

1401757

DOCUMENT RETENTION POLICY
RANCHES OF CLEAR CREEK COMMUNITY ASSOCIATION

RANCHES OF CLEAR CREEK COMMUNITY ASSOCIATION ("Association"), is the governing body which manages and regulates the subdivision know as Ranches of Clear Creek, a planned development of a tract of land containing approximately 880 acres, more particularly described on **Exhibit "A"** attached hereto.

Pursuant to Texas Property Code §209.005(m), the Association adopts this Policy to comply with document retention requirements.

At a minimum, the Association will retain the documents for the periods required, which consist of the documents identified on **Exhibit "B"** attached hereto.

This Policy may not be construed to prevent the Board of Directors of the Association from adopting, amended and restarting, from time to time, one or more additional administrative policies regarding the retention of documents, records and information of the Association. This provision may not be construed as a duty of the Board of Directors to adopt such additional administrative policies.

The Board of Directors adopted this Policy to Ensure that the Association complies with requirements of state law, and instructed the undersigned to execute this Policy and to effect its recording.

EFFECTIVE March 9, 2014, to ensure compliance with requirements of applicable laws of the State of Texas.

RANCHES OF CLEAR CREEK
COMMUNITY ASSOCIATION

By: [Signature]
Name: Bradley R. Freels
Title: President

THE STATE OF TEXAS §
 §
COUNTY OF WALLER §

BEFORE ME, the undersigned notary public, on this 11 day of March, 2014 personally appeared Bradley R. Freels, President, for Ranches of Clear Creek Community Association, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purpose and in the capacity therein expressed.

[Signature: Carla Curtis]
Notary Public in and for the State of Texas

Return to:
Wake Property Management, Inc.
P.O. Box 1091
Tomball, TX 77377



EXHIBIT A

FIELD NOTES FOR A 578.387 ACRE TRACT BEING ALL OF BLOCKS 3, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 16 AND 24 OF THE BERNARDO OR STEELE PLANTATION SUBDIVISION; THE PLAT OF SAID SUBDIVISION IS RECORDED IN VOLUME 37, PAGE 640 OF THE WALLER COUNTY DEED RECORDS AND BEING LOCATED IN THE JARED E. GROCE SURVEY, ABSTRACT 30; WALLER COUNTY, TEXAS.

BEGINNING: At a point in the centerline of Farm-to-Market Road 1887 (80 foot width) for the Southwest corner of Block 11 of the Bernardo or Steele Plantation Subdivision and being a Southwest corner of this 578.387 acre tract; said corner is located North 00° 07' 44" East a distance of 1334.97 feet and North 89° 50' 55" West a distance of 31.14 feet from a ½ inch iron rod set at the intersection of the North line of Dilorio Road (60 foot width) on the South line of Block 18 and the East line of F.M. 1887 and

THENCE: North 00° 19' 24" West with the West line of Block 11 and the centerline of F.M. 1887 a distance of 1335.03 feet (called 392-1/8 varas - 1089.0 feet) to a point for the Northwest corner of Block 11 and the Southeast corner of Block 9 (called 38.788 acre tract, Volume 650, Page 634, Waller County Deed Records);

THENCE: South 89° 50' 55" East at 43.23 feet past a ½ inch iron rod found in the East line of F.M. 1887; continuing for a total distance of 1599.84 feet along the common line between Blocks 9 and 11 to a concrete monument found for the common corner of Blocks 8, 9, 11 and 12 and also being an interior corner of this 578.387 acre tract;

THENCE: North 00° 01' 22" East a distance of 1086.37 feet along the common line between Blocks 8 and 9 to a concrete monument found for the common corner of Blocks 2, 3, 8 and 9;

THENCE: North 00° 17' 18" West a distance of 1073.35 feet along the common line between Blocks 2 and 3 to a 1-inch iron pipe found for the Northeast corner of Block 2 and the Northwest corner of both Block 3 and the 578.387 acre tract; said corner falls in the South line of a called 4.9901 acre tract (Volume 654, Page 829, Deed Records) said tract is a part of the unrecorded subdivision called Rio Bosque;

THENCE: South 85° 03' 07" East a distance of 344.20 feet to a ½ inch iron rod found for the Southeast corner of the 4.9901 acre tract and the Southwest corner of a called 5.0000 acre tract (Volume 314, Page 743, Deed Records);

THENCE: South 87° 03' 33" East along the South line of the called 5.0000 acre tract a distance of 539.52 feet to a ½ inch iron rod found for the Southeast corner of the 5.0000 acre tract and also being the Southwest corner of an adjoining called 5.0000 acre tract (Volume 301, Page 579, Deed Records);

