

**SUN EAGLE BAY OWNERS ASSOCIATION**

550 County Road 1977

Yantis, Texas 75497

**RESOLUTION NO. 2026-06**

A RESOLUTION OF THE BOARD OF DIRECTORS

OF THE SUNEAGLE BAY OWNERS ASSOCIATION

ESTABLISHING A BOARD MEMBER COMMUNICATION AND RESPONSE POLICY

**WHEREAS**

WHEREAS, the SunEagle Bay Owners Association (the "Association") is governed by a volunteer Board of Directors responsible for administering the affairs of the Association; and

WHEREAS, the Board of Directors has the authority under the governing documents and applicable Texas law, including Texas Property Code Chapter 209, to establish reasonable administrative procedures for the orderly conduct of Association business; and

WHEREAS, the Board of Directors recognizes the importance of maintaining open, respectful, and constructive communication with members while ensuring that volunteer board members are able to effectively manage Association responsibilities.

**NOW, THEREFORE, BE IT RESOLVED**

The Board of Directors of the SunEagle Bay Owners Association adopts the following communication guidelines.

**SECTION 1 - OFFICIAL COMMUNICATION CHANNELS**

Members are encouraged to direct Association-related questions or requests through official Association communication channels, including:

- The Association office
- Scheduled appointments
- Email or written correspondence
- Association meetings

**SECTION 2 - RESPONSE TIME**

Because the Association is administered by volunteer board members, board members are not required to provide immediate responses to communications.

Reasonable response times may vary depending on:

- Board member availability

- Complexity of the issue
- Whether the matter requires board discussion or review

### **SECTION 3 – INDIVIDUAL BOARD MEMBER AUTHORITY**

Individual board members do not have the authority to make binding decisions on behalf of the Association unless specifically authorized by the Board of Directors.

Association decisions are made by the Board as a whole during properly called meetings.

### **SECTION 4 – INFORMAL CONTACT WITH BOARD MEMBERS**

Board members may be approached by members in social or informal settings within the community. However, informal conversations with individual board members do not constitute official Association action or decisions.

Members are encouraged to submit requests or concerns through official communication channels so that matters may be properly reviewed by the Board.

### **SECTION 5 – SOCIAL MEDIA COMMUNICATION**

The Association maintains an official SunEagle Bay Board Facebook page for the purpose of sharing informational updates with members.

The page is intended for information distribution only, and commenting on posts is disabled in order to maintain accurate and consistent communication.

Posts, tags, comments, or messages directed to board members through social media platforms, including Facebook, do not constitute an official request, notice, complaint, or communication to the Association.

Members wishing to submit an official request, report a concern, or seek an official response from the Association must do so through the Association's established communication channels.

The Association does not conduct official Association business through social media platforms, and board members are not required to respond to private messages sent through social media platforms.

### **SECTION 6 – MEETING REQUESTS**

Members wishing to discuss Association matters with board members may request a meeting or appointment in accordance with the Association's office appointment policy.

### **SECTION 7 – PURPOSE**

This policy is intended to:

- Promote respectful and productive communication between members and the Board of Directors
- Ensure that members have a clear and reliable way to communicate with the Association
- Allow volunteer board members adequate time to review and respond to member concerns
- Maintain orderly and efficient administration of Association business

The Board of Directors is here to serve the SunEagle Bay community and values constructive communication with members. The Board remains committed to assisting members whenever possible, and this policy is intended to ensure that communication is handled in a fair, consistent, and organized manner so the Board can best serve the needs of the community.

**SECTION 8 - EFFECTIVE DATE**

This Resolution shall become effective immediately upon adoption by the Board of Directors.

**CERTIFICATION OF ADOPTION**

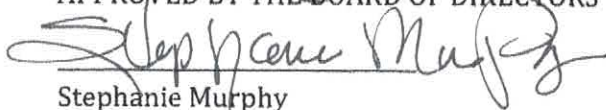
The undersigned certifies that this Resolution was duly adopted by the Board of Directors of the SunEagle Bay Owners Association at a duly called and noticed meeting held on the 21st day of March, 2026, at which a quorum was present.

**BOARD VOTE**

Directors Voting in Favor: 4  
Directors Opposed: 0  
Abstentions: 0

Motion Passed

**APPROVED BY THE BOARD OF DIRECTORS**



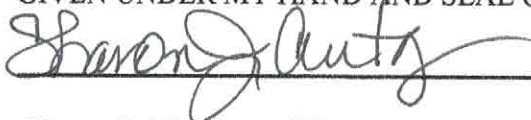
Stephanie Murphy  
President / Treasurer  
SunEagle Bay Owners Association

**NOTARY ACKNOWLEDGMENT**

STATE OF TEXAS  
COUNTY OF WOOD

BEFORE ME, the undersigned authority, on this day personally appeared Stephanie Murphy, President of the SunEagle Bay Owners Association, a Texas non-profit corporation, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed the same for the purposes and consideration therein expressed, in the capacity therein stated, and on behalf of said Association.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 21<sup>st</sup> day of March, 2026.



Notary Public, State of Texas  
My Commission Expires: Sept 21, 2026

