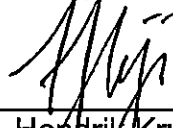


By: Lucas Ranch Homeowners Association, Inc.,  
A Texas nonprofit corporation



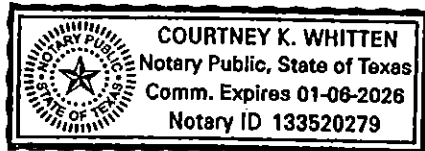
Name: Hendrik Krueger  
Title: President

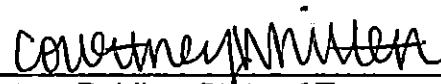
STATE OF TEXAS

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ARANSAS COUNTY

This instrument was acknowledged before me on July 11, 2024,  
by Hendrik Krueger, President of Lucas Ranch Homeowners Association, Inc., a Texas  
nonprofit corporation, on behalf of the corporation. The acknowledging person  
personally appeared by physically appearing before me.



  
Notary Public—State of Texas  
Name: Courtney K Whitten

**NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.**

**STATE OF TEXAS**

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**COUNTY OF ARANSAS**

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**DOCUMENT RETENTION POLICY OF LUCAS RANCH HOMEOWNERS'**  
**ASSOCIATION, INC.**

This Document Retention Policy is adopted in accordance with Texas Property Code section 209.005 and supersedes any policy regarding retention and destruction of Documents that may have previously been in effect. This Document Retention Policy will be effective when recorded in the real property records of Aransas County, Texas.

**1. Definitions.**

(a) Generally. The following words and phrases when used in this Document Retention Policy have the following meanings:

(1) The terms "Destroy" and "Destroyed" mean to destroy, discard, shred, burn, delete, chemically treat, purge, or otherwise eliminate Documents as may be appropriate.

(2) The term "Document" means any written, typed, or printed matter and all magnetic, electronic, or other records or documentary material generated or received by the Association in connection with transacting its business or related to the Association's legal obligations. The term "Document" includes but is not limited to writings, drawings, reports, graphs, charts, diagrams, correspondence, telegrams, memoranda, notes, records, minutes, contracts, agreements, records or notations of telephone or personal conversations or conferences, interoffice communications, electronic mail, microfilm, microfiche, bulletins, circulars, pamphlets, photographs, faxes, invoices, audio and visual recordings, computer printouts, drafts, résumés, logs, worksheets, and other information that is stored in magnetic, optical, digital, or other electronic-storage media from which the information can be obtained and examined, such as hard drives, floppy disks, CD-ROMs, DVDs, tapes, smart cards, integrated-circuit cards (e.g., SIM cards), other removable media (e.g., flash drives, Zip drives, Jaz cartridges), and the files within which any such items are maintained.

(3) The term "Official Files" means the files maintained by the Manager. The term "Official Files" expressly excludes Documents subject to the attorney-client

privilege and the work-product privilege maintained by the Association's legal counsel.

(b) Other Capitalized Terms. Any other capitalized term in this Document Retention Policy that is not defined in this Document Retention Policy will have the meaning set forth in, as applicable, (1) the Declaration Of Covenants, Conditions, and Restrictions for Lucas Ranch Subdivision (as amended or restated from time to time), or (2) the Bylaws of Lucas Ranch Homeowners Association, Inc., a Texas nonprofit corporation (as amended or restated from time to time).

## **2. Policy.**

(a) It is the Association's policy to maintain complete, accurate, and high-quality Documents. Documents are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or other purposes as set forth in this Document Retention Policy.

(b) Documents may be maintained in paper format or in an electronic format that can be readily transferred to paper.

(c) Documents that are no longer required, or have satisfied their recommended period of retention, will no longer be records of the Association and may be Destroyed.

(d) The Manager is responsible for ensuring that Documents within its area of assigned responsibility are identified, retained, stored, protected, and subsequently Destroyed in accordance with the guidelines set forth in this Document Retention Policy.

**3. Compliance.** This Document Retention Policy is not intended to be exhaustive and, accordingly, will be implemented to meet the specific needs of the Association. The retention periods specified in the Retention Schedule are guidelines based on the current retention periods set forth in current laws, industry custom, and practice.

**4. Record Retention Schedule.** Documents must be retained in accordance with the retention schedule attached as Schedule 1 ("Retention Schedule"). The retention periods specified in the Retention Schedule for particular Documents are intended as guidelines. In particular circumstances, the Manager and the Board may determine that either a longer or shorter retention period is warranted, as long as the retention period does not violate current law.

**5. Directors.** The Association does not require Directors to maintain any Documents. Directors, in their discretion, may Destroy copies of Documents generated by the Association if the Association maintains the originals of the Documents in the Official Files. However, if Directors receive Documents relating to the Association that were not generated by the Association or received through the Association, Directors must send the originals of the Documents (or copies, if originals are not available) to the Manager to be maintained in the Official Files.

**6. Annual Purge of Files.**

(a) The Manager and each Director electing to maintain Documents must conduct an annual purge of files that are under their respective control. The annual purge of files must be completed within the first quarter of each calendar year for Documents relating to prior years.

(b) When a Director ceases to be a Director, the Director must either Destroy or turn over to the Manager all Documents relating to the business of the Association in the Director's possession or control. If the Documents are turned over, from that time forward, the Manager will have the responsibility to conduct the annual purge of files maintained by the former Director.

**7. Destruction Procedure.**

(a) If the Documents to be purged are of public record, the Documents will be recycled or Destroyed.

(b) If the Documents to be purged are not of public record, the Documents may be recycled as long as any confidential information contained in the Documents can be preserved; otherwise, the Documents will be Destroyed in order to preserve the confidential nature of the information.

**8. Certification.** Following the annual purge of files, the Manager, on request by the Board, must certify in writing that all Documents under its control conform to the guidelines set forth in this Document Retention Policy.

**9. Copies of Originals.** Copies of any Document may be recycled or Destroyed (as appropriate) at any time, regardless of age, as long as an original of the Document is maintained in the Official Files.

**10. Onset of Litigation.** If litigation has commenced, or if it is reasonably foreseeable that litigation may be imminent, all Documents potentially relevant to the dispute must be preserved. At the direction of the Association's legal counsel, the Manager will advise the Board and any other person who may maintain Documents of the facts relating to the litigation. Thereafter, all Documents potentially relevant to the dispute will be deemed "held" until the litigation is concluded and all appeal periods have expired. At the conclusion of the litigation, the "hold" period will cease and the time periods provided in the Retention Schedule will apply to the Documents.

By: Lucas Ranch Homeowners Association, Inc.,  
A Texas nonprofit corporation

  
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Name: Hendrik Krueger  
Title: President

STATE OF TEXAS

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ARANSAS COUNTY

This instrument was acknowledged before me on July 11, 2024,  
by Hendrik Krueger, President of Lucas Ranch Homeowners Association, Inc., a Texas  
nonprofit corporation, on behalf of the corporation. The acknowledging person  
personally appeared by physically appearing before me.



Courtney K Whitten  
Notary Public—State of Texas  
Name: Courtney K Whitten

**Attached**  
Retention Schedule

**Retention Schedule**

***Record Type:***

Certificate of Formation, Bylaws, and  
Declarations, and any amendments thereto

***Retention Period:***

Permanently

Financial books and records

7 years

Account records of current Lot Owners

5 years

Contracts with a term of one (1) year or  
more

4 years after the expiration  
of the contract term

Minutes of Board and Membership  
Meetings

7 years

Tax returns and audit records

7 years