

STATE OF TEXAS § RESOLUTION ADOPTING RECORDS
 § RETENTION POLICY FOR
 § WILD WING PRESERVE
COUNTY OF COLORADO § PROPERTY OWNERS' ASSOCIATION, INC.

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

Pursuant to Section 209.005(m) of the Texas Property Code, Wild Wing Preserve 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 6th day of August 2022.

WILD WING PRESERVE PROPERTY OWNERS' ASSOCIATION, INC.

By: Davy Roberts
Davy Roberts, President

ATTEST:

By: Michelle Ferguson
Michelle Ferguson, Secretary

STATE OF TEXAS COUNTY OF COLORADO
I hereby certify that this instrument was FILED on the
date and time stamped hereon by me; and was duly
RECORDED in the Volume and Page of the OFFICIAL
RECORDS of Colorado County, Texas and stamped
hereon by me, on

NOV 02 2022

THE STATE OF TEXAS
COUNTY OF BURNET

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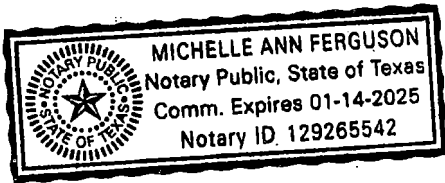


Kimberly Menke
KIMBERLY MENKE
COUNTY CLERK, COLORADO COUNTY, TEXAS

CERTIFICATE OF ACKNOWLEDGMENT

Before me, the undersigned Notary Public, on this day personally appeared Davy Roberts 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 Wild Wing Preserve Property Owners' Association, Inc. and that by authority duly given and as the act of Wild Wing Preserve Property Owners' Association, Inc. executed the instrument for the purposes and considerations expressed.

Given under my hand and seal of office on this the 31st day of OCTOBER 2022.



Michelle Ferguson
Notary Public in and for The State of Texas

AFTER RECORDING, RETURN TO:

Wild Wing Preserve Property Owners' Association, Inc.
P.O. Box 1987
Marble Falls, Texas 78654

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FILED FOR RECORD
COLORADO COUNTY, TX
2022 NOV - 1 PM 1:48
KIMBERLY MENKE
COUNTY CLERK MK