THENCE: South 87° 06' 53" East a distance of 2722.62 feet along the North line of this 578.387 acre tract to a 5/8 inch iron rod found at the Southwest corner of a third called 5.0000 acre tract (Volume 432, Page 488, Deed Records);

THENCE: South 87° 00' 18" East a distance of 1101.18 feet to a 1-inch iron pipe found for the Northeast corner of both the Steele Plantation Subdivision and of this 578.387 acre tract;

THENCE: South 05° 02' 54" East along the East line of the Bernardo-Steele Plantation Subdivision a distance of 5703.00 feet to a 1-inch iron rod set on the Southeast bank of Clear Creek for the Southeast corner of Block 24 and this 578.387 acre tract;

THENCE: North 89° 56' 08" West along the North line of Block 25 a distance of 2037.61 feet to a ½ inch iron rod set for the common corner of Blocks 23, 24, 25 and 26 of the Bernardo-Steele Plantation;

THENCE: North 00° 03' 52" East along the called East line of Block 23 and the East line of a called 108.873 acre tract (Volume 646, Page 382, Deed Records) a distance of 1089.00 feet to a 1-inch iron pipe found for the called common corner of Blocks 15, 16, 23 and 24 and also being an interior corner of this 578.387 acre tract;

THENCE: North 89° 52' 34" West a distance of 1562.47 feet along the common line between Blocks 16 and 23 to a 1-inch iron pipe found for the common corner of Blocks 16, 17, 22 and 23;

THENCE: North 00° 08' 14" East a distance of 1339.25 feet to a ½ inch iron rod set for an interior corner of this 578.387 acre tract and also being the common corner of Blocks 12, 13, 16 and 17;

THENCE: North 89° 50' 55" West a distance of 3194.13 feet along the common line between Blocks 12 & 17 and Blocks 11 & 18 to the PLACE OF BEGINNING and containing 578.387 acres of land including 1.140 acres in F.M. 1887 right-of-way leaving a net acreage of 577.247 acres.

The bearings recited herein are based on the East right-of-way line of F.M. 1887 running North 00° 11' 44" East.

RECORDER'S MEMORANDUM
All or parts of the text on this page was not clearly legible for satisfactory recordation.

FIELD NOTES FOR A 40.004 ACRE TRACT BEING THE SAME TRACT DESCRIBED IN THE DEED RECORD IN VOLUME 650, PAGE 634, WALLER COUNTY OFFICIAL PUBLIC RECORDS AND BEING LOT 9 OF THE BERNARDO OR STEELE PLANTATION ACCORDING TO THE MAP RECORDED IN VOLUME 37, PAGE 640, DEED RECORDS AND BEING LOCATED IN THE JARED E. GROCE SURVEY, ABSTRACT 30, WALLER COUNTY, TEXAS.

BEGINNING: at a Southwest corner of Lot 9 which is also the Northwest corner of Lot 11 of the Bernardo or Steele Plantation and is located in the right-of-way of Farm-to-Market Road 1887 (80 foot width); said corner bears North 89° 50' 55" West a distance of 43.23 feet from a ½ Inch Iron rod found in the East line of F.M. 1887 on the common lot line between Lots 9 and 11;

THENCE: North 00° 19' 24" West a distance of 1087.67 feet along the West line of Lot 9 and near the centerline of F.M. 1887 to the Northwest corner of Lot 9 and the Southwest corner of Lot 2;

THENCE: South 89° 48' 12" East at 53.08 feet pass a one inch iron pipe found in the East line of F.M. 1887 on the common line between Lots 9 and 2; continuing for a total distance of 1606.41 feet to a concrete monument found for the Northeast corner of Lot 9 and also being a common corner with Lot 2, 3 & 8;

THENCE: South 00° 01' 22" West a distance of 1086.37 feet with the common line between Lots 8 & 9 to a concrete monument found for the Southeast corner of Lot 9 and being a common corner with Lots 8, 11 & 12;

THENCE: North 89° 50' 55" West at 1556.61 feet pass a ½ inch iron rod found in the East line of F.M. 1887, continuing for a total distance of 1599.84 feet to the PLACE OF BEGINNING and containing 40.004 acres of land including 1.202 acres in the F.M. 1887 right-of-way leaving a net acreage of 38.802 acres.

The bearings recited herein are based on the East line of F.M. 1887 running North 00° 11' 44" East.

RECORDER'S MEMORANDUM
All or parts of the text on this page was not clearly legible for satisfactory recordation.

