



SUN EAGLE BAY PROPERTY OWNERS ASSOCIATION

Board Resolution No. 2025-09-03-01

Date of Adoption: September 3, 2025

Adoption of the Documents Integrity Committee Charter and Non-Disclosure Agreement

Documents Integrity Committee Charter

SECTION 1. PURPOSE

The Documents Integrity Committee ("Committee") is established by the Board of Directors of the Sun Eagle Bay Property Owners Association ("Association") to review, maintain, safeguard, and defend all governing documents of the Association. These documents include, but are not limited to, Deed Restrictions, Bylaws, Rules, Resolutions, and Policies.

The Committee ensures that the Association's documents are accurate, consistent, legally compliant, enforceable, and defensible against challenge. Its work strengthens the Association's ability to govern effectively and protects the Association from risks arising from outdated, conflicting, or improperly maintained documents, in accordance with federal, state, and local laws, including but not limited to the Texas Property Owners' Association Act (TPROPA/TROPA), the Texas Property Code, and the Texas Business Organizations Code.

SECTION 2. AUTHORITY

The Committee is created under Article Five, Section 1 of the Association's Bylaws, which authorizes the Board of Directors or the President to appoint committees and delegate duties as deemed necessary.

The Committee acts in an advisory capacity to the Board of Directors. It may coordinate with the Association's attorneys only when authorized in advance by the Board Liaison or the Board of Directors, and solely for the purpose of defending, clarifying, or enforcing the Association's governing documents. All final actions rest with the Board of Directors.

SECTION 3. DUTIES

The Committee shall:

1. **Comprehensive Review** – Conduct periodic reviews of all governing documents to ensure they are up to date, enforceable, and consistent with federal, state, and local laws, including but not limited to TROPA/TRPOPA, the Texas Property Code, and the Texas Business Organizations Code, and with one another.
2. **Conflict Identification** – Identify contradictions, duplications, or gaps within the governing documents and prepare written recommendations for resolution.
3. **Document Integrity** – Ensure that no unauthorized alterations are made to official records. All originals shall remain securely stored in the Sun Eagle Bay Office.
4. **Organizational Clarity** – Recommend consolidation, indexing, or reformatting to improve accessibility and transparency for members.
5. **Policy Tracking** – Maintain a current master index of all Resolutions, Policies, and Amendments adopted by the Board of Directors.
6. **Attorney Coordination** – Work with the Association's attorneys, when authorized in advance by the Board Liaison or the Board of Directors, to defend, clarify, or enforce the governing documents of the Association, ensuring compliance with all applicable federal,

state, and local laws, including the Texas Property Code and the Texas Business Organizations Code.

7. Confidentiality – Protect all materials handled by the Committee in accordance with the Non-Disclosure Agreement (NDA) executed by its members.

8. Reporting – Provide written reports of findings and recommendations to the Board Liaison for submission to the full Board.

9. Annual Report – Prepare a formal year-end report summarizing reviews conducted, issues identified, and corrective recommendations.

SECTION 4. COMPOSITION

The Documents Integrity Committee shall consist of at least two (2) members appointed by the Board of Directors. Additional members may be appointed as needed.

- Members:

- Ann Shamblin

- Lisa Renfroe

- Stephanie Murphy, President (also serving as Board Liaison)

The Board Liaison shall serve as both a full voting member of the Committee and the communication channel between the Committee and the Board, ensuring that Committee duties remain within scope and verifying compliance with Association policy.

SECTION 5. MEETINGS

1. The Committee shall meet at least quarterly, or more frequently as required.

2. Meetings may be held in person, virtually, or by other lawful means of communication.

3. Minutes shall be recorded for each meeting, signed by the Committee Chair, and provided to the Board Liaison for inclusion in the Association's permanent records.

SECTION 6. CONFIDENTIALITY & ENFORCEMENT

1. All Committee members are required to execute and comply with the Non-Disclosure Agreement (NDA) adopted by the Board.

2. Unauthorized disclosure, copying, or removal of Association documents from the Sun Eagle Bay Office is strictly prohibited.

3. Violations of confidentiality or misuse of Association records may result in immediate removal from the Committee, sanctions by the Board of Directors, and possible legal action.

SECTION 7. TERM & REVIEW

Committee members shall serve until they resign, are removed, or are reappointed by the Board of Directors. This Charter shall be reviewed annually and updated as needed by Board action.

Adopted this 3rd day of September, 2025, by the Sun Eagle Bay Property Owners Association Board of Directors.

President: Stephanie Murphy

Date:

9/5/25

NOTARY ACKNOWLEDGEMENT

State of Texas §

County of Wood §

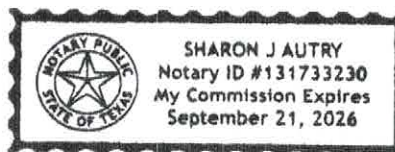
Before me, the undersigned authority, on this day personally appeared Stephanie Murphy, President of the Sun Eagle Bay Property Owners Association, Inc., known to me (or proven to me through satisfactory evidence) to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and consideration therein expressed, in the capacity therein stated, and as the act and deed of said Association.

Given under my hand and seal of office this 5th day of September, 2025.

Sharon Autry
Notary Public, State of Texas

My Commission Expires:

September 21, 2026



THE STATE OF TEXAS
COUNTY OF WOOD

I hereby certify that this instrument was FILED on the date and the time stamped hereon by me and was duly RECORDED in the OPR Records of Wood County, Texas.

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Kelley Price, County Clerk
Wood County, Texas

Kelley Price