



\*VG-240-2025-251506\*

Blanco County  
Laura Walla  
Blanco County Clerk

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**Instrument Number: 251506**

Real Property Recordings

Recorded On: May 15, 2025 02:25 PM

Number of Pages: 3

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**" Examined and Charged as Follows: "**

Total Recording: \$24.00

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**\*\*\*\*\* THIS PAGE IS PART OF THE INSTRUMENT \*\*\*\*\***

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 Number: 251506  
Receipt Number: 20250515000005  
Recorded Date/Time: May 15, 2025 02:25 PM  
User: Sheila M  
Station: cclerk01

**Record and Return To:**

MICHELLE FEGUSON



**STATE OF TEXAS  
Blanco County**

**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 Blanco County, Texas**

Laura Walla  
Blanco County Clerk  
Blanco County, TX

STATE OF TEXAS                    §     RESOLUTION ADOPTING RECORDS  
   §     RETENTION POLICY FOR  
   §     THE WOODS AT FLAT ROCK CREEK  
COUNTY OF BLANCO           §     PROPERTY OWNERS' ASSOCIATION, INC.

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE WOODS AT FLAT ROCK CREEK PROPERTY OWNERS' ASSOCIATION, INC.  
REGARDING RECORDS RETENTION POLICY**

Pursuant to Section 209.005(m) of the Texas Property Code, The Woods at Flat Rock Creek Property Owners' Association, Inc., hereinafter referred to as "Association", acting by and through its Board of Directors, has adopted the following records retention policy, to-wit:

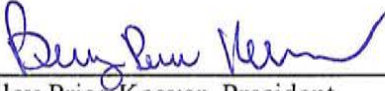
Records of the Association shall be kept on the following schedule:

- (1) The certificate of formation, bylaws, restrictive covenants, and all amendments to the certificate for 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.
- (6) Tax returns and audit records shall be retained for seven years.
- (7) All resolutions and policies adopted shall be retained permanently.
- (8) Emails are not stored or saved electronically by Board Members, Committee Members, or anyone associated with the Association, including a management company. In the event that any communication is kept that started as an email, it will be printed and kept with the subject it involves. Emails are not kept as a practice and they are printed as necessary. In the event that an email is printed it may only contain the final decision or request, and not all pages of communication.

By their signatures below the President and the Secretary of the Association certify that the foregoing resolution 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.

PASSED, ADOPTED AND APPROVED on this the 28<sup>th</sup> day of April 2025.

THE WOODS AT FLAT ROCK CREEK  
PROPERTY OWNERS' ASSOCIATION, INC.

By:   
Bradley Price Keever, President

ATTEST:

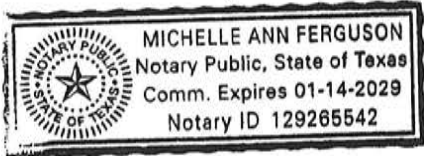
By:   
Michelle Ferguson, Secretary

THE STATE OF TEXAS                   §  
   §  
COUNTY OF BURNET                   §

CERTIFICATE OF ACKNOWLEDGMENT

Before me, the undersigned Notary Public, on this day personally appeared Bradley Price Keever, who is personally known to me (or proved to me through a federal or state issued ID with photo and signature of person identified) to be the person whose name is subscribed to the foregoing instrument, and who has acknowledged to me that he is the President of The Woods at Flat Rock Creek Property Owners' Association, Inc. and that by authority duly given and as the act of The Woods at Flat Rock Creek Property Owners' Association, Inc. executed the instrument for the purposes and considerations expressed.

Given under my hand and seal of office on this the 14<sup>th</sup> day of May 2025.



  
Notary Public in and for The State of Texas

AFTER RECORDING, RETURN TO:

The Woods at Flat Rock Creek Property Owners' Association, Inc.  
P.O. Box 1987  
Marble Falls, Texas 78654