PI2-20120015733-2

RESOLUTION OF THE BOARD OF DIRECTORS OF SHAVANO CREEK HOMEOWNERS ASSOCIATION, INC. REGARDING RECORDS RETENTION POLICY

STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF BEXAR §

Pursuant to Section 209.005(M), Texas Property Code, SHAVANO CREEK HOMEOWNERS ASSOCIATION, INC. , 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) account records of former owners shall be retained for one year after expiration of ownership interest in their respective lot;

5) contracts with a term of one year or more shall be retained for four years after the expiration of the contract term;

6) minutes of meetings of the owners and the board shall be retained for seven years;

7) tax returns and audit records shall be retained for seven years;

8) ballots from election and member votes shall be retained for one year;

9) decisions of the Architectural Control Committee (ACC) or Board of Directors regarding applications, variances, waivers or related matters associated with individual properties shall be retained for seven years from the date of the decision.

By their signatures below the President and 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 19th day of Jan, 2012

SHAVANO CREEK HOMEOWNERS ASSOCIATION, INC.

By: _____
Dick Zucker
President,
SHAVANO CREEK HOMEOWNERS ASSOCIATION, INC.

ATTEST:

By: _____
John Zirkle
Member,
SHAVANO CREEK HOMEOWNERS ASSOCIATION, INC.

STATE OF TEXAS §
§
COUNTY OF BEXAR §

I hereby certify that the forgoing instrument was acknowledge before me, the undersigned Notary, by Dick Zucker, President, SHAVANO CREEK HOMEOWNERS ASSOCIATION, INC. on the date of execution set forth above.

_____
Notary Public, State of Texas

MARY SCHWOPE
Notary Public, State of Texas
My Commission Expires
September 03, 2014

STATE OF TEXAS §

COUNTY OF BEXAR §

I hereby certify that the forgoing instrument was acknowledge before me, the undersigned Notary, by John Zirkle, Member, SHAVANO CREEK HOMEOWNERS ASSOCIATION, INC. on the date of execution set forth above.

Doc# 20120015733 Fees: $20.00
01/27/2012 3:28PM # Pages 2
Filed & Recorded in the Official
Public Records of BEXAR COUNTY
GERARD C. RICKHOFF COUNTY CLERK

_____
Notary Public, State of Texas

AFTER RECORDING RETURN TO:
SHAVANO CREEK HOMEOWNERS ASSOCIATION, INC
7613 Tezel Road
San Antonio, Texas 78250

Any provision herein which restricts the sale, or use of the described real property because of race is invalid and unenforceable under Federal law
STATE OF TEXAS, COUNTY OF BEXAR
I hereby Certify that this instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Real Property of Bexar County, Texas on:

JAN 27 2012

COUNTY CLERK BEXAR COUNTY, TEXAS