

LONE STAR RANCH PROPERTY OWNERS ASSOCIATION, INC. A Texas Nonprofit Corporation

WHEREAS, Lone Star Ranch Property Owners Association, Inc. (the "Association") constitutes a property owners association under the provisions of Chapter 209 of the Texas Property Code (the "Code") and is composed of fifteen (15) or more lots;

WHEREAS, Section 209.05(m) of the Code provides that the Association must adopt and comply with a documentation retention policy that includes, at a minimum, the items specified in Section 209.005(m) of the Code; and

WHEREAS, the Board of Directors of the Association (the "Board") desires to adopt a document retention policy as required under Section 209.005(m) of the Code.

NOW, THEREFORE, the Board hereby adopts this Document Retention Policy (the "Policy"), as set forth below.

1. *Policy*

Books and records are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for compliance with the document retention periods set forth in this Policy. Records that are no longer required, or that have satisfied their recommended period of retention, may be destroyed in an appropriate manner.

The Association's Secretary is responsible for ensuring that the Association's books and records are identified, retained, stored, protected, and subsequently disposed of in accordance with the guidelines set forth in this Policy. Books and records that are required to be retained pursuant to this Policy may be scanned and maintained in an electronic format.

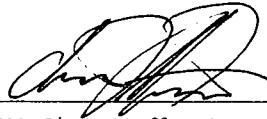
2. *Document Retention Periods*

The following books and records are to be retained by the Association for the retention periods specified below:

<i>Record Type</i>	<i>Retention Period</i>
Certificate of Formation (formerly referred to as Articles of Incorporation), Bylaws, and Declarations, and any amendments thereto.	Permanently
Financial books and records	7 years
Account records of current Property Owners	5 years
Contracts with a term of one (1) year or more	4 years after expiration of the contract terms
Minutes of Board and Membership Meetings	7 years
Tax returns and audit records	7 years

IN WITNESS WHEREOF, the undersigned, Chris Hoffmeister, as duly elected, qualified, and acting Secretary of Lone Star Ranch Property owners Association, Inc., a Texas Nonprofit Corporation, hereby certifies on behalf of the Association that this Document Retention Policy was duly adopted by the board of Directors of the Association at a meeting of the Board held on December 9, 2021, and shall take effect upon its recording in the Official Public Records of Montgomery County, Texas.

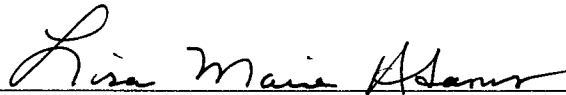
Lone Star Ranch Property Owners Association, Inc.
a Texas Nonprofit Corporation



BY: Chris Hoffmeister
ITS: Secretary

STATE OF TEXAS §
COUNTY OF MONTGOMERY §

This instrument was acknowledged before me on the 9th day of December, 2021, by Chris Hoffmeister, Secretary of Lone Star Ranch Property Owners Association, Inc., a Texas Nonprofit Corporation.



Notary Public Signature



AFTER RECORDING PLEASE RETURN TO:
Lone Star Ranch POA, Inc.
c/o IMC Property management
3500 W. Davis, Suite 190
Conroe, Texas 77304

E-FILED FOR RECORD

12/29/2021 03:59PM



COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS,
COUNTY OF MONTGOMERY

I hereby certify that this instrument was e-filed in the file number sequence on the date and time stamped herein by me and was duly e-RECORDED in the Official Public Records of Montgomery County, Texas.

12/29/2021



County Clerk
Montgomery County, Texas