

SCANNED

Management Certificate
(Texas Property Code Section 209.004)

Name of Subdivision: Pradera Ridge Subdivision

Subdivision Recording Data: The plat of the Subdivision is recorded as Document No. 2022-121359, in the records of the plats of Wilson County, Texas, and as amended by the amended plat recorded on December 12, 2022, as Document No. 2022-128192, in the records of the plats of Wilson County, Texas.

Declaration and Declaration Amendment Recording Data: The Declaration recorded as Instrument No. 132943 in the Real Property Records of Wilson County, Texas.

Name of Association: Pradera Ridge Homeowners Association, Inc.

Mailing Address of Association: P.O. Box 780428
San Antonio, Texas 780428

Name of Person Managing Association or Association's Designated Representative: Gerry Yost, Homeowners Service Company

Mailing Address, Telephone Number, and E-mail Address of Person Managing Association or Association's Designated Representative: P.O. Box 780428
San Antonio, Texas 780428
Phone: (210) 492-7264
Email: ger2302@att.net

Website Address of Any Internet Website on Which Association's Dedicatory Instruments Are Available: praderaridgehomeownersassociationinc.com

Amount and Description of Fee or Fees Charged by Association Relating to Property Transfer in Subdivision: Resale Certificate: \$300.00
Transfer Fee: \$50.00

Other Information the Association Considers Appropriate: Prospective purchasers are advised to independently examine the Declaration, Bylaws, and all other governing documents of the Association, together with obtaining an official Resale Certificate and performing a comprehensive physical inspection of the lots and common areas prior to purchase.

Policies of the Association:

Exhibit A: Record Retention Policy

Exhibit B: Record Production and Copying Policy

Exhibit C: Alternative Payment Plan Policy

Signed the 30TH day of MAY, 2023.

PRADERA RIDGE HOMEOWNERS'
ASSOCIATION, INC.

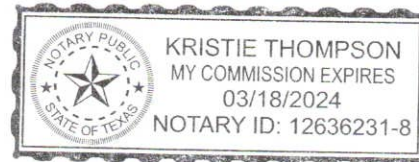
Bryan Gumm
Bryan Gumm, President

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on the 30TH day of MAY, 2023, by Bryan Gumm, President of Pradera Ridge Homeowners' Association, Inc., on behalf of said association.

Kristie Thompson
Notary Public, State of Texas

After Recording Return to:
Gerry Yost, Homeowners Service Company
P.O. Box 780428
San Antonio, Texas 780428



**RECORDS RETENTION POLICY FOR THE
PRADERA RIDGE HOMEOWNERS ASSOCIATION, INC.**

STATE OF TEXAS §
 §
COUNTY OF WILSON §

This Records Retention Policy for the Pradera Ridge Homeowners Association, Inc. (the “Policy”) is adopted by the Pradera Ridge Homeowners Association, Inc. (the “Association”), a Texas Non-Profit Corporation.

WHEREAS, the Policy was adopted through resolution of the Association’s Board of Directors (the “Board”) on MAY 17TH, 2023.

NOW THEREFORE, the Association hereby adopts a Records Retention schedule as follows:

1. Certificates of formation, articles of incorporation, bylaws, restrictive covenants and all amendments to certificates of formation, bylaws and covenants shall be retained permanently at the Association’s principal office address, electronically, or in a storage facility as deemed appropriate by the Board.
2. Financial books and records shall be retained for seven years at the Association’s principal office address, electronically, or in a storage facility as deemed appropriate by the Board.
3. Account records of current owners shall be retained for five years at the Association’s principal office address, electronically, or in a storage facility as deemed appropriate by the Board.
4. Contracts with a term of one year or more shall be retained for four years after the expiration of the contract term at the Association’s principal office address, electronically, or in a storage facility as deemed appropriate by the Board.
5. Minutes of meetings of the owners and the Board shall be retained for seven years at the Association’s principal office address, electronically, or in a storage facility as deemed appropriate by the Board.
6. Tax returns and audit records shall be retained for seven years at the Association’s principal office address, electronically, or in a storage facility as deemed appropriate by the Board.

Documents not specifically listed above will be retained for the time period of the documents most closely related to those listed in the above schedule. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the identified time period.


The Association’s custodian of records is responsible for the ongoing process of

identifying the Association's records which have met the required retention period and overseeing their destruction. Destruction of any physical documents will be accomplished by shredding. Destruction of any electronic records of the Association shall be made via a reasonable attempt to remove the electronic records from all known electronic locations and/or repositories.


