

**PROPERTY OWNERS ASSOCIATION
MANAGEMENT CERTIFICATE
FOR
LAKES OF ALEDO HOMEOWNERS ASSOCIATION, INC.**

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

Pursuant to the provisions of Section 209.004 of the Texas Property Code, the undersigned property owners' association hereby records this Property Owners Association Management Certificate for the Lakes of Aledo Homeowners Association, Inc..

1. The name of the subdivision is The Lakes of Aledo.
2. The name of the association is the Lakes of Aledo Homeowners Association, Inc.
3. The recording data for the subdivision is as follows:

Subdivision

Recording Data

The Lakes of Aledo

Cabinet C, Slide 479, Plat Records,
Parker County, Texas

4. The recording data for the declaration and any amendments to the declaration is as follows:

Covenants, Conditions and Restrictions for Lakes of Aledo recorded on
October 4, 2006, as Document Number 614418 of the Real Property
Records of Parker County, Texas.

5. The name and mailing address of the association:

Lakes of Aledo Homeowners Association, Inc.
c/o Board of Directors of the Lakes of Aledo
Homeowners Association, Inc.
113 Whitney Court
Aledo, TX 76008

6. The name, mailing address, telephone number, and e-mail address of the person managing the association or the association's designated representative is as follows:

Brittany Boyett, President
113 Whitney Court
Aledo, TX 76008
Phone: 817-773-8122
Email: lakesofaledohoa@gmail.com.

7. The website address of any Internet website on which the association's dedicatory instruments are available in accordance with Section 207.006 is:

<https://www.lakesofaledo.com>

8. The amount and description of a fee or fees charged by the association relating to a property transfer in the subdivision is as follows:

Resale Certificate Fee

250.00

9. Other information the association considers appropriate:

Resale certificates can be requested via email at lakesofaledohoa@gmail.com or via the community website.

IN WITNESS WHEREOF, this Property Owners Association Management Certificate is hereby executed by its duly authorized agent on this 12TH day of JANUARY, 2024.

LAKES OF ALEDO HOMEOWNERS ASSOCIATION, INC.,
a Texas non-profit corporation

By:

Bon Boyett

Name:

BRITTANY BOYETT

Title:

PRESIDENT

ACKNOWLEDGMENT

STATE OF TEXAS

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COUNTY OF DALLAS

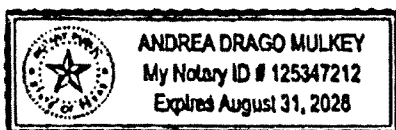
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This instrument was acknowledged before me on the 12 day of January, 2024, by BRITTANY BOYETT, PRESIDENT of the Lakes of Aledo Homeowners Association, Inc., a Texas non-profit corporation, on behalf of said non-profit corporation.

(SEAL)

Andrea D. Mulkey
Notary Public in and for the State of Texas

My Commission Expires: 8-31-26



**NOTICE OF FILING OF DEDICATORY INSTRUMENTS
FOR
LAKES OF ALEDO**

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

THIS NOTICE OF FILING OF DEDICATORY INSTRUMENTS FOR LAKES OF ALEDO (this "Notice") is made this 12th day of JANUARY, 2024, by the Lakes of Aledo Homeowners Association, Inc. (the "Association").

WITNESSETH:

WHEREAS, the Association is the property owners' association created to manage or regulate the planned unit development subject to the Covenants, Conditions, and Restrictions for Lakes of Aledo, recorded on October 4, 2006, under Document Number 614418 of the Real Property Records of Parker County, Texas (the "Declaration"); and

WHEREAS, Section 202.006 of the Texas Property Code provides that a property owners' association must file each dedicatory instrument governing the association that has not been previously recorded in the real property records of the county in which the development is located; and

WHEREAS, the Association desires to record the dedicatory instruments attached hereto as **Exhibit "A"** pursuant to and in accordance with Section 202.006 of the Texas Property Code.

NOW, THEREFORE, the dedicatory instruments attached hereto as **Exhibit "A"** are true and correct copies of the originals and are hereby filed of record in the Real Property Records of Parker County, Texas, in accordance with the requirements of Section 202.006 of the Texas Property Code.

IN WITNESS WHEREOF, the Association has caused this Notice to be executed by its duly authorized agent as of the date first above written.

