

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 April 25, 2024 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a quorum of the Board of Directors was present and voting throughout, and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect.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 April 25, 2024 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.

CERTIFICATION

I hereby certify that I am the duly elected and acting President of the Association and that this Policy was approved by not less than a majority vote of the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Tarrant County, Texas

TO CERTIFY which witness my hand this 25 day of April, 2024

Bid Solicitation Policy for Brookwood Hills II Homeowners Association, Inc.



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Fees: \$24.00

RESOLUTION

SUBMITTER: KATHLEEN DURAPAU

MARY LOUISE NICHOLSON
COUNTY CLERK

**BROOKWOOD HILLS II HOMEOWNERS
ASSOCIATION, INC.**

By: Kathleen Duran

Printed: Kathleen Duran

Its: President: _____

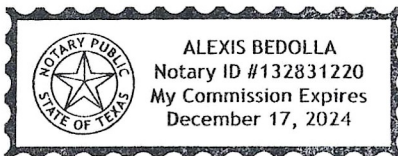
THE STATE OF TEXAS 2

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COUNTY OF Tarrant 2

BEFORE ME, the undersigned notary public, on this 25 day of April 2024.

Personally appeared Kathleen Duran, President of Brookwood Hills II Homeowners Association, Inc., know to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.



Alexis Bedolla

Notary Public in and for the State of Texas



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RESOLUTION
Pages: 2
Fees: \$24.00

FILED AND RECORDED
OFFICIAL PUBLIC RECORDS OF
TARRANT COUNTY, TEXAS
04/29/2024 12:45 PM

Mary Louise Nicholson
MARY LOUISE NICHOLSON
COUNTY CLERK

Bid Solicitation Policy for Brookwood Hills II Homeowners Association, Inc.