

EXHIBIT B

DOCUMENT RETENTION POLICY

WHEREAS, Hannah Heights Homeowners Association, Inc. (the “**Association**”) is charged with administering and enforcing that certain Declaration of Covenants, Conditions and Restrictions for Hannah Heights recorded on August 10, 2020 as Document No. 202099021206 of the Official Public Records of Real Property of Guadalupe County, Texas (the “**Declaration**”);

WHEREAS, Texas Property Code Section 209.005 has been amended to add Subsection (m);

WHEREAS, Texas Property Code Section 209.005(m) requires that the Association adopt a document retention policy that prescribes the timeframes for which the Association will maintain governing documents and other records generated on or after January 1, 2012 (collectively, the “**Association Records**”);

WHEREAS, the Association’s Bylaws provide that the affairs of the Association shall be managed by the Association’s Board of Directors (the “**Board**”); and

WHEREAS, the Board desires to adopt a policy in accordance with Texas Property Code Section 209.005(m).

NOW, THEREFORE, the Board has duly adopted the following Document Retention Policy (the “**Policy**”):

1. Association Records may be maintained in paper or electronic format.
2. Association Records shall be retained for the durations listed below:
 - a. certificate of formation or articles of incorporation, bylaws, restrictive covenants, and all amendments to the same shall be retained permanently;
 - b. financial books and records shall be retained for seven (7) years;
 - c. account records of current owners shall be retained for five (5) years;
 - d. contracts with a term of one (1) year or more shall be retained for four (4) years after the expiration of the contract term;
 - e. minutes of meetings of the owners and the Board shall be retained for seven (7) years;
 - f. tax returns and audit records shall be retained for seven (7) years.

3. Any documents not described above may be retained for the duration deemed necessary by the Association, in the sole discretion of the Board.

4. Upon expiration of the retention period listed above, the Association Records may be destroyed, discarded, deleted, purged or otherwise eliminated.

5. This Policy is effective upon recordation and supersedes any policies regarding retention of Association Records that may have previously been in effect. Except as affected by this Policy, all other provisions contained in the Declaration and/or any other dedicatory instruments of the Association shall remain in full force and effect.