

BLACKHORSE RANCH HOMEOWNERS ASSOCIATION, INC.

RECORDS RETENTION POLICY

20120000476  
01/03/2012 RPI \$24.00

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Notice  
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WHEREAS, the Blackhorse Ranch Homeowners Association, Inc. (the "Association"), a Texas non-profit corporation, which is governed by its Board of Directors (the "Board"), is the governing entity of the Blackhorse Ranch subdivision and authorized to enact this Policy; and

WHEREAS, this Records Retention Policy applies to the operation and utilization of property within the Blackhorse Ranch subdivision, an addition in Harris County, Texas, according to the following maps or plats thereof:

Blackhorse Ranch, Section One, a subdivision in Harris County, Texas as set forth in the map or plat thereof recorded under County Clerk's File Number U508810, along with any replats or amendments thereto;

Blackhorse Ranch, Section Two, a subdivision in Harris County, Texas as set forth in the map or plat thereof recorded under County Clerk's File Number U530935, along with any replats or amendments thereto

Blackhorse Ranch South, Section One, a subdivision in Harris County, Texas as set forth in the map or plat thereof recorded under County Clerk's File Number W483544, along with any replats or amendments thereto;

Blackhorse Ranch South, Section Two, a subdivision in Harris County, Texas as set forth in the map or plat thereof recorded under County Clerk's File Number W483558, along with any replats or amendments thereto

Blackhorse Ranch South, Section Three, a subdivision in Harris County, Texas as set forth in the map or plat thereof recorded under County Clerk's File Number W483575, along with any replats or amendments thereto;

Blackhorse Ranch South, Section Four, a subdivision in Harris County, Texas as set forth in the map or plat thereof recorded under County Clerk's File Number W521651, along with any replats or amendments thereto

Blackhorse Ranch South, Section Five, a subdivision in Harris County, Texas as set forth in the map or plat thereof recorded under County Clerk's File Number Y221503, along with any replats or amendments thereto;

Blackhorse Ranch South, Section Six, a subdivision in Harris County, Texas as set forth in the map or plat thereof recorded under County Clerk's File Number 20060188736, along with any replats or amendments thereto (all sections collectively referred to as the Subdivision"); and

WHEREAS, Chapter 209 of the Texas Property Code was amended, effective January 1, 2012, to add Section 209.005(m), which requires the Association to adopt and record a policy regarding retention of Association Books and Books and Records and the Board of Directors of the Association desires to establishes such guidelines; and

NOW THEREFORE, the Board of Directors of the Association hereby adopts the following Records Retention Policy pursuant to Chapter 209.005(m) of the Texas Property Code and the authority granted to the Board by the provisions of the By-laws:

This Records Retention Policy was approved by the Board of Directors for the Blackhorse Ranch Homeowners Association, Inc., on the 17 day of November, 2011, to be effective January 1, 2012.

The Association shall maintain its records as follows:

RECORD	RETENTION PERIOD
Certificate of Formation/ Articles of Incorporation, Bylaws, Declarations and all amendments to those documents.	PERMANENT
Association Tax Returns and Tax Audits	SEVEN (7) YEARS
Financial Books and Records	SEVEN (7) YEARS
Account Records of Current Owners	FIVE (5) YEARS
Contracts with a term of more than one year	FOUR (4) YEARS AFTER CONTRACT EXPIRES
Minutes of Member Meetings and Board Meetings	SEVEN (7) YEARS

Records not listed above are not subject to mandatory retention, but may be retained at the Association's discretion.

The Association, through its Board of Directors, shall have and may exercise discretionary authority concerning the restrictive covenants contained herein.

#### CERTIFICATION

"I, the undersigned, being the President of the Blackhorse Ranch Homeowners Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: , President

Print name: George Rickham

ACKNOWLEDGEMENT

STATE OF TEXAS

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COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared George Richardson, President of the Blackhorse Ranch Homeowners Association, Inc., and known by me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that he is the person who signed the foregoing document in his representative capacity and that the statements contained therein are true and correct.

Given under my hand and seal of office this the 17 day of November, 2011.

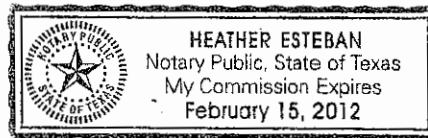
Heather Esteban

Notary Public, State of Texas

**RETURN TO:**

Holt & Young, P.C.  
11200 Richmond Ave., Suite 450  
Houston, Texas 77082

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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.  
THE STATE OF TEXAS  
COUNTY OF HARRIS  
I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me, and was duly RECORDED, in the Official Public Records of Fiscal Property of Harris County, Texas.

JAN - 3 2012



Stan Stewart  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

FILED FOR RECORD  
8:00 AM

JAN - 3 2012

Stan Stewart  
County Clerk, Harris County, Texas