

Rockwall County  
Shelli Miller  
Rockwall County Clerk  
Rockwall, Texas 75087 (972) 204-6300



70 2011 00459132

Instrument Number: 2011-00459132

As

Recorded On: December 01, 2011

Recordings

Parties: HIGH POINT RANCH PROPERTY OWNERS ASSOC

Billable Pages: 4

To PUBLIC

Number of Pages: 4

Comment: DOCUMENT RETENTION

( Parties listed above are for Clerks reference only )

**\*\* Examined and Charged as Follows: \*\***

Recordings	24.00
Total Recording:	24.00

\*\*\*\*\* DO NOT REMOVE. THIS PAGE IS PART OF THE INSTRUMENT \*\*\*\*\*

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.

**File Information:**

**Record and Return To:**

Document Number: 2011-00459132  
Receipt Number: 266252  
Recorded Date/Time: December 01, 2011 01:01:26P  
Book-Vol/Pg: BK-OR VL-6625 PG-306  
User / Station: F H - Cashier Station 1

HIGH POINT RANCH PROPERTY OWNERS  
C/O KEITH STALCUP  
273 CREEK CROSSING  
ROYSE CITY TX 75189



I hereby certify that this instrument was filed on the date and time stamped hereon and was duly recorded in the Volume and Page of the named records in Rockwall County, Texas

Any provision herein which restricts the sale, rental or use of the described Real Estate because of color or race is invalid and unenforceable under Federal law.

*Shelli Miller*  
Shelli Miller  
Rockwall County Clerk

# HIGH POINT RANCH PROPERTY OWNERS ASSOCIATION

Board of Directors

[board@myhighpointranch.org](mailto:board@myhighpointranch.org)

## DOCUMENT RETENTION POLICY

ORIGINAL

STATE OF TEXAS

§

COUNTY OF ROCKWALL

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KNOW ALL PERSONS BY THESE PRESENTS:

WHEREAS the High Point Ranch Property Owners Association ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations"); and

WHEREAS chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005(m) ("Section 209.005") thereto regarding retention of Association documents and records ("Documents"); and

WHEREAS, the Board of Directors ("Board") of the Association desires to establish a policy for document retention consistent with Section 209.005 and to provide clear and definitive guidance to property owners.

NOW, THEREFORE, the Board has duly adopted the following *Document Retention Policy*.

1. Association Documents may be maintained in paper format or in an electronic format which can be readily transferred to paper.
2. Association Documents shall be retained for the durations listed below:
  - a. certificate of formation or articles of incorporation, bylaws, restrictive covenants, other dedicatory instruments and any amendments to same shall be retained permanently; and
  - b. financial books and records, including annual budgets, reserve studies, monthly financial statements and bank statements, shall be retained for seven (7) years (for example the July 2011 financial statements shall be retained until July 31, 2018); and
  - c. account records of current owners shall be retained for five (5) years (for example, invoice, payment and adjustment records on an owner's account with a transaction date of 08/15/2011 will be retained until 08/15/2016 subject to section (d) below); and
  - d. account records of former owners shall be retained as a courtesy to that former owner for one (1) year after they no longer have an ownership interest in the property; and

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- e. contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term (for example, a contract expiring on 06/30/2011 and not extended by amendment must be retained until 06/30/2015); and
  - f. minutes of meetings of the owners and the Board shall be retained for seven (7) years after the date of the meeting (for example, minutes from a 07/20/2011 board meeting must be retained until 07/20/2018); and
  - g. tax returns and CPA audit records shall be retained for seven (7) years after the last date of the return or audit year (for example, a tax return for the calendar year 2011 shall be retained until 12/31/2018); and
  - h. decisions of the Architectural Control Committee ("ACC") or Board regarding applications, variances, waivers or related matters associated with individual properties shall be retained for seven (7) years from the decision date (for example, an application for a swimming pool approved on 10/31/2011 must be retained until 10/31/2018).
3. Any Documents not described above may be retained for the duration deemed to be useful to the purpose of the Association, in the discretion of the Board, its attorney or its managing agent.
  4. Upon expiration of the retention period listed above, the Documents shall no longer be considered Association records and may be destroyed, discarded, deleted, purged or otherwise eliminated.

This Policy is effective upon recordation in the Public Records of Rockwall County, and supersedes any policy regarding document retention which may have previously been in effect. Except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 29 day of November 2011.

  
\_\_\_\_\_  
Keith Stalcup  
Vice President  
High Point Ranch Property Owners Association



# HIGH POINT RANCH PROPERTY OWNERS ASSOCIATION

Board of Directors

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STATE OF TEXAS           §  
  §  
COUNTY OF ROCKWALL   §

Before me, the undersigned authority, on this day personally appeared Keith Stalcup, Vice President of High Point Ranch Property Owners Association, a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

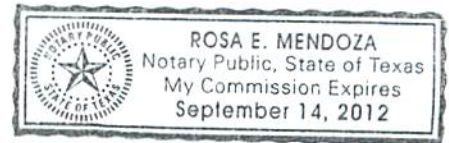
Given under my hand and seal of office this 29 day of November 2011.

  
Notary Public, State of Texas

[Notarial Seal]

ROSA E MENDOZA  
Printed Name

My commission expires: \_\_\_\_\_



Inst # 00459132

Filed for Record in: Rockwall County  
On: Dec 01, 2011 at 01:01P