FIELD NOTES FOR A 261.384 ACRE TRACT BEING A PORTION OF THAT CALLED 655.42 ACRE TRACT RECORDED IN VOLUME 576, PAGE 725 OF THE WALLER COUNTY OFFICIAL RECORDS AND BEING LOCATED IN THE JUSTO LIENDO FIVE LEAGUE GRANT, ABSTRACT 41; WALLER COUNTY, TEXAS.

COMMENCING FOR REFERENCE: At a one-inch iron pipe found on the West line of the Justo Liendo Five League and also being the Northeast corner of Block 5 of the Bernardo or Steele Plantation (Volume 37, Page 640; Waller County Deed Records);

THENCE: South 05° 02' 54" East with the West line of the Justo Liendo Five League line and the East line of the Bernardo or Steele Plantation a distance of 80.85 feet to a ½ inch iron rod found for the Southwest corner of a called 52.73 acre tract (Volume 238, Page 641; Waller County Deed Records) the Northwest corner of both the original 655.42 acre tract and this 261.384 acre tract along with being the ACTUAL PLACE OF BEGINNING;

THENCE: South 84° 42' 53" East with the South line of the called 52.73 acre tract and the South line of the residue of a called 466.960 acre tract (Volume 447, Page 883; Waller County Deed Records) a distance of 3125.71 feet to a ½ inch iron rod set for the Northeast corner of this 261.384 acre tract;

THENCE: South 09° 14' 03" West a distance of 3347.96 feet to a ½ inch iron rod set on a partition fence line in the called 655.42 acre tract for a Southeast corner of this tract;

THENCE: North 85° 12' 30" West a distance of 428.77 feet along said partition fence line to a ½ inch iron rod set at a corner of said fence line for an interior corner of this 261.384-acre tract;

THENCE: South 03° 58' 44" East a distance of 658.93 feet along an interior fence line of the original called 655.42 acre tract to the intersection with the centerline of Clear Creek;

THENCE: Following downstream the centerline of Clear Creek along the following bearings and distances:

- 1) South 61° 09' 26" West, 90.18 feet;
- 2) South 68° 04' 14" West, 492.01 feet;
- 3) South 52° 15' 08" West, 1127.22 feet;
- 4) South 34° 51' 27" West, 67.66 feet;
- 5) South 11° 21' 39" West, 152.40 feet;
- 6) South 35° 19' 28" West, 91.48 feet;
- 7) South 38° 29' 08" West, 241.98 feet to a one-inch iron rod set on the centerline of the creek for the Southwest corner of this tract and also being the Southeast corner of Block 24 of the Bernardo or Steele Plantation;

THENCE: North 05° 02' 54" West a distance of 5622.15 feet along the East line of the Bernardo or Steele Plantation to the ACTUAL PLACE OF BEGINNING and containing 261.384 acres of land.

The bearings recited herein are based on the East right-of-way line of F.M. 1887 running North 00° 11' 44" East.

RECORDER'S MEMORANDUM
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1401757
 FILED FOR RECORD
 14 MAR 25 PM 12:42
 DEBBIE HOLLAN
 CLERK
 WALTER COUNTY, TX
 SHERIFF

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EXHIBIT "B"

RANCHES OF CLEAR CREEK COMMUNITY ASSOCIATION will retain the following documents for the below-stated periods of time, being the stated requirements of Sec. 209.005(m) of the Texas Property Code;

- (1) Certificate of Formation, Bylaws, and Declaration of Covenants, Conditions and Restrictions and all amendments to the same will be retained permanently;
- (2) Financial books and records will be retained for at least seven (7) years;
- (3) Account records of current owners will be retained for at least five (5) years;
- (4) Contracts with a term of one year or more will be retained for at least four (4) years after the expiration of the contract term;
- (5) Minutes of meetings of the owners and the board will be retained for at least seven (7) years; and
- (6) Tax returns and audit records will be retained for at least seven (7) years.

1401757
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DEBBIE HOLLAN
COUNTY CLERK
WALLER COUNTY, TX.
Debbie Hollan DEPUTY

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RANCHES OF CLEAR CREEK COMMUNITY ASSOCIATION will retain the following documents for the below-stated periods: (1) the original instrument and all amendments to the same will be retained permanently; (2) Financial books and records will be retained for at least seven (7) years; (3) Account records of current owners will be retained for at least five (5) years; (4) Contracts with a term of one year or more will be retained for at least four (4) years after the expiration of the term.

THE STATE OF TEXAS
COUNTY OF WALLER

I hereby certify that this instrument was FILED on the date and at the time stamped hereon by me and was duly RECORDED in the Official Public Records of Waller County, Texas, in the Volume and Page as noted hereon by me.



Debbie Hollan
County Clerk, Waller County, Texas