The undersigned Members of the Board of Directors have executed the Policy effective May 17TH, 2023.



Jack Gumm



Bryan Gumm



Andrew Werner

**RECORDS PRODUCTION AND COPYING POLICY
PRADERA RIDGE
HOMEOWNERS ASSOCIATION, INC.**

Date: May 17, 2023

Subdivision: Pradera Ridge Subdivision

Property Owners' Association: PRADERA RIDGE HOMEOWNERS ASSOCIATION, INC.

Charges: Charges for examining and copying Property Owners' Association information are set out in Exhibit A.

Except for information deemed confidential by law or court order, the Property Owners' Association will make its books and records open to and reasonably available for examination by an owner of property in the Subdivision or a person designated in a writing signed by the owner as the owner's agent, attorney, or certified public accountant, in accordance with Texas Property Code section 209.005. Owners are also entitled to obtain copies of information in the Property Owners' Association's books and records on payment of the Charges for the copies. To the extent the Charges in this policy exceed the charges in section 70.3 of title 1 of the Texas Administrative Code, the amounts in section 70.3 of title 1 of the Texas Administrative Code govern.

Information not subject to inspection by owners includes but is not limited to—

1. any document that constitutes the work product of the Property Owners' Association's attorney or that is privileged as an attorney-client communication;
2. files and records of the Property Owners' Association's attorney relating to the Property Owners' Association, excluding invoices requested by an owner under Texas Property Code section 209.008(d); and
3. except to the extent the information is provided in the meeting minutes or as authorized by Texas Property Code section 209.005(l), (a) information that identifies the dedicatory instrument violation history of an individual owner; (b) an owner's personal financial information, including records of payment or nonpayment of amounts due the Property Owners' Association; (c) an owner's contact information, other than the owner's address; and (d) information related to an employee of the Property Owners' Association, including personnel files.

If a document in the Property Owners' Association's attorney's files and records relating to the Property Owners' Association would be subject to a request by an owner to inspect or copy Property Owners' Association documents, the document will be produced by using the copy from the attorney's files and records if the Property Owners' Association has not maintained a separate copy of the document.

Procedures for Inspecting Information or Obtaining Copies

1. An owner or the owner's agent must submit a written request for access or information by certified mail, with sufficient detail describing the Property Owners' Association's books and records requested, to the mailing address of the Property Owners' Association or authorized representative as reflected on the most current management certificate filed with the county clerk of Frio County, Texas.

2. The request must include enough description and detail about the information requested to enable the Property Owners' Association to accurately identify and locate the information requested. Owners' must cooperate with the Property Owners' Association's reasonable efforts to clarify the type or amount of information requested.

3. The request must contain an election either to inspect the books and records before obtaining copies or to have the Property Owners' Association forward copies of the requested books and records and—

- a. if an inspection is requested, the Property Owners' Association, on or before the tenth business day after the date the Property Owners' Association receives the request, will send written notice of dates during normal business hours that the owner may inspect the requested books and records to the extent those books and records are in the possession, custody, or control of the Property Owners' Association; or
- b. if copies of identified books and records are requested, the Property Owners' Association will, to the extent those books and records are in the possession, custody, or control of the Property Owners' Association, produce the requested books and records for the requesting party on or before the tenth business day after the date the Property Owners' Association receives the request.

4. If the Property Owners' Association is unable to produce the books or records requested that are in its possession or custody on or before the tenth business day after the date the Property Owners' Association receives the request, the Property Owners' Association must provide to the requestor written notice that—

- a. informs the owner that the Property Owners' Association is unable to produce the information on or before the tenth business day after the date the Property Owners' Association received the request; and
- b. states a date by which the information will be sent or made available for inspection to the requesting party that is not later than the fifteenth business day after the date notice under this subsection is given.

5. If an inspection is requested or required, the inspection will take place at a mutually agreeable time during normal business hours, and the owner will identify the books and records for the Property Owners' Association to copy and forward to the owner.

6. The Property Owners' Association may produce copies of the requested information in paper copy, electronic, or other format reasonably available to the Property Owners' Association.

7. Before starting work on an owner's request, the Property Owners' Association must provide the owner with a written, itemized statement of estimated Charges for examining and copying records related to the owner's request, using amounts prescribed in this policy when the estimated Charges exceed \$40. Owners may modify the request in response to the itemized statement.

8. Within ten business days of the date the Property Owners' Association sent the estimate of Charges, the owner must respond in writing to the written estimate, or the request is considered automatically withdrawn. The response must state whether the owner (a) accepts the estimate per the request, (b) modifies the request, or (c) withdraws the request.