**LAKES OF ALEDO HOMEOWNERS
ASSOCIATION, INC.,
A Texas non-profit corporation**

By: Bonnie Boyett
Name: BRITANNY BOYETT
Title: PRESIDENT

ACKNOWLEDGEMENT

STATE OF TEXAS

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COUNTY OF PARKER

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BEFORE ME, the undersigned authority, on this day personally appeared Brittany Boyett, President of Lakes of Aledo Homeowners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed on behalf of said corporation.

SUBSCRIBED AND SWORN TO BEFORE ME on this 12 day of January, 2024.

Andrea D. Mulkey
Notary Public, State of Texas

My Commission Expires: 8-31-26

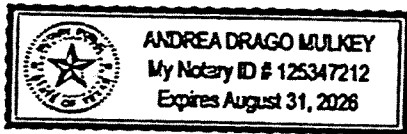


EXHIBIT "A"

- A-1 Document Retention Policy**
- A-2 Document Inspection and Copying Policy**
- A-3 Alternative Payment Plan Policy**
- A-4 Email Registration Policy**

LAKES OF ALEDO HOMEOWNERS ASSOCIATION, INC.

DOCUMENT INSPECTION AND COPYING POLICY

WHEREAS, pursuant to Section 209.005(i) of the Texas Property Code, the Board of Directors of the Lakes of Aledo Homeowners Association, Inc. (the "**Association**") is required to adopt a records production and copying policy that prescribes the costs the Association will charge for the compilation, production and reproduction of the Association's books and records.

NOW, THEREFORE, IT IS RESOLVED, in order to comply with the procedures set forth by Chapter 209 of the Texas Residential Property Owners Protection Act, that the following procedures and practices are established for the compilation, production and reproduction of the Association's books and records, and the same are to be known as the "Document Inspection and Copying Policy" of the Association (hereinafter the "**Policy**").

1. **Purpose.** The purpose of this Policy is to establish orderly procedures for the levying of fees and to notify owners of the costs to be incurred associated with the compilation, production and reproduction of the Association's books and records in response to an owner's request to inspect the Association's records.

2. **Records Defined.** The Association's books and records available for inspection and copying by Owners are those records designated by Section 209.005 of the Texas Property Code. Pursuant to Section 209.005(d) of the Texas Property Code, an attorney's files relating to the Association, excluding invoices, are not records of the Association, are not subject to inspection by Owners, or production in a legal proceeding. Further, pursuant to Section 209.005(k), the Association is not required to release or allow inspection of any books and 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 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, absent the express written approval of the Owner whose information is the subject of the request or a court order requiring disclosure of such information.

3. **Individuals Authorized to Inspect Association's Records.** Every Owner of a Lot in the Association is entitled to inspect and copy the Association's books and records in compliance with the procedures set forth in this Policy. An Owner may submit a designation in writing, signed by the Owner, specifying such other individuals who are authorized to inspect the Association's books and records as the Owner's agent, attorney, or certified public accountant. The Owner and/or the Owner's designated representative are referred to herein as the "Requesting Party."

4. **Requests for Inspection or Copying.** The Requesting Party seeking to inspect or copy the Association's books and records must submit a written request via certified mail to the Association at the mailing address of the Association or its managing agent as reflected on the Association's current management certificate. This address is subject to change upon notice to the owners, but the Association's current mailing address as of the adoption of this policy is:

Lakes of Aledo Homeowners Association, Inc.
c/o Brittany Boyett, President
113 Whitney Ct.
Aledo, Texas 76008

The request must contain sufficient detail describing the requested Association's books and records, including pertinent dates, time periods or subjects sought to be inspected. The request must also specify whether the Requesting Party seeks to inspect the books and records before obtaining copies or to have the Association forward copies of the requested books and records to the Requesting Party.

5. **Inspection Response.** If the Requesting Party elects to inspect the Association's books and records, the Association shall notify the Requesting Party within ten (10) business days after receiving the Requesting Party's request of the dates during normal business hours that the Requesting Party may inspect the requested books and records (the "**Inspection Notice**") or upon receipt of the owner's payment of the estimated cost of production if the Association elects to require payment in advance as discussed in Subsection 8 below. If the Requesting Party elects to receive copies of the Association's books and records, the Association shall produce the requested books and records within ten (10) business days after receiving the Requesting Party's request, or upon receipt of the owner's payment of the estimated cost of production if the Association elects to require payment in advance as discussed in Subsection 8 below.

