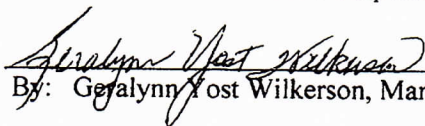


**MANAGEMENT CERTIFICATE FOR  
MEDINA VERDE OWNERS ASSOCIATION**

The following information is being provided pursuant to Section 209.004, Texas Property Code:

1. Name of Subdivision: Medina Verde
2. Name of the Association: Medina Verde Owners Association
3. Mailing Address: P.O. Box 780428  
San Antonio, Texas 78278-0428
4. Subdivision Plat information: Volume 1 Pages 1-2 of the Plat records,  
Medina County, Texas.
5. Declaration Information: Medina Verde Subdivision Declaration of  
Restrictive Covenants to be effective on  
February 23, 2023, recorded in Document  
Number 2023001580 Pages 1-10 Official Public  
Records, Medina County, Texas.
6. Association Management or  
Representative: Homeowner's Service Company  
P.O. Box 780428  
San Antonio, Texas 78278-0428  
Telephone: (210) 492-7264  
Email: [Ger2302@att.net](mailto:Ger2302@att.net)
7. Website address:
8. Property transfer fee: Transfer fee: \$50.00  
Resale fee: \$300.00

Medina Verde Owners Association  
A Texas Non-Profit Corporation

  
By: Gayalynn Fost Wilkerson, Managing Agent

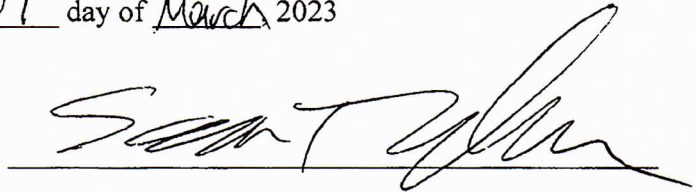
STATE OF TEXAS

§  
§

COUNTY OF BEXAR

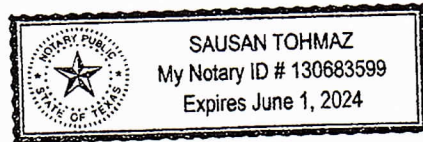
Before me, the undersigned notary public, on this day personally appeared **Geralynn Yost Wilkerson**, Managing Agent of Medina Verde Owners Association, known to me or proved to me by presentation to me of a governmentally-issued identifications card to be the person whose name is subscribed to the 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 09 day of March 2023



Notary Public, State of Texas

AFTER RECORDING RETURN TO:  
Medina Verde Owners Association  
P.O. Box 780428  
San Antonio, Texas 78278-0428



Mgt. Cert. Medina Verde

**Medina County  
Gina Champion  
Medina County  
Clerk**

---

**Instrument Number:** 2023002356

eRecording - Real Property

CERTIFICATE

Recorded On: March 22, 2023 09:24 AM

Number of Pages: 3

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

Total Recording: \$30.00

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

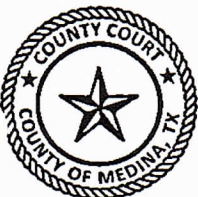
Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

**File Information:**

Document Number: 2023002356  
Receipt Number: 20230321000038  
Recorded Date/Time: March 22, 2023 09:24 AM  
User: Janay O  
Station: ccscan2

**Record and Return To:**

CSC



**STATE OF TEXAS  
MEDINA 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 Medina County, Texas.**

Gina Champion  
Medina County Clerk  
Medina County, TX



**RESOLUTION OF THE BOARD OF DIRECTORS  
OF MEDINA VERDE OWNERS ASSOCIATION  
REGARDING PAYMENT PLAN GUIDELINES**

STATE OF TEXAS        S

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF MEDINA   S

Pursuant to Section 209.0062, Texas Property Code, **Medina Verde Owners Association** acting through its Board of Directors, has adopted the following reasonable guidelines to establish an alternative payment schedule by which an owner may make partial payments for delinquent regular or special assessments or other amounts owed to the Association, to wit:

