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

Document Number: 2017-0001502 -
Filed and Recorded - Real Records

RESOLUTION

Grantor: ORCHARDS POA INC

Pages: 3

Recorded On: 02/01/2017 10:44 AM

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Recorded On:	02/01/2017 10:44 AM
Document Number:	2017-0001502
Receipt Number:	R171412
Amount:	$25.00
Recorded By:	Kathryn Frost

Notes:

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

ORCHARDS POA INC

3902 E HWY 377
SUITE 102
GRANBURY, TX 76049

STATE OF TEXAS	**§**	**RESOLUTION ADOPTING RECORDS**
	§	**RETENTION POLICY FOR THE ORCHARDS**
COUNTY OF HOOD	**§**	**PROPERTY OWNERS ASSOCIATION, INC.**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE ORCHARDS PROPERTY OWNERS ASSOCIATION, INC. REGARDING RECORDS RETENTION POLICY

Pursuant to Section 209.005(m) of the Texas Property Code, The Orchards 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 25th day of January, 2017

The Orchards Property Owners Association, Inc.

By: _____
Oscar Rohne, President

ATTEST:

By: _____
Kevin Drake, Secretary

THE STATE OF TEXAS §
§
COUNTY OF Parker §

CERTIFICATE OF ACKNOWLEDGMENT

Before me, the undersigned Notary Public, on this day personally appeared Oscar Rohne 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 Orchards Property Owners Association, Inc. and that by authority duly given and as the act of The Orchards Property Owners Association, Inc. executed the instrument for the purposes and considerations expressed.

Given under my hand and seal of office on this the 25th day of January, 2017

MONTE LEE MAGNESS
MY COMMISSION EXPIRES
March 15, 2018

_____
Notary Public in and for The State of Texas

AFTER RECORDING, RETURN TO:

The Orchards Property Owners Association, Inc.
3902 E. Hwy. 377, Suite 102
Granbury, Texas 76049