Hood County Clerk 201 W Bridge Street PO BOX 339 Granbury, Texas 76048 Phone: 817-579-3222

Document Number: 2016-0006721 -Filed and Recorded - Real Records

RESOLUTION

Granton ROLLING CREEK RANCH POA INC. Pages: 4

Recorded On: 06/15/2016 11:01 AM

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Notes: Recorded On: 06/15/2016 11:01 AM Document Number: 2016-0006721 Receipt Number: R167052 Amount: \$29.00 Recorded By: Kristi Jackson

Any provision herein which restricts the Sale. Rental, or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law. I hereby certify that this instrument was filed and duly recorded in the Official Records of Hood County, Texas

Xten La Katie Lang

County Clerk Hood County, Texas

Return To: In Office



ROLLING CREEK RANCH POA INC 3902 E HWY 377 SUITE 102 GRANBURY, TX 76049

STATE OF TEXAS 8

RESOLUTION ADOPTING

RECORDS RETENTION POLICY

§ FOR ROLLING CREEK RANCH
COUNTY OF HOOD § PROPERTY OWNERS' ASSOCIATION, INC.

8

RESOLUTION OF THE BOARD OF DIRECTORS OF ROLLING CREEK RANCH PROPERTY OWNERS' ASSOCIATION, INC. REGARDING RECORDS RETENTION POLICY

Pursuant to Section 209.005(m) of the Texas Property Code, Rolling Creek Ranch Property Owners' Association, Inc., hereinafter referred to as "Association", 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:

- The certificate of formation, bylaws, restrictive covenants, and all amendments to the certificate for formation, bylaws and covenants shall be retained permanently.
- 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) Famils 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, will be printed and kept with the subject it involves. Emails are not kept as a practice and they are printed as nocessary. 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 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.

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PASSED, ADOPTED AND APPROVED on this the 31st day of May, 2016.

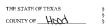
Rolling Creek Ranch Property Owners' Association, Inc.

m Mtgn

ATTEST:

by: Um V ~ Vince Cutaia, Secretary

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CERTIFICATE OF ACKNOWLEDGMENT

Before me, the undersigned Notary Public, on this day personally appeared Monte Magness, President of Rolling Creck Ranch Property Owners' Association, Inc., known to me through personal acquaintance or proper identification to be the person whose mane is subsorbed to the foregoing instrument, and who acknowledged to me that he executed the instrument for the unpresso and considerations therefore excressed.

Given under my hand and seal of office on this the 13th day of 1000 , 2016



Notary Public in and for The State of Toxas

COUNTY OF HOM

CERTIFICATE OF ACKNOWLEDGMENT

Before me, the undersigned Notary Public, on this day personally appeared Vince Cutaia, Secretary of Rolling Creek Ranch Property Owners' Association, Inc., known to me through personal acquaintance or proper identification to be the person whose name is subscribed to the foregoing instrument, and who acknowledged to me that he executed the instrument for the purposes and considerations therein expressed.

Given under my hand and seal of office on this the 13th day of ______, 2016.

CARLA DUBICS
Nokiny Patric, Skyle of Texos
My Commission Expres
September 03, 2019

Notary Public in and for The State of Texas

AFTER RECORDING, RETURN TO:

Rolling Creek Ranch Property Owners' Association, Inc. 3902 E. Hwy. 377, Suite 102 Granbury, Texas 76049