9. Owners are responsible for Charges related to the compilation, production, and reproduction of the requested information in the amounts stated in this policy. The Property Owners' Association may require advance payment of the estimated Charges of compilation, production, and reproduction of the requested information.

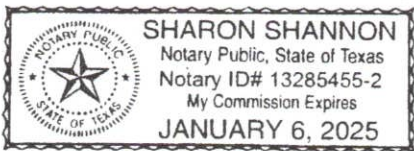
10. If the estimated Charges are less or more than the actual Charges, the Property Owners' Association must submit a final invoice to the owner on or before the thirtieth business day after the date the information is delivered. If the final invoice includes additional amounts due from the owner, the additional amounts, if not reimbursed to the Property Owners' Association before the thirtieth business day after the date the invoice is sent to the owner, may be added to the owner's account as an assessment. If the estimated Charges exceeded the final invoice amount, the owner is entitled to a refund, and the refund will be issued to the owner not later than the thirtieth business day after the date the invoice is sent to the owner.

PRADERA RIDGE HOMEOWNERS
ASSOCIATION, INC.

By: Bryan A. Gumm
Bryan A. Gumm, Director

STATE OF TEXAS §
§
COUNTY OF REFUGIO §

This instrument was acknowledged before me on the 17TH day of MAY, 2023, by Bryan A. Gumm, Director of Pradera Ridge Homeowners Association, Inc., on behalf of said association.



Sharon Shannon
Notary Public, State of Texas

Exhibit A
Charges for Examining and Copying Property Owners’
Association Information

A. Labor Charge for Computer Programming

If a particular request requires the services of a computer programmer to execute an existing program or to create a new program so that requested information may be accessed and copied, the Property Owners’ Association will charge \$28.50 an hour for the programmer’s time spent on the request.

B. Labor Charge for Locating, Compiling, Manipulating, and Reproducing Data and Information

1. The charge for labor costs incurred in processing an owner’s request for Property Owners’ Association information is \$15.00 an hour. The labor charge will be calculated based on the actual time to locate, compile, manipulate, and reproduce the requested data and information.

2. A labor charge will not be billed in connection with complying with requests that are for fifty or fewer pages of paper records, unless 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.

3. A labor charge will not be billed for any time spent by an attorney, legal assistant, or any other person who reviews the requested information to determine whether it is confidential or privileged under Texas law.

4. When confidential or privileged information is mixed with public information in the same page, a labor charge may be recovered for time spent to redact, black out, or otherwise obscure the confidential or privileged information in order to comply with the owner’s request. The Property Owners’ Association will not charge for redacting confidential or privileged information for requests of fifty or fewer pages unless the request also qualifies for a labor charge under section 552.261(a)(1) or 552.261(a)(2) of the Texas Government Code.

C. Overhead Charge

1. Whenever any labor charge is applicable to a request, the Property Owners’ 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 Property Owners’ Association chooses to recover such costs, the overhead charge will be computed at 20 percent of 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:

- a. Labor charge for locating, compiling, and reproducing— $\$15.00 \times .20 = \3.00 .
- b. Labor charge for computer programming— $\$28.50 \times .20 = \5.70 .

If a request requires a charge for one hour of labor for locating, compiling, and reproducing information ($\$15.00$ per hour) and one hour of programming ($\$28.50$ per hour), the combined overhead would be $\$15.00 + \$28.50 = \$43.50 \times .20 = \8.70 .

2. An overhead charge will not be made for requests for copies of fifty or fewer pages of standard paper records.

D. Microfiche and Microfilm Charge

If the Property Owners' Association already has the requested information on microfiche or microfilm, the charge for a copy must not exceed the cost of reproducing the information on microfiche or microfilm or ten cents per page for standard size paper copies of the information on microfiche or microfilm, plus any applicable labor and overhead charge for more than fifty copies.

E. Remote Document Retrieval Charge

To the extent that the retrieval of documents stored on the Property Owners' Association's property results in a charge to comply with a request, the Property Owners' Association will charge the actual cost of the retrieval.

F. Copy Charges

1. The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is ten cents per page or part of a page. Each side of a piece of paper on which information is recorded is counted as a single copy. A piece of paper that has information recorded on both sides is counted as two copies. Standard paper copy is a copy of Property Owners' Association information that is a printed impression on one side of a piece of paper that measures up to eight and one-half by fourteen inches.

