALLING WATER PROOPERTY OWNERS' ASSOCIATION.INC.

By: Nancy Lewis

Print Name: Nancy Lewis

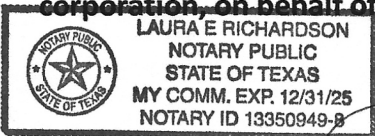
Title: Secretary

THE STATE OF TEXAS

COUNTY OF Kendall

This instrument was acknowledged before me on this the 15 day of August, 2022 by Laura Richardson,

Secretary of KERR & KENDALL COUNTIES FALLING WATER PROPERTY OWNERS' ASSOCIATION, INC., a Texas corporation, on behalf of said corporation.



Laura Richardson

Notary Public, State of Texas

Kerr & Kendall Counties Falling Water Property Owners' Association

P.O. Box 582

Comfort, Texas 78013