

<p>STATE OF TEXAS</p> <p>COUNTY OF ERATH</p> <p>COUNTY OF COMANCHE</p>	<p>§</p> <p>§</p> <p>§</p> <p>§</p> <p>§</p>	<p>RESOLUTION ADOPTING RECORDS</p> <p>RETENTION POLICY</p> <p>FOR</p> <p>THE RANCHES AT DEER CROSSING</p> <p>PROPERTY OWNERS' ASSOCIATION, INC.</p>
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**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE RANCHES AT DEER CROSSING PROPERTY OWNERS' ASSOCIATION, INC.
REGARDING RECORDS RETENTION POLICY**

Pursuant to Section 209.005(m) of the Texas Property Code, The Ranches at Deer Crossing Property Owners' Association, Inc., hereinafter referred to as "Association", the Association governing The Ranches at Deer Crossing Subdivision located in Erath County, Texas and Comanche County, Texas, acting by and through its Board of Directors, has adopted the following records retention policy, to-wit:

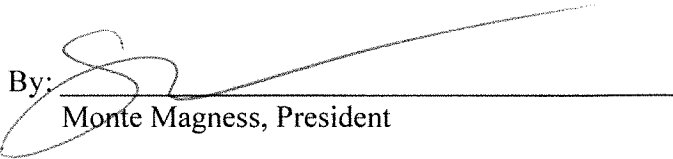
Records of the Association shall be kept on the following schedule:

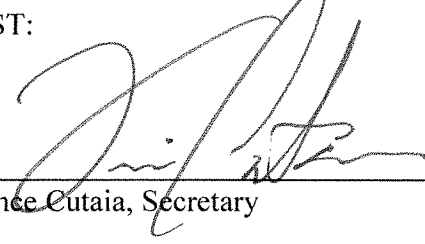
- (1) The certificate of formation, bylaws, restrictive covenants, and all amendments to the certificate for formation, bylaws and covenants shall be retained permanently.
- (2) Financial books and records shall be retained for seven years.
- (3) Account records of current owners shall be retained for 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.
- (6) Tax returns and audit records shall be retained for seven years.
- (7) All resolutions and policies adopted shall be retained permanently.
- (8) Emails are not stored or saved electronically by Board Members, Committee Members, or anyone associated with the Association, including a management company. In the event that any communication is kept that started as an email, it will be printed and kept with the subject it involves. Emails are not kept as a practice and they are printed as necessary. In the event that an email is printed it may only contain the final decision or request, and not all pages of communication.

By their signatures below the President and the Secretary of the Association certify that the foregoing resolution was approved by the Board of Directors of the Association at a duly-called meeting of the Board of Directors at which a quorum of Directors was present, or by signed, unanimous written consent in lieu of a meeting.

PASSED, ADOPTED AND APPROVED on this the 29th day of September 2021.

THE RANCHES AT DEER CROSSING PROPERTY OWNERS' ASSOCIATION, INC.

By: 
Monte Magness, President


ATTEST:
By: 
Vince Cutaia, Secretary

THE STATE OF TEXAS §
 §
COUNTY OF Parker §

CERTIFICATE OF ACKNOWLEDGMENT

Before me, the undersigned Notary Public, on this day personally appeared Monte Magness who is personally known to me (or proved to me through a federal or state issued ID with photo and signature of person identified) to be the person whose name is subscribed to the foregoing instrument, and who has acknowledged to me that he is the President of The Ranches at Deer Crossing Property Owners' Association, Inc. and that by authority duly given and as the act of The Ranches at Deer Crossing Property Owners' Association, Inc. executed the instrument for the purposes and considerations expressed.

Given under my hand and seal of office on the 27 day of October 2021.


Notary Public in and for The State of Texas



AFTER RECORDING, RETURN TO:
The Ranches at Deer Crossing Property Owners' Association, Inc.
110 W. Interstate 20, Frontage Road, Suite 120
Weatherford, Texas 76086

**FILED FOR RECORD
AT 10:15 O'CLOCK A.M.**

OCT 28 2021

Ruby Lesley
Clerk, County Court Comanche Co., Texas

② N/C National Land
Partner

FILED

AT 10:15 O'CLOCK A M
ON THE 28th DAY OF October
A.D., 2021.

**STATE OF TEXAS
COUNTY OF COMANCHE**

I hereby certify that this instrument was FILED
on the date and at the time stamped hereon by
me and was duly RECORDED in the Volume and
Page of the Need
Records of Comanche County, Texas.

Ruby Lesley
COUNTY CLERK, COMANCHE CO. TEXAS



Ruby Lesley
County Clerk, Comanche Co., Texas

BY *Susana Cottas*
DEPUTY

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