



Office of the Secretary of State

CERTIFICATE OF FILING OF

Parker Place of Bexar County Owners Association
File Number: 804443085

The undersigned, as Secretary of State of Texas, hereby certifies that a Certificate of Formation for the above named Domestic Nonprofit Corporation has been received in this office and has been found to conform to the applicable provisions of law.

ACCORDINGLY, the undersigned, as Secretary of State, and by virtue of the authority vested in the secretary by law, hereby issues this certificate evidencing filing effective on the date shown below.

The issuance of this certificate does not authorize the use of a name in this state in violation of the rights of another under the federal Trademark Act of 1946, the Texas trademark law, the Assumed Business or Professional Name Act, or the common law.

Dated: 02/08/2022

Effective: 02/08/2022



A handwritten signature in black ink, appearing to be "John B. Scott".

John B. Scott
Secretary of State

Come visit us on the internet at <https://www.sos.texas.gov/>



TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

Comptroller.Texas.Gov

March 04, 2022

PARKER PLACE OF BEXAR COUNTY OWNERS ASSOCIATION
10966 HWY 87
ADKINS TX 78101

| | |
|-----------------|-------------|
| Taxpayer number | 32083160914 |
| File number | 0804443085 |
| WebFile number | FQ673235 |

Dear Taxpayer:

Congratulations on registering your business with the Texas Secretary of State. In addition to being the state's chief financial officer and tax collector, I am a strong advocate for growth in our economy, and my office plays an important role in ensuring businesses like yours continue to thrive in the state of Texas. Part of that responsibility is to be a resource when your business needs assistance.

Customer service is my top priority, and my staff is ready to help you with questions related to your business' state tax responsibilities. The agency website, www.comptroller.texas.gov, contains a wealth of resources about the various taxes we administer. There you can find publications, answers to frequently asked questions, tax rules, electronic reporting options and more. In the right hand corner of each page, there is a link to "contact us," where you will find information on how to reach us if you do not find your answer online.

The Secretary of State notified us that your company was recently registered with their office. The company you registered is subject to the franchise tax, which my office administers. Accordingly, we have created a franchise tax account based on the information you provided at the time of registration.

Please review and update your account information at your earliest convenience. Most important is to ensure the address we have on file is the address where your company wants to receive tax mailings from us.

To view and correct your account information, go to www.comptroller.texas.gov/taxes/file-pay/. If you have not used WebFile before, you will register as a new user, and there is a video to assist you with that process. When you are ready to get started, select the Franchise Tax Accountability Questionnaire under Other Electronic Reporting Tools. Select "continue to log in" at the bottom of the page to sign in. You will need the WebFile number located at the top of this letter.

The company's first franchise tax report is due on 05/15/2023. We will send you a reminder letter with filing instructions well before the due date. You can contact our office for assistance at 1-800-252-1381.

I appreciate the work you do and the contributions you make to Texas. I wish you the best of luck in all your business endeavors.

Sincerely,



Glenn Hegar

RESOLUTION OF THE BOARD OF DIRECTORS
OF PARKER PLACE OF BEXAR COUNTY OWNERS ASSOCIATION
REGARDING RECORDS RETENTION POLICY

STATE OF TEXAS S

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF BEXAR S

Pursuant to Section 209.0062, Texas Property Code, **Parker Place of Bexar County 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 10th day of MARCH, 2022

Parker Place of Bexar County Owners Association

By: 
Daniel Friesenhahn, Its President

Attest:

By: 
Sandra Friesenhahn, Its Secretary

STATE OF TEXAS S

COUNTY OF BEXAR S

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Daniel Friesenhahn, President, Parker Place of Bexar County Owners Association, on the date of execution set forth above

Brittany N. Coble
Notary Public, State of Texas

STATE OF TEXAS S

COUNTY OF BEXAR S

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Sandra Friesenhahn, Secretary, Parker Place of Bexar County Owners Association, on the date of execution set forth above.