If the Association is unable to produce the requested books and records by the 10th business day after the date the Association receives the request, the Association must provide written notice to the Requesting Party (the "**Inspection Delay Letter**") that (1) the Association is unable to produce the information by the 10th business day after the date the Association received the request, and (2) state a date by which the information will be either sent or available for inspection that is not later than fifteen (15) days after the date of the Inspection Delay Letter.

6. **Inspection Procedure.** Any inspection shall take place at a mutually agreed upon time during normal business hours. All inspections shall take place at the office of the Association's management company or such other location as the Association designates. No Requesting Party or other individual shall remove original records from the location where the inspection is taking place, nor alter the records in any way. All individuals inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association's or management company's office or the operation of any other office where the inspection or copying is taking place.

At such inspection, the Requesting Party may identify such books and records for the Association to copy and forward to the Requesting Party. The Association may produce all requested books and records in hard copy, electronic, or other format reasonably available to the Association.

7. **Costs Associated with Compilation, Production and Reproduction.** The costs associated with compiling, producing, and reproducing the Association's books and records in response to a request to inspect or copy documents shall be as follows:

(a) Copy charges.

(1) 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 contains recorded information is considered a page.

(2) 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) Rewritable CD (CD-RW)--\$ 1.00;
- (F) Non-rewritable CD (CD-R)--\$ 1.00;
- (G) Digital video disc (DVD)--\$ 3.00;
- (H) JAZ drive--actual cost;
- (I) Other electronic media--actual cost;
- (J) VHS video cassette--\$ 2.50;
- (K) Audio cassette--\$ 1.00;
- (L) Oversize paper copy (e.g.: 11 inches by 17 inches, greenbar, bluebar, not including maps and photographs using specialty paper)--\$0.50;
- (M) Specialty paper (e.g.: Mylar, blueprint, blueline, map, photographic)--actual cost.

(b) Labor charge for locating, compiling, manipulating data, and reproducing information.

(1) The charge for labor costs incurred in processing a request for information is \$15.00 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.

(2) When confidential information is mixed with non-confidential information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in

order to release the information. A labor charge shall not be made for redacting confidential information for requests of fifty (50) or fewer pages.

(3) If the charge for providing a copy of information includes costs of labor, the Requesting Party may require that the Association provide a written statement as to the amount of time that was required to produce and provide the copy, signed by an officer of the Association. A charge may not be imposed for providing the written statement to the requestor.

(c) Overhead charge.

(1) 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. If the Association chooses to recover such costs, a charge shall be made in accordance with the methodology described in paragraph (3) of this subsection. Although an exact calculation of costs will vary, the use of a standard charge will avoid complication in calculating such costs and will provide uniformity for charges.

(2) An overhead charge shall not be made for requests for copies of fifty (50) or fewer pages of standard paper records.

(3) The overhead charge shall be computed at twenty percent (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) 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.

8. Payment. Upon receipt of a request to inspect and/or copy documents, the Association may require the Requesting Party to pay the estimated costs associated with production and copying in advance. If the estimated cost of compilation, production and reproduction is different from the actual cost, the Association shall submit a final invoice to the owner on or before the 30th business day after the Association has produced and/or delivered the requested information. If the actual cost is greater than the estimated amount, the owner must pay the difference to the Association within thirty (30) business days after the date the invoice is sent to the owner, or the Association will add such additional charges as an assessment against the owner's property in the Association. If the actual cost is less than the estimated amount, the Association shall issue a refund to the owner within thirty (30) business days after the date the invoice is sent to the owner.

9. Definitions. The definitions contained in the governing documents of the Association are hereby incorporated herein by reference.

IT IS FURTHER RESOLVED that this Document Inspection and Copying Policy is effective upon recordation hereof, to remain in force and effect until revoked, modified, or amended.

This is to certify that the foregoing resolution was adopted by the Board of Directors at a meeting of same on JANUARY 7th 2024, and has not been modified, rescinded, or revoked.

DATE: 1/7/24

Bm Byett
President/Secretary

LAKES OF ALEDO HOMEOWNERS ASSOCIATION, INC.