1. All payment plans must be in writing, signed by one or more owners of property associated with the delinquent balance, approved by the signature of the President of the Association or the Association Manager, and provides that the owner shall pay future assessments when due, in addition to any arrearage payment due under a payment plan;
2. To be qualified for a payment plan an owner must not have failed to honor the terms of two previous payment plans in the two years prior to a request for a new payment plan;
3. No monetary penalties shall accrue on balances while a payment plan is in effect, but reasonable costs associated with administering the plan and interest shall continue to accrue;
4. Any qualified owner who owes a delinquent balance of \$300 or less shall be allowed, without deliberation by the Board, to pay that balance in three equal consecutive monthly installments, with the first payment due within the first thirty day period following of the approval of the payment plan;
5. Any qualified owner who owes a delinquent balance of more than \$300 shall be allowed, without deliberation by the Board, to pay that balance by paying twenty-five percent of the balance during the first thirty day period following of the approval of the payment plan, with the remaining delinquent balance to be paid in six equal consecutive monthly installments;
6. Any owner may submit a request for a payment plan that does not meet the foregoing guidelines, along with whatever information they wish the Board to consider, and the Board may approve or disapprove such payment plan, in its sole discretion ; and,
7. If an owner who is not qualified to receive a payment plan asks for a payment plan, the Board shall be entitled to approve or disapprove a payment plan, in its sole discretion.

By their signature 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 11th day of March, 2023

Medina Verde Owners Association

By: [Signature]  
Wayne Corley, Its President

Attest:  
By: [Signature]  
Alan J. Shield, Its Secretary

STATE OF TEXAS S

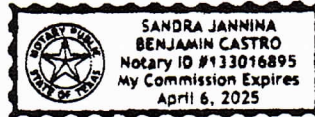
COUNTY OF TRAVIS S

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Wayne Corley, President, Medina Verde Owners Association on the date of execution set forth above

[Signature]  
Notary Public, State of Texas

STATE OF TEXAS S

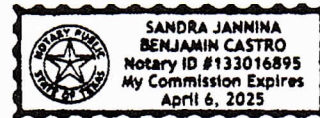
COUNTY OF TRAVIS S



I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Alan J. Shield, Secretary, Medina Verde Owners Association on the date of execution set forth above.

[Signature]  
Notary Public, State of Texas

**AFTER FILING AND RECORDING RETURN TO:**  
Medina Verde Owners Association  
P.O. Box 780428  
San Antonio, Texas 78278-0428



Res: BOD Payment Plan- Medina Verde

**Medina County  
Gina Champion  
Medina County  
Clerk**

---

**Instrument Number:** 2023002357

eRecording - Real Property

RESOLUTION

Recorded On: March 22, 2023 09:24 AM

Number of Pages: 3

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

Total Recording: \$30.00

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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: 2023002357  
Receipt Number: 20230321000038  
Recorded Date/Time: March 22, 2023 09:24 AM  
User: Janay O  
Station: ccscan2

**Record and Return To:**

CSC



**STATE OF TEXAS  
MEDINA 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 Medina County, Texas.**

Gina Champion  
Medina County Clerk  
Medina County, TX



RESOLUTION OF THE BOARD OF DIRECTORS  
OF **MEDINA VERDE OWNERS ASSOCIATION**  
REGARDING RECORDS RETENTION POLICY

STATE OF TEXAS     S  
COUNTY OF MEDINA S

KNOW ALL MEN BY THESE PRESENTS:

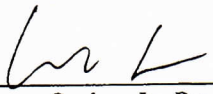
Pursuant to Section 209.0062, Texas Property Code, Medina Verde Owners Association acting through its Board of Directors, has adopted the following record retention policy, to wit:

