

VG-785-2023-3417616

Hidalgo County
Arturo Guajardo Jr.
County Clerk
Edinburg, Texas 78540

Document No: 3417616

Billable Pages: 2

Recorded On: January 31, 2023 01:36 PM

Number of Pages: 3

NOTICE

*****Examined and Charged as Follows*****

Total Recording: \$ 40.00

*****THIS PAGE IS PART OF THE DOCUMENT*****

Any provision herein which restricts the Sale, Rental, or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

File Information:

Document No: 3417616
Receipt No: 20230131000186
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Deputy Clerk: Horacio Garza
Station: CH-1-CC-K12

Record and Return To:

Law Office of Oscar Alvarez
600 S 11th Street
Original Returned to Customer
MCALLEN TX 78501



STATE OF TEXAS
COUNTY OF HIDALGO

I hereby certify that this Instrument was FILED in the File Number sequence on the date/time printed hereon, and was duly RECORDED in the Official Records of Hidalgo County, Texas.

Arturo Guajardo Jr.
County Clerk
Hidalgo County, Texas

Retention

Mission Manor Homeowners Association, Inc.
1571 Gastel Drive, Mission, Texas 78572

Policy Regarding Records Retention, Inspection and Production

Whereas, Section 209.005(i) of the Texas Property Code requires property owner associations to adopt a records records production and copying policy and record it as a dedicatory instrument; and

Whereas, Section 209.005(m) requires property owners associations to adopt and comply with a document and records retention policy;

NOW THEREFORE BE IT RESOLVED THAT:

The following policy regarding document and records retention, inspection and reproduction and copies is hereby adopted:

RECORDS RETENTION

1. All declaratory documents including Certificates of Formation, Articles of Incorporation, bylaws, restrictive covenants, and any amendments thereto shall be retained permanently.
2. Financial books and records shall be retained for seven (7) years.
3. Account records of current owners shall be retained for five (5) years.
4. Contracts with a term of one (1) year or more shall be retained for four (4) years following the expiration of the contract term.
5. Minutes of all meetings of the Board of Directors shall be retained for seven (7) years.
6. Minutes of all Annual Meetings of the Association shall be retained for seven (7) years.
7. Tax returns and reports of audits shall be retained for seven (7) years.

RECORDS INSPECTIONS AND PRODUCTION

1. An Owner, or a person designated in writing signed by the Owner as that Owners agent, attorney, or certified public accountant, (the requestor) may make a request to access the books and/or records of the Association, provided that such Owner or designee submit a WRITTEN REQUEST by certified mail, return receipt requested, which contains sufficiently specific detail to identify the books and/or records being requested.
2. The Association may require advance payment of the estimated costs of compliance, production, and reproduction of the requested information. If such advance payment is required, the Association shall notify the requestor in writing or by electronic means (email) of the cost within 48 hours of receipt of the request.
3. The Association will respond to the requestor in writing within ten (10) business days following receipt of the written request as described in paragraph 2 above. In the event that the Association is unable to produce the information within the ten (10) business days, the Association must provide the requestor written notice that:
 - a) informs the requestor that the Association is unable to produce the information before the 10th business day;
 - b) states a date by which the information will be sent or otherwise made available for

inspection to the requestor that is not later than the 15th business day after the date of the original response from the Association.

4. Absent a court order or the express written approval of the owner whose records are the subject of the request, the Association will not allow inspection or copying of any records that identify the violation history of any individual owner, an owner's personal financial information (including records of payment or non-payment of amounts due the Association, an owner's contact information (other than the owner's address within the Association), or information relating to any employee of the Association, including personnel files.
5. The Association hereby adopts the following SCHEDULE OF FEES for the production and copying of records:

Copies:

All copies shall be 8.5x11 (letter size):

First five (5) copies shall be at no cost to requestor.

- a) Copies of current documents and meetings (within the last 12 months) 20 cents per page; (front and back are counted as individual pages)
- b) Copies of archived documents and meetings (more than 12 months past) 25 cents per page (front and back are counted as individual pages)
- c) Labor costs of \$20 per hour, billed in half-hour increments, for actual time to locate, compile, and reproduce records
- d) Copies that require outsourcing (such as legal size, or map size) shall be billed to requestor at actual cost plus \$20 labor cost.
- e) The Association may charge for actual costs incurred in responding to the request, including but not limited to, costs for labels, boxes, folders, postage and/or shipping.

ADOPTED this 26th day of January 2023 by the Board of Directors of Mission Manor Homeowners Association, Inc.

Mission Manor Homeowners Association, Inc.

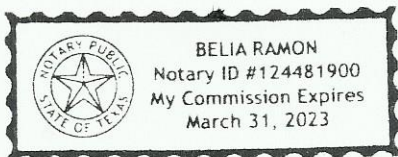
J. Elaine Botelho

Signature of Secretary

J. Elaine Botelho

printed name

The above instrument was acknowledged before me by J. Elaine Botelho, Corporate Secretary of Mission Manor Homeowners Association, Inc. on this 27th day of January 2023



Belia Ramon

Notary Public in and for the State of Texas

return to: Secretary, Mission Manor Homeowners Association 1571 Gastel Drive, Mission, TX. 78572