DOCUMENT RETENTION POLICY

WHEREAS, pursuant to Section 209.005(m) of the Texas Property Code, the Board of Directors of the Lakes of Aledo Homeowners Association, Inc. (the "Association") is required to adopt a document retention policy for the Association's books and records.

NOW, THEREFORE, IT IS RESOLVED, in order to comply with the procedures set forth by Chapter 209 of the Texas Residential Property Owners Protection Act, that the following procedures and practices are established for the maintenance and retention of the Association's books, records and related documents, and the same are to be known as the "Document Retention Policy" of the Association.

1. Purpose. The purpose of this Document Retention Policy is to ensure that the necessary records and documents of the Association are adequately protected and maintained.

2. Administration. The Association is in charge of the administration of this Document Retention Policy and the implementation of processes and procedures to ensure that the Records Retention Schedule attached as Exhibit "A" is followed. The Board is authorized to make modifications to this Records Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and that the schedule includes the appropriate document and record categories for the Association.

3. Suspension of Record Disposal in Event of Litigation or Claims. In the event the Association is served with any subpoena or request for documents or the Association becomes aware of a governmental investigation or audit concerning the Association or the commencement of any litigation against or concerning the Association, all documents relating or pertaining to such investigation, claim or litigation shall be retained indefinitely, and any further disposal of documents shall be suspended and shall not be reinstated until conclusion of the investigation or lawsuit, or until such time as the Board, with the advice of legal counsel, determines otherwise.

4. Applicability. This Document Retention Policy applies to all physical records generated in the course of the Association's operation, including both original documents and reproductions. It also applies to electronic copies of documents. Any electronic files that fall under the scope of one of the document types on the Records Retention Schedule below will be maintained for the appropriate amount of time. Documents that are not listed on Exhibit "A" but are substantially similar to those listed in the Records Retention Schedule, should be retained for a similar length of time.

5. Definitions. The definitions contained in the governing documents of the Association are hereby incorporated herein by reference.

IT IS FURTHER RESOLVED that this Document Retention Policy is effective upon adoption and recordation hereof, to remain in force and effect until revoked, modified or amended.

This is to certify that the foregoing resolution was adopted by the Board of Directors at a meeting of same on JANUARY 7 2024, and has not been modified, rescinded, or revoked.

DATE: 1/7/24

Bm Boyett
President/Secretary

EXHIBIT A – RECORD RETENTION SCHEDULE**A. GOVERNING DOCUMENTS**

Any certificates of formation, bylaws, dedicatory instruments, and all amendments to the certificates of formation, bylaws, and dedicatory instruments	Permanently
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B. FINANCIAL RECORDS

Financial records, including each year's budget, tax returns, audits of the Association's financial books and records, copies of all bills paid by the Association or to be paid, the Association's checkbooks and check registers	7 years
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C. RECORDS OF OWNERS' ACCOUNTS

Owners' account records, including assessment account ledgers, architectural review records, violation records, records of fines and any disputes from the owner	5 years
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D. CONTRACTS

Copies of the final, executed contracts with a term of 1 year or more entered into by the Association (and any related correspondence, including any proposal that resulted in the contract and all other supportive documentation)	4 years after expiration or termination
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E. MEETING MINUTES

Minutes of Annual and Special Meetings of the Members, minutes of Board meetings, and minutes of committee meetings (if any)	7 years
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F. TAX RETURNS AND AUDIT RECORDS

All tax returns and audit records for the Association	7 years
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LAKES OF ALEDO HOMEOWNERS ASSOCIATION, INC.**ALTERNATIVE PAYMENT PLAN POLICY**

WHEREAS, pursuant to Section 209.0062 of the Texas Property Code, the Board of Directors of the Lakes of Aledo Homeowners Association, Inc. (the "**Association**") is required to adopt reasonable guidelines regarding an alternate payment schedule in which an Owner may make partial payments to the Association for delinquent regular or special assessments or any other amount owed to the Association.

NOW, THEREFORE, IT IS RESOLVED, in order to comply with the procedures set forth by Chapter 209 of the Texas Residential Property Owners Protection Act, that the following guidelines and procedures are established for the establishment of an alternate payment schedule, and the same are to be known as the "Alternate Payment Plan Policy" of the Association (hereinafter the "**Policy**").

