

Clear Springs Park Property Owners Association

RECORDS RETENTION and RETRIEVAL POLICY

1. PURPOSE

- 1.1. The purpose of the Clear Springs Park Property Owners Association (hereinafter referred to as “CSP POA”) Records Retention and Retrieval Policy is to record and retain governing documents and historical records of the Clear Springs Park community and its residents. It includes providing guidance on what documents should be retained, how long they should be retained, and how they can be made available for inspection upon request.

2. SCOPE and RETENTION PERIODS

- 2.1. This policy applies to governing and historical documents for the CSP community, including but not limited to:
 - Original Declarations and Plats by the Developer - retained permanently
 - Covenants, Conditions, and Restrictions (“CCRs”, also known as Deed Restrictions) – retained permanently
 - Articles of Incorporation and Amendments of the Property Owners Association (“POA”) – retained permanently
 - Bylaws of the Property Owners Association (all revisions) – retained permanently
 - Historical community maps made by the POA – retained permanently
 - Financial and insurance records of the POA – retained for a minimum of seven (7) years
 - All Federal and State tax returns and audits – retained for a minimum of seven (7) years
 - Reports required by the Secretary of State – retained for a minimum of seven (7) years
 - Copies of contracts for capital improvements – retained for a minimum of seven (7) years
- 2.2. Documents not listed above may be retained for the time periods of the documents listed above that they most closely resemble (i.e., Governing documents, Organization documents, Operational documents, Financial documents, Statutory documents, etc.).

3. DATA STORAGE and OPERATION

- 3.1. Legal documents and correspondence involving attorneys do not need to be retained by the CSP POA, as they are restricted by attorney-client confidentiality, but may be requested from the attorneys involved.
- 3.2. The documents retained by the CSP POA may be retained in the records filed with Bexar County, at a storage location deemed appropriate by the CSP POA Board of Directors, or electronically in a secure manner as approved by the CSP POA Board of Directors.
- 3.3. Documents stored electronically will be treated as if they were paper documents.
- 3.4. The CSP POA officers will conduct an annual review of documentation to ensure compliance with this policy and technological advancements.
- 3.5. The CSP POA Secretary, as custodian of the records and with assistance from IT technical support, shall determine if any documents have exceeded the retention periods stated above (Section 2.1) and may be discarded. The Secretary will report to the Board of Directors with any proposal for document removal and recommend the manner of removal or destruction.

4. DOCUMENT RETRIEVAL and INSPECTION

- 4.1. Persons who may request to inspect records or purchase copies of records covered by this policy are limited to:
- Members of the CSP POA
 - The agent, attorney, or CPA of a Member of the CSP POA designated in writing and signed by the Member of the CSP POA. This designation in writing must be signed and received by the CSP POA before requesting inspection or copies of records.
 - Law enforcement agencies, including judicial court orders
- 4.2. Requests to inspect or copy records covered by this policy must be received in writing by the CSP POA. The request must include:
- The name, street address, and email or telephone of the Member of the CSP POA.
 - A list or specific description of documents requested including the year of the document.
 - An election to receive the documents in hard copy (paper) or electronic format.
- 4.3. Requests may be physically mailed (USPS Certified) to the address of the CSP POA (currently, 4330 Jennifer Nicole, San Antonio, TX 78261). Informal notifications of a pending request may also be emailed to the CSP POA at clearspringspoa@gmail.com . Informal email notifications do not constitute a formal request, but allow the CSP POA to contact the requestor to clarify the request.
- 4.4. The CSP POA will deliver a cost estimate of document retrieval to the requestor prior to retrieving the documents. The estimated cost of document retrieval shall be due from the requestor prior to production. The cost for production includes reasonable costs for labor, copies, and delivery. Delivery may be in hard copy (paper) or electronic format, as desired.
- 4.5. The CSP POA will not release records that contain personally identifiable information for a specific property owner, other than the requesting Member of the CSP POA, without that property owner's approval.

5. RESPONSIBILITY and ENFORCEMENT

- 5.1. The CSP POA Board of Directors will be responsible for the implementation, operation, and enforcement of this policy.
- 5.2. The Board will conduct periodic inspections to ensure proper adherence to this policy.

6. NOTIFICATIONS

- 6.1. A notification and copy of this policy will be made available to all residents and homeowners prior to implementation of this policy.

7. AMENDMENTS

- 7.1. This policy may be amended at any time by the CSP POA Board of Directors to reflect changes in technology, law, or the necessities of the community.

ADOPTED this 13th day of July, 2026, by the Board of Directors of the Clear Springs Park Property Owners Association.