201999001515

RESOLUTION OF THE BOARD OF DIRECTORS OF MISTY WOODS HOMEOWNERS ASSOCIATION, INC.,
a Texas Non-Profit Corporation **REGARDING RECORDS RETENTION POLICY**

STATE OF TEXAS §
§ KNOWN ALL MEN BY THESE PRESENTS:
COUNTY OF §

GUADALUPE

Pursuant to Section 209.00S(m), Texas Property Code, MISTY WOODS HOMEOWNERS ASSOCIATION, INC., a Texas Non-Profit Corporation, acting through its Board of Directors, has adopted the following records retention policy, to- wit:

(1) the certificate of formation (formerly known as articles of incorporation), bylaws, restrictive covenants, and all amendments to the certificate of 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; and

(6) tax returns and audit records shall be retained for seven years.

(7) emails are not stored or saved electronically by Board Members, Committee Members, or anyone associated with the Association, including the 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 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.

Thus, executed this 14th day of January 2019.

MISTY WOODS HOMEOWNERS ASSOCIATION, INC., a Texas Non-Profit Corporation

By: _____
Shannon Barksdale, President

ATTEST:

By: Melanie Hronek
Melanie Hronek, Secretary

STATE OF TEXAS §
§
COUNTY OF GUADALUPE §

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by **Shannon Barksdale**, President, MISTY WOODS HOMEOWNERS ASSOCIATION, INC., a Texas Non-Profit Corporation, on the date of execution set forth above.

KIRSTEN BOLT
Notary ID #131795459
My Commission Expires
November 13, 2022

Kirsten Bolt
Notary Public, State of Texas

STATE OF TEXAS §
§
COUNTY OF GUADALUPE §

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by **Melanie Hronek**, Secretary, MISTY WOODS HOMEOWNERS ASSOCIATION, INC., a Texas Non-Profit Corporation, on the date of execution set forth above.

KIRSTEN BOLT
Notary ID #131795459
My Commission Expires
November 13, 2022

Kirsten Bolt
Notary Public, State of Texas

AFTER RECORDING RETURN TO:

MISTY WOODS HOMEOWNERS ASSOCIATION, INC
14603 Huebner Road, Building 40
San Antonio, TX 78230

201999001515
I certify this instrument was FILED and RECORDED
in the OFFICIAL PUBLIC RECORDS
of Guadalupe County, Texas on
01/22/2019 02:28:05 PM PAGES: 2 LEAH
TERESA KIEL, COUNTY CLERK

Teresa Kiel