1. **Purpose**. The purpose of this Policy is to assist Owners in remedying delinquencies and remaining current on the payment of amounts owed to the Association by establishing orderly procedures by which Owners may make partial payments to the Association for amounts owed without accruing additional penalties.

2. **Eligibility**. To be eligible for a payment plan pursuant to the Association's alternate payment plan schedule, an Owner must meet the following criteria:

- a) The Owner must currently be delinquent in the payment of regular assessments, special assessments, or any other amounts owed to the Association;
- b) The Owner must not have defaulted on a prior payment plan within the prior two year period; and
- c) The Owner must submit a signed payment plan as defined below, along with the Owner's initial payment to the address designated by the Association for correspondence.

3. **Payment Plan Schedule/Guidelines**. The Association hereby adopts the following alternate payment guidelines and makes the following payment plan schedule available to Owners in order to make partial payments for delinquent amounts owed:

- a) **Requirements of Payment Plan Request**. Within 30 days of the date of the initial letter which informs the owner of the availability of a payment plan, an owner must submit a signed acceptance of the payment plan schedule described below to the Association.

- b) **Term.** The term of the payment plan or schedule is six months, and the Owner must make an initial payment of ten percent (10%) of the total amount owed and remaining payments in equal monthly installments.
- c) **Date of Partial Payments under Plan.** The Owner must submit the first monthly installment payment under the plan contemporaneously with submission of the Owner's payment plan agreement which must be signed by the Owner. The Owner must make all additional monthly installments under the payment plan so that the payments are received by the Association no later than the first (1st) day of each month. The Owner may pay off, in full, the balance under the payment plan at any time. All payments must be received by the Association at the Association's designated mailing address or lock box for all payments. Payments may be made through auto draft bill payment, in check or certified funds, or by credit card (to the extent the Association is set up to receive payment by credit card).
- d) **Correspondence.** Any correspondence to the Association regarding the amount owed, the payment plan, or such similar correspondence must be sent to the address designated by the Association for correspondence. Such correspondence shall not be included with an Owner's payment.
- e) **Amounts Coming Due During Plan.** Owners are responsible for remaining current on all assessments and other charges coming due during the duration of the Owner's payment plan and must, therefore, timely submit payment to the Association for any amounts coming due during the duration of the Owner's payment plan.
- f) **Additional Charges.** An Owner's balance owed to the Association shall not accrue late fees or other monetary penalties (except interest) while such Owner is in compliance with a payment plan under the Association's alternate payment plan schedule. Owners in a payment plan are responsible for reasonable costs associated with administering the plan, and for interest on the unpaid balance, calculated at the highest rate allowed by the governing documents or by law. The costs of administering the plan and interest shall be included in calculating the total amount owed under the payment plan and will be included in the payment obligation. The costs of administering the payment plan may include a reasonable charge for preparation and creation of the plan, as well as a monthly monitoring fee of no less than \$5.00 per month.
- g) **Other Payment Arrangements.** At the discretion of the Board of Directors, and only for good cause demonstrated by an owner, the Association may accept payment arrangements offered by Owners which are different from the above-cited guidelines, provided that the term of payments is no less than three (3) months nor longer than eighteen (18) months. The Association's acceptance of payment arrangements that are different from the approved payment plan schedule/guidelines hereunder shall not be construed as a waiver of these guidelines

nor authorize an Owner to be granted a payment plan which differs from the one herein provided.

4. **Default.** If an Owner fails to timely submit payment in full of any installment payment (which installment payment must include the principal owed, the administration fees assessed to the plan and interest charges) or fails to timely pay any amount coming due during the duration of the plan, the Owner will be in default. If an Owner defaults under a payment plan, the Association may proceed with collection activity without further notice. If the Association elects to provide a notice of default, the Owner will be responsible for all fees and costs associated with the drafting and sending of such notice. In addition, the Owner is hereby on notice that he/she will be responsible for any and all costs, including attorney's fees, of any additional collection action which the Association pursues.

5. **Board Discretion.** Any Owner who is not eligible for a payment plan under the Association's alternate payment plan schedule may submit a written request to the Board for the Association to grant the Owner an alternate payment plan. Any such request must be directed to the person or entity currently handling the collection of the Owner's debt (i.e. the Association's management company or the Association's attorney). The decision to grant or deny an alternate payment plan, and the terms and conditions for any such plan, will be at the sole discretion of the Association's Board of Directors.

