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Rebecca Guerrero, County Clerk
Travis County, Texas

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**CERTIFIED RESOLUTIONS OF THE BOARD OF DIRECTORS
OF BLUFFS AT BALCONES CONDOMINIUM COMMUNITY, INC.**

ADOPTING RECORDS PRODUCTION AND COPYING POLICY

The undersigned, Huyen Tran Fang as the duly elected, qualified, and acting Secretary of Bluffs at Balcones Condominium Community, Inc., a Texas nonprofit corporation (the "Association"), hereby certifies on behalf of the Association that the following resolutions were duly adopted by the Board of Directors of the Association (the "Board") at the meeting of the Board held on March 24th, 2022, and that such preamble and resolutions have not been amended or rescinded and are in full force and effect on the date hereof.

ADOPTION OF RECORDS PRODUCTION AND COPYING POLICY

WHEREAS, Section 82.1141(h) of the Texas Property Code (the "Code") provides that the Association must adopt a records production and copying policy that prescribes the costs the Association will charge for the compilation, production, and reproduction of information requested by the Association's members in accordance with the terms of Section 82.1141 of the Code; and

WHEREAS, the Board desires to adopt such a records production and copying policy as required under Section 82.1141(h) of the Code.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby adopts the records production and copying policy set forth on Exhibit "A", attached hereto and incorporated herein by reference.

BE IT RESOLVED, FURTHER, that, the Secretary of the Association is hereby authorized and empowered, in the name and on behalf of the Association, from time to time to do and perform all such further acts and things and to execute and deliver all such further instruments as he or she may deem necessary or advisable to carry out and effectuate the intent and purposes of the foregoing resolutions and of the actions referred to therein.

BE IT RESOLVED, FURTHER, that any actions taken by the officers or directors of the Association prior to the date of this action or hereafter that are within the authority conferred hereby are hereby ratified, confirmed and approved as the act and deed of the Association.

[SIGNATURE PAGE FOLLOWS]

**BLUFFS AT BALCONES CONDOMINIUM COMMUNITY, INC.
RECORDS PRODUCTION AND COPYING POLICY**

SECRETARY'S CERTIFICATE

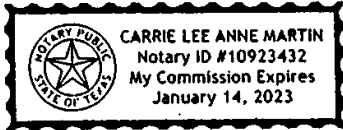
IN WITNESS WHEREOF, the undersigned has executed this Certificate as Secretary on behalf of the Association to be effective upon the recording of this document in the Official Public Records of Travis County, Texas.

Huyen Anh Tran Fang
By: Huyen Anh Tran Fang
Title: Secretary

STATE OF TEXAS §

COUNTY OF Travis §

This instrument was acknowledged before me on April 14 2022, by Huyen Tran Fang, Secretary of Bluffs at Balcones Condominium Community, Inc., a Texas non-profit corporation, on behalf of said non-profit corporation.



Carrie Martin
Notary Public Signature

AFTER RECORDING PLEASE RETURN TO:

Gregory S. Cagle
CAGLE PUGH, LTD. LLP
4301 Westbank Drive, Ste. A-150
Austin, Texas 78746

**BLUFFS AT BALCONES CONDOMINIUM COMMUNITY, INC.
RECORDS PRODUCTION AND COPYING POLICY**

EXHIBIT "A"

BLUFFS AT BALCONES CONDOMINIUM COMMUNITY, INC.

RECORDS PRODUCTION AND COPYING POLICY

1. Books and Records subject to Production

Bluffs at Balcones Condominium Community, Inc. (the "Association") will make its books and records, including financial records, to the extent such books and records are in the possession, custody, or control of the Association, open to and reasonably available for examination by a member of the Association or a person designated in a writing signed by the member as the member's agent, attorney, or certified public accountant, in accordance with Section 82.1141 of the Texas Property Code (the "Code"). A member is also entitled to obtain copies of the information contained in the Association's books and records.

