

**RESOLUTION OF THE BOARD OF DIRECTORS
OF COLONIES VILLAGE CONDOMINIUM ASSOCIATION, INC.
REGARDING RECORDS RETENTION POLICY**

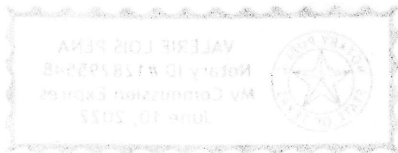
STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF BEXAR §

Pursuant to Section 82.1141(1), Texas Property Code, Colonies Village Condominium 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) 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) tax returns and audit records shall be retained for seven years.

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 3rd day of September, 2021.



COLONIES VILLAGE CONDOMINIUM
ASSOCIATION, INC.

By: Imelda De Los Santos
Imelda De Los Santos, Its President

ATTEST:

By: Ruth Bates
Ruth Bates, Its Secretary

STATE OF TEXAS §
§
COUNTY OF BEXAR §

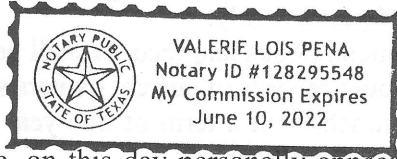
Before me, the undersigned notary public, on this day personally appeared Imelda De Los Santos, President of Colonies Village Condominium Association, Inc., known to me or proved to me by presentation to me of a governmentally-issued identification card to be who one of the persons whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed it for the purposes and consideration expressed in it.

Given under my hand and seal of office the 3rd day of September, 2021.

Valerie L. Pena

Notary Public, State of Texas

STATE OF TEXAS §
§
COUNTY OF BEXAR §



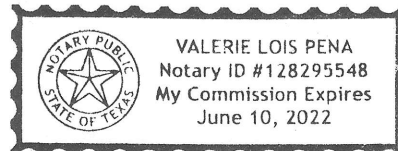
Before me, the undersigned notary public, on this day personally appeared Ruth Bates, Secretary of Colonies Village Condominium Association, Inc., known to me or proved to me by presentation to me of a governmentally-issued identification card to be who one of the persons whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed it for the purposes and consideration expressed in it.

Given under my hand and seal of office the 3rd day of September, 2021.

Valerie L. Pena

Notary Public, State of Texas

AFTER RECORDING RETURN TO:
Colonies Village Condominium Association, Inc.
c/o Galvan Neighborhood Management Company
P.O. Box 291070
San Antonio, TX 78229



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