

EXHIBIT "B"

DOCUMENT RETENTION POLICY

THE WOODS OF ST. CLARE PROPERTY OWNERS ASSOCIATION, INC.

THE WOODS OF ST. CLARE PROPERTY OWNERS ASSOCIATION, INC. ("Association") is the governing body which manages and regulates the subdivision known as THE WOODS OF ST. CLARE SUBDIVISION, and more particularly described in a plat of real property of The Woods of St. Clare Subdivision recorded in Volume 8, Page 500 of the Map and Plat Records of Guadalupe County, Texas.

Pursuant to Texas Property Code §209.005(m), the Association adopts this Policy to comply with document retention requirements.

At a minimum, the Association will retain the documents for the periods required, which consist of the documents identified on Exhibit "A" hereto.

This Policy may not be construed to prevent the Board of Directors from adopting, amending, and restating, from time to time, one or more additional administrative policies regarding the retention of documents, records, and information of the Association, including but not limited to policies relating to storage and destruction of items identified on Exhibit "A" and other types of documents, records, and information of the Association. This provision may not be construed as a duty of the Board of Directors to adopt such additional administrative policies.

The Board of Directors adopted this Policy to ensure that the Association complies with requirements of State Law, and instructed the undersigned to execute this Policy and to effect its recording.

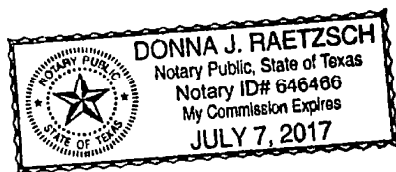
EFFECTIVE July 26, 2016, to ensure compliance with requirements of State Law.

THE WOODS OF ST. CLARE PROPERTY OWNERS ASSOCIATION, INC.

By: 
DALE KOEHLER, President

STATE OF TEXAS §
 § ACKNOWLEDGMENT
COUNTY OF GUADALUPE §

This instrument was acknowledged before me, the undersigned authority, on July 28, 2016, by DALE KOEHLER, President of THE WOODS OF ST. CLARE PROPERTY OWNERS ASSOCIATION, INC., a Texas Non- profit corporation, on behalf of said corporation.



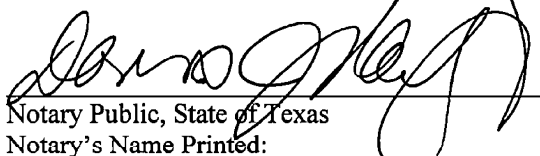

Notary Public, State of Texas
Notary's Name Printed: _____

EXHIBIT "A"

Effective July 27, 2016, THE WOODS OF ST. CLARE PROPERTY OWNERS ASSOCIATION, INC. will retain the following documents for the below-stated periods of time, being the stated requirements of Prop. Code Sec. 209.005(m):

- (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 at least seven years;
- (3) account records of current owners shall be retained for at least five years;
- (4) contracts with a term of one year or more shall be retained for at least four years after the expiration of the contract term;
- (5) minutes of meetings of the owners and the board shall be retained for at least seven years; and
- (6) tax returns and audit records shall be retained for at least seven years.