Except as provided by Section 82.1141(c) of the Code, an attorney's files and records relating to the Association are not records of the Association and are not subject to inspection by a member or subject to production in a legal proceeding.

In accordance with the provisions of Section 82.1141(j) of the Code, and except as otherwise authorized or required pursuant to Section 209.005(k) of the Code, the Association shall not release or allow inspection of any books or records that identify the dedicatory instrument violation history of an individual owner, an owner's personal financial information, including records of payment or nonpayment of amounts due to the Association, an owner's contact information, other than the owner's address, or information related to an employee of the Association, including personnel files.

2. Procedures for Requesting Inspection and/or Copying of Associations Records

(A) Request for Information:

To inspect or obtain copies of the Association's records, a member of the Association or his or her designated representative (collectively, "Requesting Party") must submit a written request for information by certified mail to the Association at its or its designated representative's mailing address as reflected on the most current recorded management certificate for the Association.

The written request for information must describe with sufficient detail the Association's books and records being requested and contain an election either to inspect the books and records before obtaining copies or to have the Association forward copies of the requested books and records without any advance inspection.

(B) Inspection of Association's Books and Records:

If an advance inspection of the Association's books and records is requested, within 10 business days from the date the Association receives the written request for information, the Association will send to the requesting party a written notice specifying the location and alternative dates that such party may inspect during normal business hours the requested books and records to the extent those books and records are in the possession, custody, or control of the Association.

The inspection of the requested books and records shall take place at a mutually agreed upon time during normal business hours.

The alternative inspection dates proposed by the Association will be within 10 business days from its receipt of a request of information, unless the Association is unable to produce copies of the requested books and records and make them available for inspection within 10 business days from receipt of the request for information. In such event, the Association's written notice to the requesting party will notify the requesting party that the Association is unable to produce the information within 10 business days from the date it received the request for information and it will specify alternative inspection dates that will occur no later than 15 business days after the date of the Association's written notice to the requesting party.

If the requesting party wants to obtain copies of any of the books and records produced for inspection, the requesting party must identify the books and records at the inspection that the Association is to copy and forward to the requesting party.

(C) Copying of Association's Books and Records:

If copies of identified books and records are requested without an advance inspection of such books and records or are requested following an inspection of such books and records, within 10 business days from the date the Association receives the written request or the date of the inspection (as applicable), it will, to the extent such books and records are in its possession, custody, or control, produce copies of the requested books and records for the requesting party.

If the Association is unable to produce copies of such requested books or records within 10 business days from the written request or inspection, it will provide written notice to the requesting party of its inability to produce the requested books and records within 10 business days and will state a date by which such copies of such requested books and records will be produced to the requesting party, which may not be more than 15 business days after the date of such notice.

The Association reserves the right to produce the requested books and records in hard copy, electronic form, or any other format reasonably available to it, and the manner of production shall be determined by the Association in its sole discretion.

3. Responsibility for Records Production and Copying Charges

A member of the Association who, or whose designated representative, submits a request for information to the Association (the "Requesting Member") shall be responsible for the costs, expenses, and charges incurred by the Association in responding to such request for information from such member or his or her designated representative in accordance with the terms of the Texas Administrative Code Title 1, Section 70.3 (and any amendment, modification, update, or increase of such terms) (the "Production and Copying Charges"). As of the effective date of the adoption of this Records Production and Copying Policy, the allowable Production and Copying Charges under Texas Administrative Code Title 1, Section 70.3 are set forth below, but the amounts charged by the Association shall always be the maximum amounts permitted by Texas Administrative Code Title 1, Section 70.3 or any amended version thereof.

(A) Copy Charges:

(i) *Standard paper copy.* The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is \$0.10 per page or part of a page. Each side that has recorded information is considered a page.

