

BOARD RESOLUTION
OF
BROOKWOOD HILLS HOMEOWNERS ASSOCIATION, INC

We, the undersigned, being all the Brookwood Hills II Board of Directors , organized and existing under the laws of Texas. Brookwood Hills Homeowners Association, Inc., hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the board duly held and convened on June 27, 2022, at which a quorum of the Board of Directors was present and voting throughout, and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect.

Therefore, it is resolved AS OF June 27, 2022 BROOKWOOD HILLS II HOMEOWNERS ASSOCIATION

shall adopt and comply with a document retention policy that includes, at a minimum, the following requirements:

- (1) certificates of formation, bylaws, restrictive covenants, and all amendments to the certificates 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) and in our future if tax returns and audit records are available they shall be retained for seven years.

BROOKWOOD HILLS HOMEOWNERS ASSOCIATION, INC.

CERIFICATE OF SECRETARY

The Secretary of BROOKWOOD HILL II HOMEOWNERS ASSOCIATION, INC., certifies that he/she is the duly elected and qualified Secretary of BROOKWOOD HILL II HOMEOWNERS ASSOCIATION, INC., and certifies that the above is a true and correct record of the resolution that was duly adopted by the board of the BROOKWOOD HILL II HOMEOWNERS ASSOCIATION ON June 27. 2022.

Amy Sabol
Secretary Printed Name

Amy Sabol 6/27/22
Secretary Signature