



201300127182 ✓  
DEDICATION 1/3

**The Collections Homeowners Association, Inc.  
d/b/a Ranch Oaks Homeowners Association  
9400 N. MacArthur Blvd, Suite 124-720  
Irving, TX 75063**

**Dedicatory Instruments**

**Records Retention Policy**

**WHEREAS, The Collections Homeowners Association, Inc, d/b/a Ranch Oaks Homeowners Association** (the "Association") is a Texas nonprofit corporation and the association of owners of lots in The Valley Ranch, Section 10, Tracts 9 and 10, First Installment, a planned unit development located in the City of Irving, Dallas County, Texas. **The Association wishes to adopt reasonable guidelines for document retention for the Association; and**

**WHEREAS,** the Board wishes to update and adopt these reasonable guidelines to be in compliance with Section 209.0062 of the Texas Property Code; and

**WHEREAS,** the Board intends to file these guidelines in the real property records in Dallas County, the county in which the subdivision is located, in compliance with Section 209.0062 of the Texas Property Code; and

**NOW, THEREFORE, IT IS RESOLVED,** that the attached records retention policy has been established by the Board and is to be recorded with the Real Property Records.

## Records Retention Policy

This policy governs the archiving and destruction management of all documents originated by the Ranch Oaks Homeowners Association, Inc. (ROHOA), also known as The Collections Homeowners Association, Inc., and documents not originated by ROHOA, but which should be protected because they are important to the operation of the association.

All ROHOA documents either paper or in an electronic form, will have assigned retention times and will be destroyed at the end of the retention period or as soon after as practically possible. Documents may be archived offsite in a secure facility, but must be accessible at the principal office of ROHOA within a reasonable period of time. Draft documents and copies of original documents will be destroyed at the end of their useful life, which shall be no longer than the retention schedule for the original document. Any revision of a document must be noted and the retention period will restart at the revision date. The retention schedule is at a minimum, includes the following requirements:

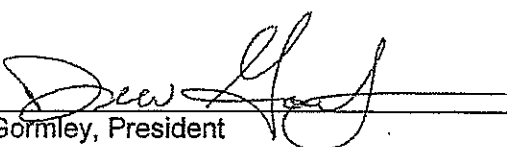
1. Articles of Incorporation, Certificates of Formation, Bylaws, Declarations (and all other restrictive covenants), and all amendments to said documents shall be retained permanently;
2. Financial books and records shall be retained for seven years;
3. Account records of current owners shall be retained 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; and
6. Tax returns and audit records shall be retained for seven years.

Destruction of paper documents will be by shredding, bagging, and standard trash pickup. Destruction of electronic documents shall be by deletion from hard disks and reformatting of removable disks.

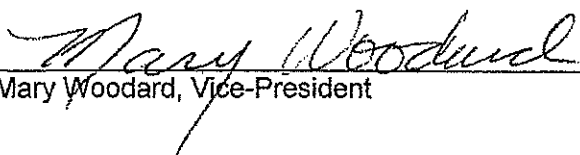
The Secretary of the Association is the primary officer responsible for oversight of this policy.

This policy is intended to comply with the legal requirements of the state of Texas and the United States Government.

This is to certify that the forgoing Resolution was adopted by the Board of Directors of The Ranch Oaks Homeowners Association, effective February 18, 2013 until such date as it may be modified, rescinded or revoked.

  
\_\_\_\_\_  
Drew Gormley, President

Feb 18, 2013  
\_\_\_\_\_  
Date

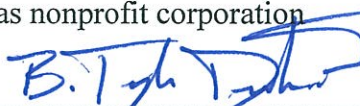
  
\_\_\_\_\_  
Mary Woodard, Vice-President

2-18-13  
\_\_\_\_\_  
Date

**CERTIFICATION**

IN WITNESS WHEREOF, the undersigned, Tyler Drinkwine, as the duly elected , qualified, and acting Secretary of The Collections Homeowners Association, Inc., a Texas nonprofit corporation, hereby certifies on behalf of the Association that this Records Retention Policy was duly adopted by the Board of Directors of the Association at a meeting of the Board held on February 18, 2013, and shall take effect upon its recording in the Official Public Records of Dallas County, Texas.

The Collections Homeowners Association, Inc.  
d/b/a Ranch Oaks Homeowners Association  
a Texas nonprofit corporation



BY: B. Tyler Drinkwine  
ITS: Secretary

THE STATE OF TEXAS §

COUNTY OF DALLAS §

This interment was acknowledged before me on the 24th day of April, 2013, by Tyler Drinkwine, Secretary of the Collections Homeowners Association, Inc., a Texas nonprofit corporation, d/b/a Ranch Oaks Homeowners Association.



Notary Public Signature

Filed and Recorded  
Official Public Records  
John F. Warren, County Clerk  
Dallas County, TEXAS  
04/25/2013 08:06:52 AM  
\$24.00



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