

AFTER RECORDING, PLEASE RETURN TO:

**Judd A. Austin, Jr.
Henry Oddo Austin & Fletcher, P.C.
1717 Main Street
Suite 4600
Dallas, Texas 75201**

**CERTIFICATE AND MEMORANDUM OF RECORDING OF
DEDICATORY INSTRUMENTS
FOR
ANNA RANCH HOMEOWNERS ASSOCIATION, INC.**

**STATE OF TEXAS §
 §
COUNTY OF DALLAS §**

The undersigned, as attorney for Anna Ranch Homeowners Association, Inc, a Texas nonprofit corporation, for the purpose of complying with Section 202.006 of the Texas Property Code and to provide public notice of the following dedicatory instrument affecting the owners of property described in the Declaration of Covenants, Conditions and Restrictions for Anna Ranch Subdivision recorded under Instrument No. 20220103000002260, Real Property Records of Collin County, Texas, including any amendments and supplements thereto ("*Property*"), hereby states that the dedicatory instrument attached hereto is a true and correct copy of the following:

- ***Inspection and Copying of Books and Records Policy
(Exhibit A)***

All persons or entities holding an interest in and to any portion of the Property are subject to the foregoing dedicatory instruments until amended. The attached dedicatory instrument replaces and supersedes all previously recorded dedicatory instruments addressing the same or similar subject matter and shall remain in force and effect until revoked, modified, or amended by the Board of Directors.

IN WITNESS WHEREOF, Anna Ranch Homeowners Association, Inc. has caused this Certificate and Memorandum of Recording of Dedicatory Instruments to be recorded in the Official Public Records of Dallas County, Texas.

**ANNA RANCH HOMEOWNERS
ASSOCIATION, INC.,
a Texas nonprofit corporation**



By: _____
Its: Attorney

STATE OF TEXAS §
 §
COUNTY OF DALLAS §

BEFORE ME, the undersigned Notary Public, on this day personally appeared Vinay B. Patel, attorney for Anna Ranch Homeowners Association, Inc., a Texas nonprofit corporation, known to me to be the person whose name is subscribed on the foregoing instrument and acknowledged to me that he executed the same for the purposes therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND AFFIRMED SEAL OF OFFICE on this 17th day of January, 2025.



Notary Public, State of Texas

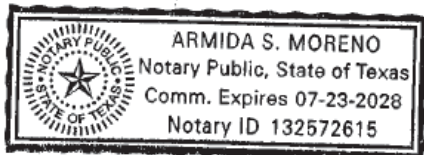


Exhibit A

ANNA RANCH HOMEOWNERS ASSOCIATION, INC.

INSPECTION AND COPYING OF BOOKS AND RECORDS POLICY

WHEREAS Anna Ranch Homeowners Association, Inc., a Texas nonprofit corporation (the "*Association*") keeps correct and complete books and records of account and minutes of the proceedings of its Members and Board of Directors (collectively, the "*Association Records*"); and,

WHEREAS the Members of the Association shall have the right, during reasonable business hours, to inspect and/or obtain copies of the Association Records; and,

WHEREAS the Board of Directors of the Association (the "*Board*") has determined that it would be in the best interests of the Association to provide a policy establishing guidelines for effectively inspecting and copying Association Records (the "*Policy*"); and,

WHEREAS it is desirable to impose certain reasonable restrictions on the process of book and record inspecting and copying Association Records; and,

NOW THEREFORE BE IT RESOLVED that the following requirements are hereby established for the inspection and copying of Association Records:

