



SUN EAGLE BAY OWNERS ASSOCIATION, INC

550 County Road 1977

Yantis, Texas 75497

RESOLUTION NO. 2026-05

A RESOLUTION OF THE BOARD OF DIRECTORS

OF THE SUNEAGLE BAY OWNERS ASSOCIATION

ESTABLISHING OFFICE HOURS BY APPOINTMENT ONLY

WHEREAS

WHEREAS, the SunEagle Bay Owners Association (the “Association”) is responsible for the administration and operation of the SunEagle Bay subdivision located in Wood County, Texas; and

WHEREAS, the Board of Directors is authorized under the Association’s governing documents and applicable Texas law, including Texas Property Code Chapter 209, to adopt reasonable administrative policies for the management of Association business; and

WHEREAS, the Board of Directors has determined that establishing office hours by appointment will allow the Association to conduct business more efficiently while ensuring that members receive adequate time and attention to address their questions and concerns.

NOW, THEREFORE, BE IT RESOLVED

The Board of Directors of the SunEagle Bay Owners Association hereby adopts the following administrative policy regarding the Association office.

SECTION 1 – OFFICE HOURS

Effective immediately, the SunEagle Bay Owners Association office shall operate by appointment only.

SECTION 2 – OFFICE STAFFING

The Association office is not staffed on a full-time basis. Because the Association is administered by volunteer board members and limited administrative resources, walk-in visits cannot be guaranteed to be accommodated.

Members are encouraged to schedule appointments in advance to ensure availability.

SECTION 3 – SCHEDULING APPOINTMENTS

Members wishing to conduct business with the Association in person may schedule an appointment by contacting a member of the Board of Directors or the Association office using the contact information provided by the Association.

Appointments may be scheduled for matters including, but not limited to:

- Assessment and payment inquiries
- Document requests
- Payment plan discussions
- General Association business

SECTION 4 – MEMBER ACCESS

Nothing in this policy is intended to deny reasonable member access to Association representatives or records as provided under applicable law. This policy is solely intended to ensure that meetings and administrative matters are handled in an orderly and efficient manner through scheduled appointments.

SECTION 5 – PURPOSE

This policy is intended to:

- Ensure efficient use of Association resources
- Allow board members and volunteers adequate time to prepare for member inquiries
- Provide members with dedicated time to discuss Association matters

SECTION 6 – 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

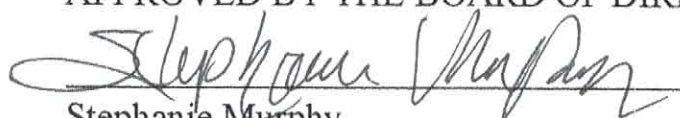
Directors Voting in Favor: 4

Directors Opposed: 0

Abstentions: 0

Motion Passed

APPROVED BY THE BOARD OF DIRECTORS



Stephanie Murphy

President / Treasurer

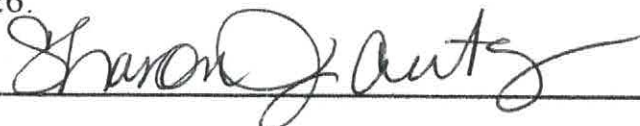
SunEagle Bay Owners Association

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 21st day of March, 2026.



Notary Public, State of Texas

My Commission Expires: Sept 21, 2024