(ii) *Nonstandard copy.* The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:

(a)	diskette:	\$1.00;
(b)	magnetic tape:	actual cost;
(c)	data cartridge:	actual cost;
(d)	tape cartridge:	actual cost;
(e)	CD:	\$1.00;
(f)	DVD:	\$3.00;
(g)	JAZ drive:	actual cost;
(h)	other electronic media:	actual cost;
(i)	VHS video cassette:	\$2.50;
(j)	audio cassette:	\$1.00;
(k)	oversize paper copy:	\$0.50;
(l)	specialty paper:	actual cost.

(B) Labor Charges:

The charge for labor costs incurred in processing a request for information is \$15 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.

(C) Overhead Charge:

Whenever any labor charge is applicable to a request, the Association may include in the charges direct and indirect costs, in addition to the specific labor charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead. The overhead charge shall be computed at 20% of the charge made to cover any labor costs associated with a particular request. Example: if one hour of labor is used for a particular request, the formula would be as follows: labor charge for locating, compiling, and reproducing, \$15.00 x .20 = \$3.00.

(D) Remote Document Retrieval Charge:

If the Association has a contract with a commercial records storage company, whereby the private company charges a fee to locate, retrieve, deliver, and return to storage the needed record(s), no additional labor charge shall be factored in for time spent locating documents at the storage location by the private company's personnel. If after delivery to the Association, the boxes must still be searched for records that are responsive to the request, a labor charge may be charged as provided above.

(E) Miscellaneous Supplies:

The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for public information.

(F) Postal and Shipping Charges:

The Association may add any related postal or shipping expenses which are necessary to transmit the reproduced information to the requesting party.

4. Advance Payment of Production and Copying Charges

The Association requires advance payment of the estimated amount of Production and Copying Charges to be incurred in responding to a request for information, which will be estimated by using the amounts prescribed by the Records Production and Copying Policy. Within 30 business days from the date the requested information is delivered to the requesting party, the Association will submit a final invoice to the Requesting Member for the actual amount of Production and Copying Charges incurred by the Association in responding to such request for information ("**Final Invoice**").

If the estimated amount of Production and Copying Charges exceeds the actual amount of such charges, as reflected in the Final Invoice, the Requesting Member shall be entitled to a refund of the excess amount, and the Association will send payment of such excess amount to the Requesting Member within 30 business days from the date the Final Invoice is sent to the Requesting Member.

If the actual amount of Production and Copying Charges, as reflected in the Final Invoice, exceeds the estimated amount of such charges, the additional amount of Production and Copying Charges incurred by the Association must be reimbursed by the Requesting Member within 30 business days from the date the Final Invoice is sent to the Requesting Member. If the Requesting Member does not timely reimburse the Association the additional amount of Production and Copying Charges, such amount shall be added to the Requesting Member's account as an assessment.

**CERTIFIED RESOLUTION OF THE BOARD OF DIRECTORS
OF BLUFFS AT BALCONES CONDOMINIUM COMMUNITY, INC.**

ADOPTING DOCUMENT RETENTION POLICY

The undersigned, Huyen Tran-Fung, as the duly elected, qualified and acting Secretary of Bluffs at Balcones Condominium Community, Inc., a Texas nonprofit corporation (the "Association"), hereby certifies on behalf of the Association that the following resolutions were duly adopted by the Board of Directors of the Association (the "Board") at a meeting of the Board held on March 24th, 2021, and that such preamble and resolutions have not been amended or rescinded and are in full force and effect on the date hereof.

WHEREAS, the Board desires to adopt a document retention policy to govern the retention and destruction of the records of the Association.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby adopts the document retention policy set forth on Exhibit "A", attached hereto and incorporated herein by reference.

BE IT RESOLVED, FURTHER, that, the Secretary of the Association is hereby authorized and empowered, in the name and on behalf of the Association, from time to time to do and perform all such further acts and things and to execute and deliver all such further instruments as he or she may deem necessary or advisable to carry out and effectuate the intent and purposes of the foregoing resolutions and of the actions referred to therein.