2. A "nonstandard" copy includes everything but a copy of a piece of paper measuring up to eight and one-half by fourteen inches. Microfiche, microfilm, diskettes, magnetic tapes, and CD-ROM are examples of nonstandard copies. 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. nonrewritable 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., larger than eight and one-half by fourteen inches, greenbar, bluebar, not including maps and photographs using specialty paper)—\$0.50; and
- m. specialty paper (e.g., Mylar, blueprint, blueline, map, photographic)—actual cost.

**PAYMENT PLAN POLICY FOR THE
PRADERA RIDGE HOMEOWNERS ASSOCIATION, INC.**

STATE OF TEXAS §
 §
COUNTY OF WILSON §

WHEREAS, Pradera Ridge Homeowners Association, Inc. (the “Association”) is charged with administering and enforcing the Declaration of Covenants, Conditions, Easements & Restrictions for Pradera Ridge Homeowners Association, Inc. (the “Declaration”);

WHEREAS, Section 209.0062 of the Texas Property Code requires that the Association adopt and record reasonable guidelines to establish an alternative payment schedule by which an owner may make partial payments to the Association for delinquent regular or special assessments or any other amount owed to the Association without accruing additional monetary penalties; and

WHEREAS, the Association’s Board of Directors (the “Board”) desires to establish guidelines consistent with Section 209.0062;

NOW, THEREFORE, the Board has duly adopted the following Payment Plan Policy (the “Policy”):

1. Eligibility: Any owner who has not defaulted under a previous payment plan during the past two years from the date a payment plan request is received by the Association and who has not entered into a payment plan in the proceeding 12-month period shall be eligible for a payment plan under this Policy (a “Payment Plan”).

2. Duration & Terms:
 - a. A Payment Plan shall have a minimum term of not less than 3 months;
 - b. Association may use its discretion to determine the maximum term of a payment plan;
 - c. Despite the foregoing, the Association may not allow a Payment Plan for any amount that extends more than 18 months from the date of the owner’s request for a Payment Plan;
 - d. Association may require a good faith payment of not more than 15% prior to commencing a payment plan;
 - e. Any eligible owner will be allowed, without deliberation by the Board, to pay a delinquent balance in up to 12 equal consecutive monthly installments, with the first payment due within 30 days of the approval of the Payment Plan;
 - f. Any owner may submit a request for a Payment Plan that does not meet the foregoing guidelines, along with any other information they wish the Board to

consider, and the Board may approve or disapprove such Payment Plan, in its sole discretion; and

- g. If an owner who is not eligible to receive a Payment Plan asks for a Payment Plan, then the Board shall be entitled to approve or disapprove a Payment Plan, in its sole discretion.

3. Execution: All Payment Plans must be in writing and signed by the owner entering into the Payment Plan.

4. Fees and Payment:

- a. All payments will be due by the date specified in the Payment Plan;
- b. Failure by an owner to make a payment by the time frame specified in the Payment Plan shall result in immediate default of said Payment Plan;
- c. Additional monetary penalties will not accrue during the term of the Payment Plan. Notwithstanding the foregoing, interest as allowed under the Declaration may continue to accrue during the term of the Payment Plan. The Association may provide an estimate of the amount of interest that will accrue during the term of the Payment Plan. Furthermore, the Association may charge an owner a reasonable cost for administering the Payment Plan (the "Administrative Costs"). Any Administrative Costs will be identified in the Payment Plan.

5. Default:

- a. Any owner who defaults under a Payment Plan shall remain in default until his/her entire account balance is brought current;
- b. There is no opportunity to cure a default under a Payment Plan;
- c. While an owner is in default of a Payment Plan issued pursuant to this Policy, payments by the owner shall be applied in the manner specified in the written payment plan agreement.


The undersigned Members of the Board of Directors have executed these Bylaws effective MAY 17th, 2023.



Jack Gumm



Bryan Gumm



Andrew Wernet



VG-186-2023-133118

**Wilson County
Genevieve Martinez
Wilson County Clerk**

Instrument Number: 133118

Real Property Recordings

Recorded On: June 05, 2023 10:02 AM

Number of Pages: 13

" Examined and Charged as Follows: "

Total Recording: \$70.00

******* 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: 133118
Receipt Number: 20230605000015
Recorded Date/Time: June 05, 2023 10:02 AM
User: Gayle R
Station: cclerk04

Record and Return To:

BRYAN GUMM



**STATE OF TEXAS
Wilson 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 Wilson County, Texas

Genevieve Martinez

Genevieve Martinez
Wilson County Clerk
Floresville, TX