

STATE OF TEXAS	§	RESOLUTION ADOPTING RECORDS
	§	RETENTION POLICY FOR
	§	STONEBRIDGE
COUNTY OF MONTAGUE	§	PROPERTY OWNERS' ASSOCIATION, INC.

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

Pursuant to Section 209.005(m) of the Texas Property Code, Stonebridge 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) 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 27<sup>th</sup> day of March 2024.

STONEBRIDGE PROPERTY OWNERS' ASSOCIATION, INC.

By: Charles Duane Christie, President  
Charles Duane Christie, President

ATTEST:

By: \_\_\_\_\_  
Jennifer Hyams, Secretary

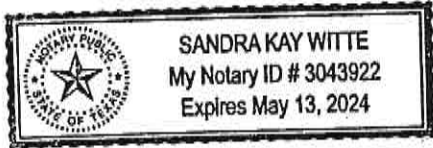
THE STATE OF TEXAS                   §  
  §  
COUNTY OF Calhan               §

CERTIFICATE OF ACKNOWLEDGMENT

Before me, the undersigned Notary Public, on this day personally appeared Charles Duane Christie 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 Stonebridge Property Owners' Association, Inc. and that by authority duly given and as the act of Stonebridge Property Owners' Association, Inc. executed the instrument for the purposes and considerations expressed.

Given under my hand and seal of office on this the 17<sup>th</sup> day of April 2024.

[Signature]  
Notary Public in and for The State of Texas



AFTER RECORDING, RETURN TO:

Stonebridge Property Owners' Association, Inc.  
301 Emma Loop  
Austin, Texas 78737



FILED FOR RECORD  
KIM JONES - COUNTY CLERK  
MONTAGUE COUNTY, TEXAS

**INST NO: 2401973**

FILED ON: APRIL 18, 2024 AT 11:27am

THIS INSTRUMENT CONTAINED 4 PAGES AT FILING



THE STATE OF TEXAS COUNTY OF MONTAGUE  
I hereby certify that this instrument was filed on the date and  
time stamped hereon and recorded in the instrument of  
named record of Montague County, and stamped hereon by  
me.

DATE: APRIL 18, 2024  
KIM JONES, COUNTY CLERK

A handwritten signature in cursive script, reading "Kim Jones", is written over a horizontal line.

Instrument # **2401973** , \_\_\_\_\_ Pages

OPR RECORDS