BE IT RESOLVED, FURTHER, that any actions taken by the officers or directors of the Association prior to the date of this action or hereafter that are within the authority conferred hereby are hereby ratified, confirmed and approved as the act and deed of the Association.

[SIGNATURE PAGE FOLLOWS]

SECRETARY'S CERTIFICATE

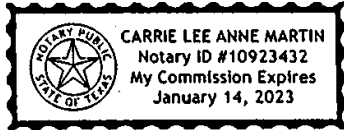
IN WITNESS WHEREOF, the undersigned has executed this Certificate as Secretary on behalf of the Association to be effective upon the recording of this document in the Official Public Records of Travis County, Texas.

Huyen Tran Fang
By: Huyen Tran Fang
Title: Secretary

STATE OF TEXAS §

COUNTY OF Travis §

This instrument was acknowledged before me on April 14 2022, by Huyen Tran Fang, Secretary of the Bluffs at Balcones Condominium Community, Inc., a Texas non-profit corporation, on behalf of said non-profit corporation.



Carrie Martin
Notary Public Signature

AFTER RECORDING PLEASE RETURN TO:

Gregory S. Cagle
CAGLE PUGH, LTD. LLP
4301 Westbank Drive, Ste. A-150
Austin, Texas 78746

BLUFFS AT BALCONES CONDOMINIUM COMMUNITY, INC.
DOCUMENT RETENTION POLICY

EXHIBIT "A"

DOCUMENT RETENTION POLICY

I. INTRODUCTION

1.1 Scope

This Document Retention and Destruction Policy (this "Policy") applies to Bluffs at Balcones Condominium Community, Inc., a Texas non-profit corporation (the "Association"), the Association's managing agent (the "Manager"), the Association's employees, and the Association's Board of Directors (the "Board").

Documents and records maintained by the Association's legal counsel are not subject to this Policy.

1.2 Purpose

This Policy is created to establish guidelines for identifying, retaining, storing, protecting, and disposing of the Association's books, records and other documents in the Association's possession and to ensure that the Association adheres to legal and business requirements in an efficient and cost-effective manner. For purposes of this Policy, the term "Records" means any documentary material which is generated or received by the Association in connection with transacting its business or is related to the Association's legal obligations. The Records include, among others, writings, drawings, graphs, charts, photographs, tape, disc, audio recordings, microforms, and other electronic documents from which information can be obtained or translated such as electronic mail, voice mail, floppy disks, hard discs, and CD ROMs. The Records of the Association do not include email correspondence of a member of the Board sent or received by the Board members at his or her personal email address unless the email correspondence constitutes a written consent by the Board member of an action to be taken by the Association or the Board member has forwarded the email correspondence to the Association's Secretary or its Manager for the purpose of being retained by the Association as part of its Record.

1.3 Policy

It is the Association's policy to maintain complete and accurate copies of Records. Records are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for other purposes as set forth in this Policy. Records that are no longer required, or have satisfied their recommended period of retention, are to be destroyed in an appropriate manner. Unless otherwise directed by legal counsel, Records may be scanned and maintained in an electronic format.

The Manager, or in the event there is no managing agent, the Association's Secretary, is responsible for ensuring that the Association's Records are identified, retained, stored, protected, and subsequently disposed of, in accordance with the guidelines set forth in this Policy.

1.4 Board Members

The Association does not require members of the Board to maintain any Records that were generated by the Association. However, if a Board member receives Records relating to the Association which were not generated by the Association or not received through the Association, the Board member must send the originals of such Records to the Manager or Secretary of the Association (as is applicable) to be maintained in the Association's books and records.

When a Board member ceases to be a Board member, such Board member shall turn over to the Manager or the Secretary of the Association (as is applicable) all Records and files relating to the business of the Association which are not otherwise in the Association's books and records.

1.5 Annual Purge of Files

The Manager or Secretary of the Association (as is applicable) shall conduct an annual purge of files from the Association's books and records. The annual purge of files is to be conducted during the first quarter of each calendar year.