1. An owner, or a person designated in writing by the owner as the owner's agent, attorney or certified public accountant may make a request to inspect or obtain copies of Association Records.
2. A request to inspect Association Records must be submitted in writing via certified mail, return receipt requested, to the Association and/or its duly authorized agent to the address reflected on the most current management certificate filed under Texas Property Code Section 209.004.
3. The request must identify with sufficient detail the Association Records requested and contain an election to either receive copies of identified Association Records or to inspect the Association Records requested. The Association's governing documents, its membership register, its books of account, and the minutes of the meetings of the members, the Board, and committees may be inspected.
4. The Association, within 10 business days from receipt of a request under paragraph 2, will provide as appropriate:
 - a. if an inspection is requested, written notice of dates during normal business hours during which Association Records requested, to the extent they are in the possession, custody or control of the Association, may be inspected, or
 - b. if copies are requested, produce copies of the requested Association Records to the extent they are in the possession, custody or control of the Association (if prior payment for such records has been received), or if the

Association is unable to produce the Association Records requested, which are in the possession, custody or control of the Association, written notice that it is unable to produce the records within the 10-day period and set forth a date, within 15 business days of the notice provided under this paragraph 4(b), by which the Association Records will be made available for inspection to the owner.

5. The Association will send the requesting party an estimate of the costs to respond, compile, produce, and reproduce the information requested. The Association shall require advance payment, in certified funds, of the estimated costs. The requesting party shall be responsible for any costs above the estimate and the full amount due will be added to the requesting party's account as an assessment if not paid in full upon request.
6. Persons requesting to inspect Association Records shall not disrupt the ordinary business activities of the office where Association Records are kept during the inspection.
7. Certain Association Records shall be redacted, remain confidential, and will not be provided in response to a request for copies or inspection of Association Records, to wit: violation histories of owners, owners' personal financial information (including records of assessment payment history), owners' contact information other than address, and Association personnel files. Association Records described in this paragraph 7 shall only be made available with the owner's written approval or a court orders the Association to release the information.
8. No original books or records may be removed from the premises without the express written consent of the Board.
9. Owners are responsible for the costs of producing and copying Association Records. Costs are \$.10 per page, \$.50 for oversize page, \$15.00 per hour for personnel time spent in responding to a request, overhead of 20% of personnel charge, and must be paid in advance. A personnel charge and overhead charge will not be made for complying with requests that are for 50 or fewer pages of paper records, unless the records are located in a remote storage facility or in two or more separate buildings. To the extent that retrieval of documents from a remote storage facility results in a charge, the Association shall charge the costs of such services to the requesting owner.
10. The Association is under no obligation to provide any additional information other than that which is required by law.

IT IS FURTHER RESOLVED this Policy was duly introduced, seconded, and was thereafter adopted at a regular scheduled meeting of the Board, at which a quorum was present, by a majority vote of the members of the Board present and eligible to vote on this matter, and shall remain in force and effect until revoked, modified or amended by the Board. This Policy shall be filed of record in the Official Public Records of Collin County, Texas.

IN WITNESS WHEREOF, the Board has caused this Policy to be effective and executed by its duly authorized representative as of the _____, 20__.

**ANNA RANCH HOMEOWNERS
ASSOCIATION, INC.,
a Texas non-profit corporation**

DocuSigned by:
By: Katrina Gore
Its: Director

**Dallas County
John F. Warren
Dallas County Clerk**

Instrument Number: 202500011090

eRecording - Real Property

Recorded On: January 21, 2025 08:20 AM

Number of Pages: 7

" Examined and Charged as Follows: "

Total Recording: \$45.00

******* THIS PAGE IS PART OF THE INSTRUMENT *******

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.

File Information:

Document Number: 202500011090
Receipt Number: 20250117000761
Recorded Date/Time: January 21, 2025 08:20 AM
User: Alexander R
Station: CC142.dal.ccdc

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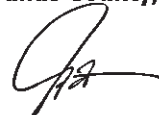
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**STATE OF TEXAS
COUNTY OF DALLAS**

I hereby certify that this Instrument was FILED In the File Number sequence on the date/time printed hereon, and was duly RECORDED in the Official Records of Dallas County, Texas.

John F. Warren
Dallas County Clerk
Dallas County, TX

A handwritten signature in black ink, appearing to be "JFW", is written over the printed name of John F. Warren.