

STATE OF TEXAS	§	RESOLUTION ADOPTING RECORDS
	§	RETENTION POLICY FOR
	§	THE RANCHES AT BLACKJACK MEADOWS
COUNTY OF MONTAGUE	§	PROPERTY OWNERS' ASSOCIATION, INC.

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE RANCHES AT BLACKJACK MEADOWS
PROPERTY OWNERS' ASSOCIATION, INC.
REGARDING RECORDS RETENTION POLICY**

Pursuant to Section 209.005(m) of the Texas Property Code, The Ranches at Blackjack Meadows Property Owners' Association, Inc., hereinafter referred to as "Association", the Association governing The Ranches at Blackjack Meadows Subdivision located in Montague County, Texas (said Subdivision being more fully described on the map and plat recorded under Cabinet G, Volume 10, Page 481 (Instrument No. 2200757) in the Official Public Records of Montague 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 27th day of January 2022.

**THE RANCHES AT BLACKJACK MEADOWS
PROPERTY OWNERS' ASSOCIATION, INC.**

By: [Signature]
Monte Magness, President

ATTEST:

By: [Signature]
Dennis Jones, 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 Blackjack Meadows Property Owners' Association, Inc. and that by authority duly given and as the act of The Ranches at Blackjack Meadows 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 February 2022.



[Signature]
Notary Public in and for The State of Texas

AFTER RECORDING, RETURN TO:

The Ranches at Blackjack Meadows Property Owners' Association, Inc.
110 W. Interstate 20, Frontage Road, Suite 120
Weatherford, Texas 76086

FILED FOR RECORD
KIM JONES - COUNTY CLERK
MONTAGUE COUNTY, TEXAS

INST NO: 2200878

FILED ON: FEBRUARY 22, 2022 AT 01:08pm

THIS INSTRUMENT CONTAINED 3 PAGES AT FILING



THE STATE OF TEXAS COUNTY OF MONTAGUE
I hereby certify that this instrument was filed on the date and
time stamped hereon and recorded in the instrument of
named record of Montague County, and stamped hereon by
me.

DATE: FEBRUARY 22, 2022
KIM JONES, COUNTY CLERK

A handwritten signature in cursive script, appearing to read "Kim Jones", is written over a solid horizontal line.

Instrument # **2200878** , 3 Pages

OPR RECORDS