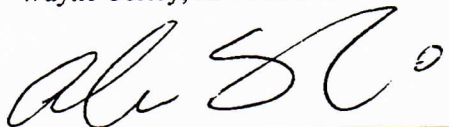
- (1) the certificate of formation (formerly known as articles of incorporation), by-laws restrictive covenants, and all amendments to the certificate of formation, by-laws, and covenants shall be retained permanently;
  - (2) financial books and record shall be retained for seven years;
  - (3) account records of current owners, shall be retained for five years,
  - (4) contracts with a term year 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 signature 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 11<sup>th</sup> day of March, 2023

Medina Verde Owners Association


By:   
Wayne Corley, Its President

Attest:  
By:   
Alan J. Shield, Its Secretary

STATE OF TEXAS S

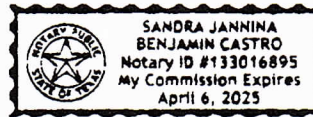
COUNTY OF TRAVIS S

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Wayne Corley, President, Medina Verde Owners Association on the date of execution set forth above


  
\_\_\_\_\_  
Notary Public, State of Texas

STATE OF TEXAS S

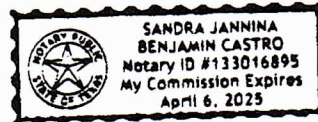
COUNTY OF TRAVIS S



I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Alan J. Shield, Secretary, Medina Verde Owners Association on the date of execution set forth above.

  
\_\_\_\_\_  
Notary Public, State of Texas

**AFTER RECORDING RETURN TO:**  
Medina Verde Owners Association  
P.O. Box 780428  
San Antonio, Texas 78278-0428





**Medina County  
Gina Champion  
Medina County  
Clerk**

---

**Instrument Number:** 2023002358

eRecording - Real Property

RESOLUTION

Recorded On: March 22, 2023 09:24 AM

Number of Pages: 3

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

Total Recording: \$30.00

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

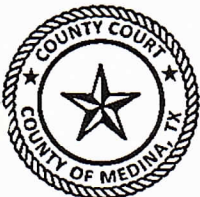
Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

**File Information:**

Document Number: 2023002358  
Receipt Number: 20230321000038  
Recorded Date/Time: March 22, 2023 09:24 AM  
User: Janay O  
Station: ccscan2

**Record and Return To:**

CSC



**STATE OF TEXAS  
MEDINA 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 Medina County, Texas.**

Gina Champion  
Medina County Clerk  
Medina County, TX



**RESOLUTION OF THE BOARD OF DIRECTORS  
OF MEDINA VERDE OWNERS ASSOCIATION  
REGARDING RECORDS PRODUCTION AND COPYING POLICY**

STATE OF TEXAS        S

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF MEDINA    S

**Pursuant to Section 209.0062, Texas Property Code, Medina Verde Owners Association** acting through its Board of Directors, has adopted the following records production and copying policy to prescribe the costs the Association will charge for the compilation, production and reproduction of information requested under Section 209.005, to wit:

(a) Copy charge

(1) Standard paper copy. The charge for standard paper reproduced by means of an office machine copier or a computer printer is \$.10 per page or part of a page. Each side that has recorded information is considered a page.

(2) Nonstandard copy. The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:

- (A) Diskette - \$1.00
- (B) Magnetic tape – actual cost
- (C) Data cartridge – actual cost
- (D) Tape cartridge – actual cost
- (E) Rewritable CD (CD-RW) - \$1.00
- (F) Non-rewritable CD (CD-R) - \$1.00
- (G) Digital video disc (DVD) - \$3.00
- (H) JAZ drive-actual cost
- (I) Other electronic media- actual cost
- (J) VHS video cassette-\$2.50
- (K) Audio cassette - \$1.00
- (L) Oversize paper copy (e.g. 11 inches by 17 inches, green bar, blue bar, not including maps and photographs using specialty paper) - \$.50;
- (M) Specialty paper (e.g. Mylar, blueprint, blue line, map, photographic – actual cost.

(b) Labor charge for locating, compiling, manipulating data and reproducing information.

(1) The charge for labor cost incurred in processing a request for information is \$15 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.

