

STATE OF TEXAS	§	RESOLUTION ADOPTING RECORDS
	§	RETENTION POLICY FOR
COUNTY OF JACK	§	STALLION MEADOWS ESTATES
COUNTY OF PARKER	§	PROPERTY OWNERS' ASSOCIATION, INC.

**RESOLUTION OF THE BOARD OF DIRECTORS OF
STALLION MEADOWS ESTATES PROPERTY OWNERS' ASSOCIATION, INC.
REGARDING RECORDS RETENTION POLICY**

Pursuant to Section 209.005(m) of the Texas Property Code, Stallion Meadows Estates Property Owners' Association, Inc., 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 8th day of May 2023.

STALLION MEADOWS ESTATES PROPERTY OWNERS' ASSOCIATION, INC.

By: _____

Monte Magness, President

ATTEST:

By: _____

Dennis Jones, Secretary

THE STATE OF TEXAS

COUNTY OF Parker

§
§
§

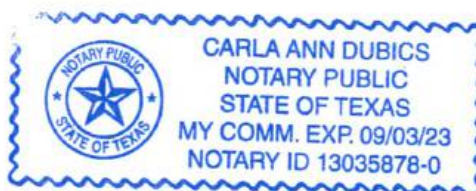
CERTIFICATE OF ACKNOWLEDGMENT

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 Stallion Meadows Estates Property Owners' Association, Inc. and that by authority duly given and as the act of Stallion Meadows Estates Property Owners' Association, Inc. executed the instrument for the purposes and considerations expressed.

Given under my hand and seal of office on the 8 day of may 2023.

Carla

Notary Public in and for The State of Texas



AFTER RECORDING, RETURN TO:

Stallion Meadows Estates Property Owners' Association, Inc.
110 W. Interstate 20, Frontage Road, Suite 120
Weatherford, Texas 76086

Vanessa James
COUNTY CLERK



100 N. Main St. Suite 208
Jacksboro, TX 76458-1746
PHONE (940) 567-2111

DO NOT DESTROY

WARNING-THIS IS PART OF THE OFFICIAL RECORD

INSTRUMENT NO. 20230001579

FILED FOR RECORD ON : 5/12/23 10:17 AM

of Pages: 3

SUBMITTER: TODD CAST

RETURN TO:

TODD CAST

PICK UP

I hereby certify that this instrument was FILED in file number Sequence
on the date and at the time stamped here on by me and was duly
RECORDED in the Official Public Records of Jack County, TX.

Vanessa James

County Clerk, Jack County, Texas

BY:

Suzanne Brooks

Deputy



ANY PROVISION WHICH RESTRICTS THE SALE, RENTAL OR USE OF THE DESCRIBED REAL PROPERTY
BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW