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Document No. 2023-05107  
RESOLUTION

Parties: RANCHES AT STAR HOLLOW  
to  
RANCHES AT STAR HOLLOW

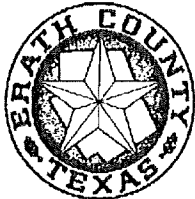
FILED AND RECORDED  
REAL RECORDS

On: 09/11/2023 at 11:44 AM

Document Number: 2023-05107  
Receipt No. 127421  
Amount: \$30.00

By: cwhite  
Gwinda Jones, County Clerk  
Erath County, Texas

3 Pages



STATE OF TEXAS  
County of Erath

I hereby certify that this instrument was filed on the date and time stamped hereon by me and was duly recorded under the Document Number stamped hereon of the Official Public Records of Erath County.

Gwinda Jones, County Clerk

A handwritten signature in cursive script that reads "Gwinda Jones".

Record and Return To:  
RANCHES AT STAR HOLLOW PROPERTY OWNERS ASSOC.  
110 W I-20 FRONTAGE RD STE 120

WEATHERFORD, TX 76086



STATE OF TEXAS                                   §     **RESOLUTION ADOPTING RECORDS**  
  §     **RETENTION POLICY FOR**  
COUNTY OF HOOD                               §     **THE RANCHES AT STAR HOLLOW**  
COUNTY OF ERATH                              §     **PROPERTY OWNERS' ASSOCIATION, INC.**

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

Pursuant to Section 209.005(m) of the Texas Property Code, The Ranches at Star Hollow Property Owners' Association, Inc., the Association governing The Ranches at Star Hollow Subdivision located in Hood County, Texas (said Subdivision being more fully described on the map and plat recorded under Document Number P-939 in the Official Plat Records of Hood County, Texas), and located in Erath County, Texas (said Subdivision being more fully described on the map and plat recorded under DOC# 2023-05103 in the Official Plat Records of Erath 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 \_\_\_\_\_ day of August 2023.

**THE RANCHES AT STAR HOLLOW PROPERTY OWNERS' ASSOCIATION, INC.**

By: \_\_\_\_\_  
Monte Magness, President

ATTEST:

By: \_\_\_\_\_  
Oscar Rohne, Secretary

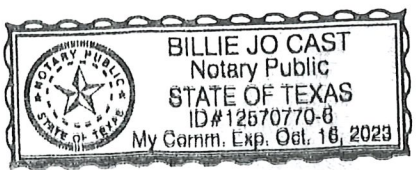
THE STATE OF TEXAS                    §  
   §  
COUNTY OF Parker                    §

**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 Star Hollow Property Owners' Association, Inc. and that by authority duly given and as the act of The Ranches at Star Hollow Property Owners' Association, Inc. executed the instrument for the purposes and considerations expressed.

Given under my hand and seal of office on the 23 day of August 2023.

\_\_\_\_\_  
Notary Public in and for The State of Texas



AFTER RECORDING, RETURN TO:

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