6. **Definitions.** The definitions contained in the governing documents of the Association are hereby incorporated herein by reference.

7. **Severability and Legal Interpretation.** In the event that any provision herein shall be determined by a court with jurisdiction to be invalid or unenforceable in any respect, such determination shall not affect the validity or enforceability of any other provision, and this Policy shall be enforced as if such provision did not exist. Furthermore, the purpose of this policy is to satisfy the legal requirements of Section 209.0062 of the Texas Property Code. In the event that any provision of this Policy is deemed by a court with jurisdiction to be ambiguous or in contradiction with any law, this Policy and any such provision shall be interpreted in a manner that complies with an interpretation that is consistent with the law.

IT IS FURTHER RESOLVED that this Alternate Payment Plan Policy is effective upon adoption and recordation hereof, to remain in force and effect until revoked, modified, or amended.

This is to certify that the foregoing resolution was adopted by the Board of Directors at a meeting of same on JANUARY 7TH 2024, and has not been modified, rescinded, or revoked.

DATE: 1/7/24

Born Boyett
President/Secretary

LAKES OF ALEDO HOMEOWNERS ASSOCIATION, INC.**EMAIL REGISTRATION POLICY**

WHEREAS, pursuant to Section 209.0051(e) of the Texas Property Code, the Board of Directors of the Lakes of Aledo Homeowners Association, Inc. (the "**Association**") is permitted to send notice of Board meetings to the Members via e-mail to each Owner who has registered an e-mail address with the Association; and

WHEREAS, pursuant to Section 209.0051(f) of the Texas Property Code, it is an Owner's duty to keep an updated e-mail address registered with the Association.

NOW, THEREFORE, IT IS RESOLVED, in order to comply with the procedures set forth by Chapter 209 of the Texas Residential Property Owners Protection Act, the following procedures and practices are established for the registration of e-mail addresses with the Association, and the same are to be known as the "Email Registration Policy" of the Association.

1. **Purpose.** The purpose of this Email Registration Policy is to ensure that each Owner receives proper notice of regular and special Board meetings of the Association pursuant to Section 209.0051(e) of the Texas Property Code. This Email Registration Policy is also intended to provide the Association with a method to verify the identity of Owners who cast electronic ballots in elections via e-mail.

2. **Registration.** Each Owner must register an e-mail address with the Association, and must keep his or her registered e-mail address up-to-date and accurate. An Owner may register his or her e-mail address by submitting a request to register or change his or her e-mail address to the Association's Secretary or property manager via e-mail, mail, or facsimile. Alternatively, the Association may allow an Owner to register his or her e-mail address through a form on the Association's website, if any. Please allow seven (7) business days from submission of an e-mail address for the Association to update its records. Please note, correspondence to the Association and/or its property manager from an email address for any other purpose other than an express statement to register an email address is not sufficient to register such email address with the Association.

3. **Failure to Register.** In the event an Owner fails to register an accurate e-mail address with the Association, the Owner may not receive e-mail notification of regular and special Board meetings. Also, the Association may use an Owner's registered e-mail address for purposes of verifying the Owner's identity for electronic voting. If an Owner fails to register an e-mail address with the Association or submits an electronic ballot from an e-mail address other than the e-mail address registered with the Association, such Owner's electronic ballot may not be counted. The Association has no obligation to actively seek out a current e-mail address for each Owner. In addition, the Association has no obligation to investigate or obtain an updated e-mail address for Owners whose current registered e-mail address is returning an e-mail delivery failure message/undeliverable message.

4. **Definitions.** The definitions contained in the Association's dedicatory instruments are hereby incorporated herein by reference.

IT IS FURTHER RESOLVED that this Email Registration Policy is effective upon adoption and recordation hereof, to remain in force and effect until revoked, modified, or amended.

This is to certify that the foregoing resolution was adopted by the Board of Directors at a meeting of same on JANUARY 7th 2024, and has not been modified, rescinded, or revoked.

DATE: 1/7/24

Born Boyett
President/Secretary

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS



Lila Deakle

202401003

01/12/2024 02:48:59 PM

Fee: \$93.00

Lila Deakle, County Clerk

Parker County, Texas

MANAGECERT