

**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

Grantor: ROLLING CREEK RANCH POA INC

Pages: 4

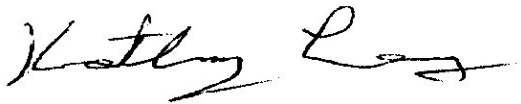
Recorded On: 06/15/2016 11:01 AM

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<b>Recorded On:</b> 06/15/2016 11:01 AM	<b>Notes:</b>     
<b>Document Number:</b> 2016-0006721	
<b>Receipt Number:</b> R167052	
<b>Amount:</b> \$29.00	
<b>Recorded By:</b> 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**



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	§	RESOLUTION ADOPTING
	§	RECORDS RETENTION POLICY
	§	FOR ROLLING CREEK RANCH
COUNTY OF HOOD	§	PROPERTY OWNERS' ASSOCIATION, INC.

**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:

- (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) 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 31<sup>st</sup> day of May, 2016.

**Rolling Creek Ranch Property Owners' Association, Inc.**

By:   
Monte Magness, President

ATTEST:

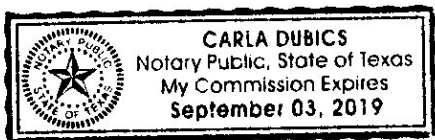
By:   
Vince Cutaia, Secretary

THE STATE OF TEXAS §  
COUNTY OF Hood §

CERTIFICATE OF ACKNOWLEDGMENT

Before me, the undersigned Notary Public, on this day personally appeared Monte Magness, President 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 13<sup>th</sup> day of June, 2016.



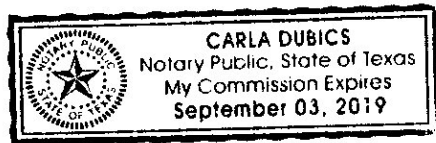
Carla Dubics  
Notary Public in and for The State of Texas

THE STATE OF TEXAS §  
COUNTY OF Hood §

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 13<sup>th</sup> day of June, 2016.



Carla Dubics  
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