

**RESOLUTION REGARDING  
DOCUMENT RETENTION POLICY  
SWEETWATER RANCH HOMEOWNERS ASSOCIATION, INC.  
A TEXAS NON-PROFIT CORPORATION**

STATE OF TEXAS           §  
  §           KNOW ALL MEN BY THESE PRESENTS:  
COUNTY OF NAVARRO   §

THAT WHEREAS, Sweetwater Ranch Homeowners Association, Inc. (the “Association”), has implemented the Document Retention Policy attached hereto as required by Texas Property Code Section 209.005(m).

NOW, THEREFORE, BE IT RESOLVED that the following Document Retention Policy is hereby adopted on behalf of the Association.

Adoption on this 24<sup>th</sup> day of August, 2024.

CERTIFICATION

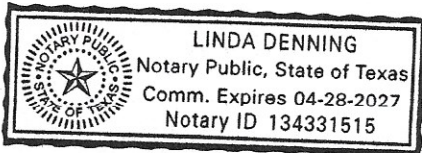
“The undersigned, being President of the Sweetwater Ranch Homeowners Association, Inc., hereby certifies that the foregoing Resolution was adopted by the Board of Directors of Sweetwater Ranch Homeowners Association, Inc., at a meeting of such Directors at which a quorum was present, or as otherwise authorized by law.”

By: *Barbara Long*  
President, Sweetwater Ranch Homeowners Association, Inc.  
Printed Name: Barbara Long

STATE OF TEXAS           §  
  §  
COUNTY OF NAVARRO   §

Before me, the undersigned authority, on this day personally appeared Barbara Long, President of Sweetwater Ranch Homeowners Association, Inc., a Texas non-profit corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she has executed the same as the act of said entity for the purpose and consideration therein expressed and in the capacity therein stated.

Given under my hand and seal of office this 24<sup>th</sup> day of August, 2024.



*Linda Denning*  
Notary Public, State of Texas

## DOCUMENT RETENTION POLICY

Sweetwater Ranch Homeowners Association, Inc.

Record Title	Description	Retention Period
<b>ACCOUNTING AND FINANCIALS</b>		
Corporate history	History of the association, including archives and documents relating to its structure	Permanent
Business continuity	Disaster recovery plans, program to rebuild the vital information of the HOA	Permanent
Year-end financials	Financial statements and general ledger	7 years
Accounts payable and accounts receivable		7 years
Banking	List of employees with authorization to make payments to vendors	7 years
Capital property	Proper approvals, project specifics, and purchase or sale of capital assets	7 years
Chart of accounts		7 years
Financial audits		7 years
Financial reporting	Financial reports prepared monthly, quarterly, or in the interim that are not year-end reports	7 years
Financing - internal	Loan/financing agreements, promissory notes, instruments evidencing security interests, guarantees, etc.	7 years
Investments	Purchase information, assessments, evaluations, and reports of returns	7 years
Records	Account records of current owners	5 years
Budgets		7 years
Tax Returns	Federal income tax returns, audit reports	7 years
Insurance claims files	Working files consisting of detailed information of insurance claims maintained by a third party or internally	7 years
Approval requests	Requests for approval for funds allocated to pay expenses	7 years
<b>MANAGEMENT</b>		
Board of directors	Official records of board resolutions and actions	Permanent
Formation	Articles of Incorporation, certificates of formation	Permanent

Governance declarations	Bylaws, rules, easements, etc.	Permanent
Meetings and votes	Minutes, notices, voting records, proxies, and actions	7 years
Contracts and agreements		4 years from end of term
MISCELLANEOUS		
IT security	Records of facilitated risk analyses, audits, and reviews of automated systems; plans to preserve security; confidentiality and availability records	6 years
Software	Programs, code, and supporting documentation for applications licensed by the HOA	6 years
System backup	Backup records of inventories, schedules, logs, and other documents relevant to data preservation and software used to restore functionality of system in the event of a failure	6 years