



RECORD RETENTION POLICY FOR
SANDHILL SHORES PROPERTY OWNERS ASSOCIATION, INC.

- Name:** Sandhill Shores Property Owners Association, Inc. (the "Association"), established by the certificate of formation filed with the secretary of state of Texas on December 10, 2004, under file number 800424942.
- Principal Office:** Physical: 20911 West Sandhill Drive. Galveston, TX 77554. Mail: P.O. Box 5336, Galveston, Texas 77554. The Association may have other offices.
- Declaration:** The Declaration of Restrictions, Covenants and Conditions of Sandhill Shores, a Subdivision in Galveston County, Texas, recorded in the real property records of Galveston County, Texas under Film Code No. 013-91-0966.
- Definitions:** Capitalized terms used but not defined herein have the meaning set forth in the Declaration.
- Voting Members:** All Members are entitled to vote in person or by proxy.

A. Record Retention Time

1. Certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates of formation, bylaws, and covenants shall be retained permanently.
2. Financial books and records shall be retained for seven years.
3. Account records of current owners shall be retained for five years.
4. Contracts with a term of one year or more shall be retained for four years after the expiration of the contract term.
5. Minutes of meetings of the owners and the board shall be retained for seven years.
6. Tax returns and audit records shall be retained for seven years.

B. Records Request Procedures

1. The Association will only release information contained in its books and records to an owner or a person designated in a writing signed by the owner as the owner's agent, attorney, or certified public accountant.
2. An owner or the owners authorized representative as defined in subsection 1 of this section must submit a written request for access or information by certified mail with sufficient detail describing the Association's books and records requested, to the mailing address of the association or authorized representative as reflected on the most current management certificate filed with the county clerk.

The request must contain an election either to inspect the books and records before obtaining copies or to have the property owner's association forward copies of the requested books and records and:

- i. If an inspection is requested, the association, on or before the 10th business day after the date the association receives the request, shall send written notice of dates during normal business hours that the owner may inspect the requested books and records to the extent those books and records are in the possession, custody, or control of the association; or
 - ii. If copies of identified books and records are requested, the association shall, to the extent those books and records are in the possession, custody, or control of the association, produce the requested books and records for the requesting party on or before the 10th business day after the date the association receives the request, except as otherwise provided by this section.
3. If the association is unable to produce the books or records requested under subsection 2 of this section on or before the 10th business day after the association receives the request, the association must provide the requestor with written notice that:
 - i. Informs the requestor that the association is unable to produce the information on or before the 10th business day after the date the association received the request; and
 - ii. States a date by which the information will be sent or made available for inspection to the requesting party that is not later than the 15th business day after the date notice under this subsection is given.
4. If an inspection is requested or required, the inspection shall take place at a mutually agreed on time during normal business hours, and the requesting party shall identify the books and records for the property owners association to copy and forward to the requesting party.
5. The association reserves the right to produce requested books and records in any reasonable manner included but not limited to paper copies or electronic copies.

C. Requests That Will Not Be Granted

1. Except as provided herein the association will not release or allow inspection of any books or records that identify the dedicatory instrument violation history of an individual owner of the association, an owner's personal financial information, including records of payment or nonpayment of amounts due the association, an owner's contact information other than the owner's address, or information related to an employee of the association, including personnel files. **Information may**

be released in an aggregate or summary manner that will not identify an individual owner.

2. The information described in subsection 1 of this section may be released if:
 - i. The express written approval of the owner whose records are the subject of the request for inspection is provided to the property owners' association: or
 - ii. A court orders the release of the books and records or orders that the books and records be made available for inspection.

D. Recording and Posting of Instruments. All dedicatory instruments pertaining to the Association shall be recorded in the official real property records of Galveston County, Texas and posted on any website maintained by or on behalf of the Association in accordance with Section 207.006, TPC.

E. Amendment. These policies may be amended at any time by a majority vote of the board.

I hereby certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing Record Retention Policy of the Association was approved by the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Records of Real Property of Galveston County, Texas.

TO CERTIFY which witness my hand this 2 day of FEB, 2012.

Sandhill Shores Property Owners Association, Inc.

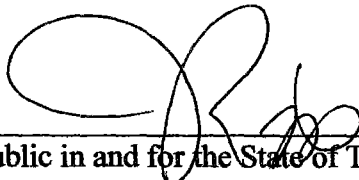
By: 

Richard Devine, Secretary

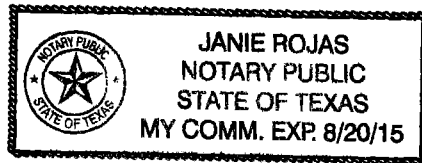
THE STATE OF TEXAS

COUNTY OF GALVESTON

BEFORE ME, the undersigned notary public, on this 2 day of Feb, 2012 personally appeared Richard Devine, Secretary of the Sandhill Shores Property Owners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and in the capacity therein expressed.



Notary Public in and for the State of Texas



FILED AND RECORDED



OFFICIAL PUBLIC RECORDS

Dwight D. Sullivan 2012006441

February 08, 2012 03:49:46 PM

FEE: \$28.00

Dwight D. Sullivan, County Clerk
Galveston County, TEXAS

AFTER RECORDING PLEASE RETURN TO:
Chris Cahill
PO Box 1943
Galveston, TX 77553-1943