Brittany N. Coble
Notary Public, State of Texas



AFTER RECORDING RETURN TO:
Parker Place of Bexar County Owners Association
P.O. Box 780428
San Antonio, Texas 78278-0428



**RESOLUTION OF THE BOARD OF DIRECTORS
OF PARKER PLACE OF BEXAR COUNTY OWNERS ASSOCIATION
REGARDING PAYMENT PLAN GUIDELINES**

STATE OF TEXAS S

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF BEXAR S

Pursuant to Section 209.0062, Texas Property Code, Parker Place of Bexar County 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 \$325 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 \$325 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 10th day of MARCH, 20

Parker Place of Bexar County Owners Association

By: [Signature]
Daniel Friesenhahn, Its President

Attest:
By: [Signature]
Sandra Friesenhahn, Its Secretary

STATE OF TEXAS S

COUNTY OF BEXAR S

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Daniel Friesenhahn, President, Parker Place of Bexar County Owners Association on the date of execution set forth above

[Signature]
Notary Public, State of Texas

STATE OF TEXAS S

COUNTY OF BEXAR S

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Sandra Friesenhahn, Secretary, Parker Place of Bexar County Owners Association, Inc., on the date of execution set forth above.

[Signature]
Notary Public, State of Texas



AFTER FILING AND RECORDING RETURN TO:

Parker Place of Bexar County Owners Association
P.O. Box 780428
San Antonio, Texas 78278-0428



Res: BOD Payment Plan- Parker Place of Bexar County Owners Association

**NOTICE OF FILING OF
DEDICATORY INSTRUMENTS OF
PARKER PLACE OF BEXAR COUNTY OWNERS**

STATE OF TEXAS S

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF BEXAR S

Notice is hereby given to all persons with any interest in or claim to any parts of the property with Parker Place of Bexar County Owners Association that said property is subject to the attached dedicatory instruments, to wit:

1. Architectural Guidelines

The foregoing constitute some but not all of the dedicatory instruments of the Association.

By their signature below the President and Secretary of the Association certify that the attached documents are dedicatory instruments of the Association.

Thus executed 10th day of MARCH

Parker Place of Bexar County Owners Association

By: _____

Daniel Friesenhahn, Its President

Attest:

By: _____

Sandra Friesenhahn, Its Secretary

STATE OF TEXAS S

COUNTY OF BEXAR S

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Daniel Friesenhahn, President, Parker Place of Bexar County Owners Association on the date of execution set forth above

Brittany N. Coble
Notary Public, State of Texas

STATE OF TEXAS S

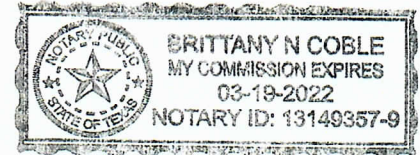
COUNTY OF BEXAR S

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Sandra Friesenhahn, Secretary, Parker Place of Bexar County Owners Association on the date of execution set forth above.

Brittany N. Coble
Notary Public, State of Texas



AFTER RECORDING RETURN TO:
Parker Place of Bexar County Owners Association
P.O. Box 780428
San Antonio, Texas 78278-0428



Notice Ded. Instruments- Parker Place of Bexar County Owners Association

**RESOLUTION OF THE BOARD OF DIRECTORS
OF PARKER PLACE OF BEXAR COUNTY OWNERS ASSOCIATION REGARDING
RECORDS PRODUCTION AND COPYING POLICY**

STATE OF TEXAS S

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF BEXAR S

Pursuant to Section 209.0062, Texas Property Code, PARKER PLACE OF BEXAR COUNTY 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 10th day of MARCH

Parker Place of Bexar County Owners Association

By: [Signature]
Daniel Friesenhahn, Its President

Attest:
By: [Signature]
Sandra Frisenhahn, Its Secretary

STATE OF TEXAS S

COUNTY OF BEXAR S

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Daniel Friesenhahn, President, Parker Place of Bexar County Owners Association on the date of execution set forth above

Brittany N. Coble

Notary Public, State of Texas

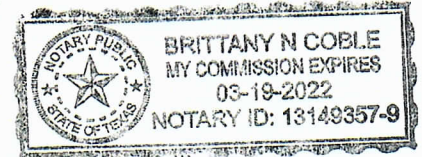
STATE OF TEXAS S

COUNTY OF BEXAR S

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Sandra Friesenhahn, Secretary, Parker Place of Bexar County Owners Association, Inc., on the date of execution set forth above.

Brittany N. Coble

Notary Public, State of Texas



AFTER FILING AND RECORDING RETURN TO:

Parker Place of Bexar County Owners Association
P.O. Box 780428
San Antonio, Texas 78278-0428



Res: Regarding records/copying- Parker Place of Bexar County Owners Association.