PI2-20120051917-2

RESOLUTION OF THE BOARD OF DIRECTORS
OF SILVERBROOK ASSOCIATION, INC.
REGARDING RECORDS RETENTION POLICY

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

Pursuant to Section 209.005(m), Texas Property Code, Silverbrook Association, Inc., acting through its Board of Directors, has adopted the following records retention policy, to-wit:

(1) the articles of incorporation, bylaws, restrictive covenants, and all amendments to the articles of incorporation, 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 29th day of ~~March~~ February (KC), 2012.

SILVERBROOK ASSOCIATION, INC.

By: _____
Felipe Cruz, Its President

ATTEST:

By: _____
John Herrick, Its Secretary

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STATE OF TEXAS §
§
COUNTY OF BEXAR §

Before me, the undersigned notary public, on this day personally appeared Felipe Cruz, President of Silverbrook 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 he executed it for the purposes and consideration expressed in it.

Given under my hand and seal of office the 29 day of ~~March~~ February (KC), 2012.

Kari K Cook
Notary Public, State of Texas

KARI K. COOK
Notary Public, State of Texas
My Commission Expires
September 17, 2015

STATE OF TEXAS §
§
COUNTY OF BEXAR §

Before me, the undersigned notary public, on this day personally appeared John Herrick, Secretary of Silverbrook 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 he executed it for the purposes and consideration expressed in it.

Given under my hand and seal of office the 29 day of ~~March~~ February (KC), 2012.

Kari K Cook
Notary Public, State of Texas

AFTER RECORDING RETURN TO:
Silverbrook Association, Inc.
1600 N.E. Loop 410, Suite 202
San Antonio, TX 78209

KARI K. COOK
Notary Public, State of Texas
My Commission Expires
September 17, 2015

Any provision herein which restricts the sale, or use of the described real property because of race is invalid and unenforceable under Federal law
STATE OF TEXAS, COUNTY OF BEXAR
I hereby Certify that this instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Real Property of Bexar County, Texas on:

MAR 21 2012

COUNTY CLERK BEXAR COUNTY, TEXAS

Doc# 20120051917 Fees: $20.00
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Filed & Recorded in the Official
Public Records of BEXAR COUNTY
GERARD C. RICKHOFF COUNTY CLERK