1.6 Destruction Procedure

If the Records to be destroyed are of public record, it is recommended that they be recycled. If recycling is not possible, such Records may be placed in a trash receptacle.

If the Records to be destroyed are not of public record, they should only be recycled if their confidentiality can be protected; otherwise, such Records should be destroyed in a manner that ensures the information contained thereon remains confidential.

1.7 Miscellaneous

Copies of any Records may be destroyed, provided that an original is maintained in the Association's books and records or is otherwise not required to be maintained pursuant to this Policy.

1.8 Onset of Litigation

At the onset of litigation, or if it is reasonably foreseeable that litigation may be imminent, all Records potentially relevant to the dispute must be preserved.

At the direction of legal counsel, the Manager or Secretary of the Association (as is applicable) will advise the Board and any other person who may be in possession of Records of the matter and instruct them that all Records potentially relevant to such litigation must not be destroyed. At the conclusion of the litigation, as determined by legal counsel, the "hold" period will cease, and the time periods otherwise provided in this Policy will recommence.

II. DOCUMENT RETENTION PERIODS

Set forth below is a chart detailing the required retention periods for Records of the Association. Records are grouped into five functional categories as set forth below. For purposes

of this Policy, the term "**Permanent**" means that the retention period for that Record is for the life of the Association, and the term "**Termination**" means expiration of the term of the applicable Record. For example: "Termination + 4 years" means four (4) years beyond expiration of the term of such Record.

1.	Accounting Records	Retention Period
	Audit Reports	Permanent
	Chart of Accounts	Permanent
	Fixed Asset Purchases	Permanent
	General Ledger	Permanent
	Accounts Payable	7 years
	Account Receivable	7 years
	Expense Records	7 years
	Financial Statements (Annual)	7 years
	Inventory Records	7 years
	Loan Payment Schedules	7 years
	Tax Returns	7 years
2.	Bank Records	Retention Period
	Bank Reconciliation	7 years
	Bank Statements	7 years
	Cancelled Checks	7 years
	Electronic Payment Records	7 years
3.	Governing Documents and Corporate Records	Retention Period
	Articles or Certification of Incorporation, Bylaws, Declaration, and other Restrictive Covenants, including any amendments thereto	Permanent
	Voting Records, Proxies, and Correspondence Relating to Amendments to the Declaration	Permanent
	Rules and Regulations	Permanent
	Policies and Guidelines	Permanent
	Record of Actions of Board or Members taken by Written Ballot or Written Consent in Lieu of a Meeting	Permanent
	Record Meeting Notice Waivers	Permanent
	Business Licenses	Permanent
	Correspondence from Legal Counsel	Permanent
	Leases/Mortgages	Permanent
	Board Meeting Minutes and Resolutions	Permanent
	Member Meeting Minutes	Permanent
	Committee Minutes	7 years
	Contracts	Termination + 4 Years
	Insurance Policies	Termination + 4 Years
	Account Records of Current Association Members	5 Years

4.	Employee Records	Retention Period
	Benefit Plans	Permanent
	Pension/Profit Sharing Plans	Permanent
	Employee Files (ex-employees)	7 Years
	Employment Taxes	7 Years
	Payroll Records	7 Years
	Employment Applications, Resumes, Ads, or Notices for Job Opportunities	3 Years
5.	Real Property Records	Retention Period
	Construction Records	Permanent
	Warranties	Permanent
	Leasehold Improvements	Permanent
	Real Estate Purchases	Permanent
	Lease Payment Records	7 Years
6.	Association Records	Retention Period
	Architectural Review Applications and Determinations	Permanent
	Variance Documents	Permanent
	Resale Certificates	Permanent
	Condominium Information Statements and all Amendments Thereto	Permanent
	Construction or As-Built Drawings of all Capital Improvements and Buildings	Permanent
	Plans and Specifications used to Construct the Condominium	Permanent
	Approvals of Modifications of the Common Elements	Permanent