



**VILLAGE AT TWIN RIVERS COMMUNITY ASSOCIATION, INC.
DOCUMENT RETENTION AND PRODUCTION POLICY**

Resolution of the Board of Directors of the Villages at Twin Rivers Homeowners Association, Inc.

WHEREAS, Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005 ("Section 209.005") regarding retention and production of Association documents and records ("Documents"); and

WHEREAS, the Board of Directors of the Association ("Board") desires to establish a policy for document retention and production consistent with Section 209.005 in order to provide clear and definitive guidance to owners.

NOW, THEREFORE, the Board has duly adopted the following Document Retention Policy:

1. Certificates of formation, By-laws, 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; and
6. Tax returns and audit records shall be retained for seven years.
7. Any Documents not described above may be retained for the duration deemed to be useful to the purpose of the Association, in the discretion of the Board.
8. Upon expiration of the retention period listed above, the Documents are no longer Association records and may be destroyed, discarded, deleted, purged or otherwise eliminated.

NOW, THEREFORE, the Board has duly adopted the following Document Production Policy

1. The Board's rights and duties related to production documents requested by a homeowner are co-extensive with the rights and duties set forth in Section 209.005.
2. The charge for the compilation, production, and reproduction of information includes all reasonable costs of materials, labor, and overhead.

Exhibit A

Copy charges

(1) *Standard paper copy.* The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is \$.10 per page or part of a page. Each side that has recorded information is considered a page.

(2) *Nonstandard copy.* The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:

- (A) Diskette--\$1.00;
- (B) Magnetic tape--actual cost
- (C) Data cartridge--actual cost;
- (D) Tape cartridge--actual cost;
- (E) Rewritable CD (CD-RW)--\$1.00;
- (F) Non-rewritable CD (CD-R)--\$1.00;
- (G) Digital video disc (DVD)--\$3.00;
- (H) JAZ drive--actual cost;
- (I) Other electronic media--actual cost;
- (J) VHS video cassette--\$2.50;
- (K) Audio cassette--\$1.00;
- (L) Oversize paper copy (e.g.: 11 inches by 17 inches, greenbar, bluebar, not including maps and photographs using specialty paper--See also §70.9 of this title)--\$.50;
- (M) Specialty paper (e.g.: Mylar, blueprint, blue-line, map, photographic--actual cost.

Labor charge for programming. If a particular request requires the services of a programmer in order to execute an existing program or to create a new program so that requested information may be accessed and copied, the Board may charge for the programmer's time. The hourly charge for a programmer is \$28.50 an hour. Only programming services shall be charged at this hourly rate.

Labor charge for locating, compiling, manipulating data, and reproducing public information.

(1) The charge for labor costs incurred in processing a request for public information is \$15 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.

(2) A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in:

- (A) Two or more separate buildings that are not physically connected with each other; or
- (B) A remote storage facility.

3. The charges described herein are specified as follows:

See attached Exhibit A

Approved and adopted by the Board of Directors at the Regular Meeting of the Villages at Twin Rivers Community Association, Inc. held on August 1, 2022 at 6:00 p.m. at the clubhouse as indicated in the minutes of that meeting.


Secretary for the Village at Twin Rivers
Community Association, Inc.

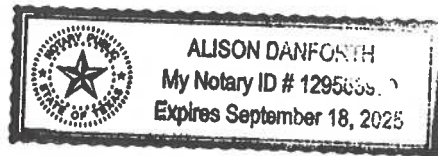
STATE OF TEXAS §

COUNTY OF McLENNAN §

This instrument was acknowledged before me on this 1st day of August 2022, by Rhett Taylor, Secretary of the Village at Twin Rivers Community Association, Inc., a Texas non-profit Corporation.


Notary Public for the State of Texas

After recording return to:
Paramount Realty & Management
P. O. Box 23111
Waco, Texas 76702



129563970

(3) A labor charge shall not be recovered for any time spent by an attorney, legal assistant, or any other person who reviews the requested information to determine whether the Board will raise any exceptions to disclosure of the requested information.

(4) A labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the public information.

Overhead charge.

(1) Whenever any labor charge is applicable to a request, the Board may include in the charges direct and indirect costs, in addition to the specific labor charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead. If the Board chooses to recover such costs, a charge shall be made in accordance with the methodology described in paragraph (3) of this subsection. Although an exact calculation of costs will vary, the use of a standard charge will avoid complication in calculating such costs and will provide uniformity for charges made statewide.

(2) An overhead charge shall not be made for requests for copies of 50 or fewer pages of standard paper records unless the request also qualifies for a labor charge pursuant to Texas Government Code, §552.261(a)(1) or (2).

(3) The overhead charge shall be computed at 20% of the charge made to cover any labor costs associated with a particular request. Example: if one hour of labor is used for a particular request, the formula would be as follows: Labor charge for locating, compiling, and reproducing, $\$15.00 \times .20 = \3.00 ; or Programming labor charge, $\$28.50 \times .20 = \5.70 . If a request requires one hour of labor charge for locating, compiling, and reproducing information ($\$15.00$ per hour); and one hour of programming labor charge ($\$28.50$ per hour), the combined overhead would be: $\$15.00 + \$28.50 = \$43.50 \times .20 = \8.70 .

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS



J. A. "Andy" Harwell, County Clerk

08/04/2022 09:19 AM

Fee: \$28.00

2022031885

RESOLUTION
McLennan County, Texas