



SADDLERIDGE PROPERTY OWNERS ASSOCIATION RECORDS POLICIES

In accordance with Section 209.005 of the Texas Property Code, the Saddleridge Property Owners Association (SPOA) has adopted policies pertaining to Records Retention, Records Inspection, Records Production and Copying. This document has being filed in Hays County, Texas, as a dedicatory instrument of the SPOA.

Records Retention Policy

- A. The SPOA shall retain copies of the following documents for the period indicated and in locations as indicated.
1. Certificate of Incorporation, Declaration of Covenants, Bylaws, Rules and Regulations, and other Dedicatory Instruments and including all amendments and revisions to these documents.
 - a. Retention - These documents shall be retained for the life of the Association.
 - b. Location - Original and electronic copies shall be maintained in the file cabinet located in the Club House Storeroom. In addition, an electronic copy shall be posted on the Saddleridge website.
 2. Financial books and records:
 - a. Retention - These documents shall be retained for seven years
 - b. Location - Current financial books shall be maintained electronically by the Association's Bookkeeper and/or Treasurer. In addition, an electronic backup copy of the books shall be maintained in the file cabinet located in the Club House Storeroom. A Record Copy of each Annual Statement, any financial audits and similar financial records shall be maintained in the file cabinet located in the Club House Storeroom.
 3. Account records of current owners:
 - a. Retention - These documents shall be retained for five years.
 - b. Location - Current account records shall be maintained electronically by the Association's Bookkeeper and/or Treasurer. An additional copy shall be shall be maintained in the file cabinet located in the Club House Storeroom.
 4. Contracts with a term of one year or more:
 - a. Retention - A copy shall be retained for four years after the expiration of the contract term.
 - b. Location - A copy of all contracts shall be maintained in the file cabinet located in the Club House Storeroom.

5. Minutes of meetings of the Owners and the Board
 - a. Retention - Copies of all minutes shall be retained for seven years.
 - b. Location - All Minutes shall be posted on the Saddleridge website. Additionally, a copy shall be shall be maintained in the file cabinet located in the Club House Storeroom.
 6. Tax returns and audit records:
 - a. Retention - Tax return and audit records shall be retained for seven years.
 - b. Location - Tax documents shall be maintained in the file cabinet located in the Club House Storeroom.
 7. Association Correspondence.
 - a. Retention - All SPOA official business correspondence shall be retained for seven years.
 - b. Location - Copies of correspondence (electronic or paper) shall be maintained in the file cabinet located in the Club House Storeroom.
- B. In addition to the above, a secure backup copy of all required documents and records shall be maintained in electronic format on a portable data device to be maintained in the SPOA lock-box at:
- Ozona National Bank
101 River Road
Wimberley, Hays County, Texas

Records Inspection Policy

- A. The SPOA has adopted an open records policy in accordance with the Texas Property Code and all required records shall be reasonably available for inspection by the Property Owners.
- B. All Dedicatory Instruments and Minutes of past meetings are available for viewing, at any time, on the Saddleridge website at: www.saddleridge.com.
- C. Other documents including those stored at the clubhouse and current financial statements may be viewed at any Member Meeting or the monthly Board Meeting as meeting time may allow. Documents may otherwise be inspected by appointment only and can be arranged by request to any Board Member. Appointments may be arranged for normal business hours, weekdays and Saturdays, subject to prior commitment for use of the Clubhouse.
- D. The following documents or records shall not be available for inspection unless express written approval of the owner whose records are the subject of the request has been provided to the Board or a court orders the release of the documents and records.
 1. Documents or records that identify an individual Owner's history of violations of the Covenants.
 2. Documents or records of an Owner's personal financial information, including records of payment or nonpayment of amounts due the SPOA.
 3. Documents or records that divulge an Owner's contact information, other than the owner's address,

4. Documents or records information related to an employee of the SPOA.

Records Production and Copying Policy

- A. An Owner or the owner's authorized representative may request copies of documents or records by submitting a written request by certified mail to:
Saddleridge POA
P.O. Box 924
Wimberley, TX. 78676
- B. The request must have sufficient detail describing the SPOA books, documents, and records being requested.
- C. The request must contain an election either to inspect the books, documents, and records before obtaining copies or to have the SPOA forward copies of the requested books, documents and records and shall specify the desired format of copies -- hard copy or electronic and method of delivery of copies.
- D. The Owner requesting copies of documents and records shall be charged for the costs associated with compilation, production, or reproduction of documents in accordance with the Schedule of Charges, in paragraph F below, but not to exceed that allowed by the Texas Administration Code, Section 70.3. An estimate of charges shall be provided to the requesting Owner and must be paid in advance. An invoice will be provided upon delivery of the requested documents. If the actual costs are less than the estimate, a refund will be given within 30 business days. If additional amounts are due, the Owner shall pay the amount owed within 30 business days of the invoice. If payment is not received within 30 business days, the amount due will be added to the Annual Assessment, along with the customary interest charge.
- E. If copies of documents and records have been requested, the produced copies shall be delivered by the tenth working day after receipt of the prepayment of the estimated costs.
- F. The Schedule of Charges for the compilation, production, or reproduction of the requested documents shall be as follows:
- Labor to compile and print the requested documents will be charged at \$15 per hour plus 20% overhead for a total of \$18 per hour. A minimum of one hour will be charged for each request for copies of documents or data.
 - In addition to the labor to produce, material charges for documents or data are applied.
 - a. For a standard paper copy, a charge of \$.10 per page is applied.
 - b. For a CD-R, a charge \$1.00 for each disk used is applied.
 - c. For a DVD-R, a charge \$3.00 for each disk used is applied.
 - d. For a portable data device such as a USB Drive or a memory card, actual cost of the devices used is applied.
 - e. There is no additional charge for e-mail of data or document files.
 - If delivery of the copied documents or data is requested, the Owner shall be charged at actual cost for the type of delivery requested.