(2) A labor charge shall not be billed in connection with complying with requests that are for 50 or few pages of paper records, unless the documents to be copies are located in:

(A) Two or more separate buildings that are not physically connected with each other, or

(B) A remote storage facility.

(3) A labor charge shall not be recovered for any time spent by an attorney, legal assistant, or any other person who reviews the requested information to determine whether the Association will raise any exceptions to disclosure of the requested information.

(4) When confidential information is mixed with non-confidential information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the non-confidential information. A labor

charge shall not be made for redacting confidential information for request of 50 or fewer pages, unless the request the documents to be copied are located in:

- (A) Two or more separate buildings that are not physically connected with each other, or
- (B) A remote storage facility.

(5) For purposes of paragraph (2) (A) of this subsection, two buildings connected by a covered or open sidewalk, an elevated or underground passageway, or a similar facility, are not considered to be separate buildings.

(c) Overhead charge

(1) Whenever any labor charge is applicable to a request, the Association may include in the charges direct and indirect costs, in addition to the specific labor charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead. If the Association chooses to recover such costs, a charge shall be made in accordance with the methodology described in paragraph (3) of this subsection.

(2) An overhead charge shall not be made for requests for copies of 50 or fewer pages of standard paper records unless the request also qualifies for a labor charge.

(3) The overhead charge shall be computed at 20% for the charge made to cover any labor costs associated with a particular request. For example: if one hour of labor is used for a particular request, the formula would be as follows: Labor charge for locating, compiling, and reproducing, \$15.00 x .20=\$3.00

(d) Remote document retrieval charge.

To the extent that the retrieval of documents results in a charge to comply with a request, it is permissible to recover costs of such services for requests that qualify for labor charges.

(e) Miscellaneous supplies

The actual costs of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for information.

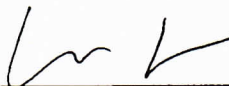
(f) Postal and shipping charges

The Association may add any related postal or shipping expenses which are necessary to transmit the reproduced information to the requesting party.

By the signatures below the President and Secretary of the Association certify that the foregoing was approved by the Board of Directors 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 11th day of March 2023

Medina Verde Owners Association

By:   
Wayne Corley, Its President

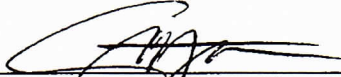
Attest:

By:   
Alan Shield, Its Secretary

STATE OF TEXAS S

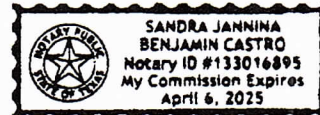
COUNTY OF TRAVIS S

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Wayne Corley, President, Medina Verde Owners Association on the date of execution set forth above

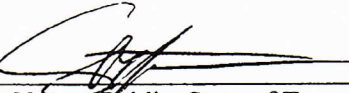
  
\_\_\_\_\_  
Notary Public, State of Texas

STATE OF TEXAS S

COUNTY OF TRAVIS S

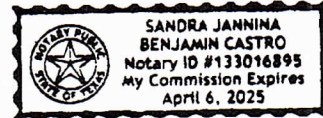


I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Alan J. Shield, Secretary, Medina Verde Owners Association on the date of execution set forth above.

  
\_\_\_\_\_  
Notary Public, State of Texas

**AFTER FILING AND RECORDING RETURN TO:**

Medina Verde Owners Association  
P.O. Box 780428  
San Antonio, Texas 78278-0428



Res: Regarding records/copying- Dahlia-Caliza.

**Medina County  
Gina Champion  
Medina County  
Clerk**

---

**Instrument Number:** 2023002359

eRecording - Real Property

RESOLUTION

Recorded On: March 22, 2023 09:24 AM

Number of Pages: 4

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

Total Recording: \$34.00

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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: 2023002359  
Receipt Number: 20230321000038  
Recorded Date/Time: March 22, 2023 09:24 AM  
User: Janay O  
Station: ccscan2

**Record and Return To:**

CSC



**STATE OF TEXAS  
MEDINA 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 Medina County, Texas.**

Gina Champion  
Medina County Clerk  
Medina County, TX

