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RECORDS RETENTION & ACCESS POLICY
QUAIL VALLEY EAST COMMUNITY ASSOCIATION, INC.

This Records and Retention & Access Policy is hereby adopted by the Quail Valley East Community Association effective this 12th day of 2011.

1. **Association Records to be Made Available upon Proper Request.**

a. Written Request. The records of the Association are available for inspection by Owners upon receipt of a proper written request received by via U.S. Certified Mail, Return Receipt Requested, from an Owner. Emails or other communications by an owners agent, attorney or certified public accountant, provided that the owner makes such designation in writing. The written request must contain sufficient detail to identify the records requested.

b. Inspection of Association Records. Withing ten (10) business days of receipt of a proper written request pursuant to 1 (a), supra, the association will respond with the location and dates and times available for the inspection. The date and time for such inspection shall be mutually agreeable.

c. Association records not available for inspection.

Absent written authorization by the affected owner, the association will not permit the inspection of (1) individual owners deed violation histories; (2) individual owner's financial information; (3) individual owner contact information other than their address at the property; (4) information pertaining to association employees; or (5) records and files of the association's attorney(s).

d. Copies of Records. At the request of an owner, the association will provide copies of specific records, within ten (10) business days, upon receipt of copy changes for said records. The association may produce copies of requested records in paper, electronic or other format. If copies of requested records cannot be produced within ten (10) business days, then the association shall send a notice to the owner within the original ten (10) day period. In such event, copies will be produced within fifteen (15) days of said notice.

e. Copy Charges. For paper copies, the following charges will apply:

Item	Charge
8 1/2" x 11" paper	\$0.10 per page
11" x 17" paper	\$0.50 per page
Specialty Paper	Actual Cost
Audio CD or Cassette	\$1.00 each
DVD	\$3.00 each
Labor	\$15.00 per hour for actual time to locate, compile and reproduce records (if more than 50 pages, or if records must be retrieved from an offsite storage facility)
Overhead	20% of total labor charge (if more than 50 pages, or if records must be retrieved from an offsite storage facility)
Materials (labels, boxes folders, etc., including postage)	Actual Cost

The estimated total charge for copies of association records will be due prior to any copies being made or released. Within thirty (30) business days of receipt, the association will reconcile the actual cost to copy records with its estimate and return any excess amount.

2. **Association Records Retention Policy.** The Board of Directors adopts the following policy concerning retention of association records, and directs its property manager to develop administer, and adhere to the following:

a. Governing Documents. Original and/ or certified copies of the declaration of covenants, conditions and restrictions, articles of incorporation and by-laws of the association, amendments thereto, shall be permanently kept in the offices of property management.

b. Association and Board Documents. Originals and or/ copies of agendas, meeting minutes and proposals, meeting notices, sign in sheets, proxies, ballots and tally sheets pertaining to annual and special meetings of association members, as well as agendas, meeting minutes, proposed and approved Board Resolutions, for all meetings of the Associations Board of Directors shall be kept in the offices of property management for a period of two (2) years, after which such records may be stored off-site at an appropriate location. After the expiration of seven (7) years, such documents may be destroyed.

c. Accounting and Deed History Records. Computerized accounting and deed restriction violation records for each owner shall be maintained in electronic format by the property management company onsite for a period of two (2) years, after which such records may be stored off-site at an appropriate location. After the expiration of seven (7) years, such documents may be destroyed.

d. Other Association Files. Originals and/or copies of file material pertaining to an Owner's membership in the Association, including but not limited to maintenance assessment collection, deed restriction enforcement, correspondence, litigation matters. And other documents shall be kept in the offices of property management for two (2) years after such matter is closed, after which such records may be stored off-site at an appropriate location. After the expiration of seven (7) years, such documents may be destroyed.

e. Association Communications. Originals and/or copies of all communications sent and received by members of the Board of Directors on Association-owned computers, and those of agents of the Association conducting business on its behalf, shall be kept in their original format for five (5) years, after which such documents may be destroyed.

f. Litigation Hold. In the event the association is involved in litigation, a "litigation hold" will be placed on all correspondence, electronic communications, voice mail, reports and other documents relevant to the matter forming the subject of the litigation. In such event, this provision supersedes subsections (a-e). Retention policies for matters in litigation will be established on a case-by-case basis.

CERTIFICATION

"I, Bertha L. Eugene, being the president of Great Valley East ("the association"), hereby certify that the foregoing resolution was adopted by at least a majority of the Council's Board of Directors.

By: Bertha L. Eugene
President Bertha L. Eugene

ACKNOWLEDGMENT

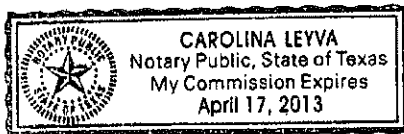
The foregoing instrument, entitled "RECORDS RETENTION & ACCESS POLICY," was acknowledged by Bertha L. Eugene, as President of the Great Valley East, on the 12th of December, 2011.

GIVEN UNDER MY HAND AND SEAL of office on the 12th day of December, 2011.

Carolina Leyva
NOTARY PUBLIC, STATE OF TEXAS

My Commission Expires: April 17, 2013

Carolina Leyva
(Printed Name of Notary Public)



FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

Dianne Wilson

2012 Jan 18 02:56 PM

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BAK \$19.00

Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS

Unofficial's Document