

**RESOLUTION OF THE BOARD OF DIRECTORS
OF CHISUM TRAILPROPERTY OWNERS ASSOCIATION, INC.
REGARDING RECORDS PRODUCTION AND COPYING POLICY
Revised 8-22-18**

STATE OF TEXAS S
COUNTY OF WILSON S

KNOW ALL MEN BY THESE PRESENTS:

Pursuant to Section 209.0062, Texas Property Code, CHISUM TRAIL PROPERTY OWNERS ASSOCIATION, INC., 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 29th day of April, 2020

Chisum Trail Property Owners Association, Inc.

By: 

Donald Rackler, Its President

Attest:

By: 

Pam Rackler, Its Secretary

STATE OF TEXAS S

COUNTY OF WILSON S

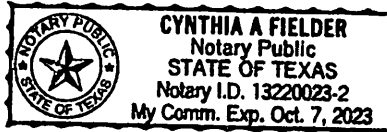
I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Donald Rackler, President, Chisum Trail Property Owners Association, Inc., on the date of execution set forth above

Cynthia A Fielder

Notary Public, State of Texas

STATE OF TEXAS S

COUNTY OF WILSON S



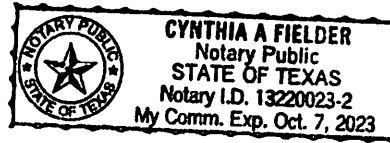
I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Pam Rackler, Secretary, Chisum Trail Property Owners Association, Inc., on the date of execution set forth above.

Cynthia A Fielder

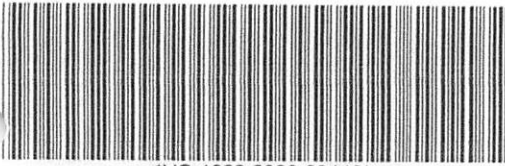
Notary Public, State of Texas

AFTER FILING AND RECORDING RETURN TO:

Chisum Trail Property Owners Association, Inc.
P.O. Box 780428
San Antonio, Texas 78278-0428



Res: Regarding records/copying- Chisum Trail



Wilson County
Eva S. Martinez
Wilson County Clerk

Instrument Number: 93446

Real Property Recordings

Recorded On: April 29, 2020 03:21 PM

Number of Pages: 4

" Examined and Charged as Follows: "

Total Recording: \$34.00

***** 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: 93446
Receipt Number: 20200429000024
Recorded Date/Time: April 29, 2020 03:21 PM
User: Krystle H
Station: cclerk02

Record and Return To:

CHISUM TRAIL PROPERTY RANCH
FX PO BOX 780428
SAN ANTONIO TX 78278



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

Eva S. Martinez

Eva S. Martinez
Wilson County Clerk
Wilson County, TX

SCANNED

**RESOLUTION OF THE BOARD OF DIRECTORS
OF CHISUM TRAIL PROPERTY OWNERS ASSOCIATION, INC.
REGARDING RECORDS RETENTION POLICY**

STATE OF TEXAS S
COUNTY OF WILSON S

KNOW ALL MEN BY THESE PRESENTS:

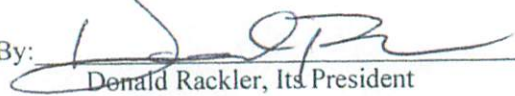
Pursuant to Section 209.0062, Texas Property Code, **Chisum Trail Property Owners Association, Inc.**, acting through its Board of Directors, has adopted the following record retention policy, to wit:

- (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 29th day of April, 2020

Chisum Trail Property Owners Association, Inc.

By: 
Donald Rackler, Its President

Attest:
By: 
Pam Rackler, Its Secretary

STATE OF TEXAS S

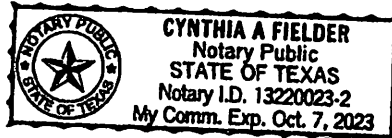
COUNTY OF WILSON S

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Donald Rackler, President, Chisum Trail Property Owners Association, Inc., on the date of execution set forth above

Cynthia A Fielder
Notary Public, State of Texas

STATE OF TEXAS S

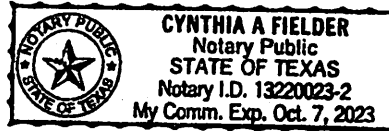
COUNTY OF WILSON S



I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Pam Rackler, Secretary, Chisum Trail Property Owners Association, Inc., on the date of execution set forth above.

Cynthia A Fielder
Notary Public, State of Texas

AFTER RECORDING RETURN TO:
Chisum Trail Property Owners Association
P.O. Box 780428
San Antonio, Texas 78278-0428



Retention Policy- Chisum Trail



Wilson County
Eva S. Martinez
Wilson County Clerk

Instrument Number: 93448

Real Property Recordings

Recorded On: April 29, 2020 03:21 PM

Number of Pages: 3

" Examined and Charged as Follows: "

Total Recording: \$30.00

***** 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: 93448
Receipt Number: 20200429000024
Recorded Date/Time: April 29, 2020 03:21 PM
User: Krystle H
Station: cclerk02

Record and Return To:

CHISUM TRAIL PROPERTY RANCH
PO BOX 780428
SAN ANTONIO TX 78278

FD



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

Eva S. Martinez

Eva S. Martinez
Wilson County Clerk
Wilson County, TX

**RESOLUTION OF THE BOARD OF DIRECTORS
OF CHISUM TRAIL PROPERTY OWNERS ASSOCIATION, INC.
REGARDING PAYMENT PLAN GUIDELINES
Revised 8-22-18**

STATE OF TEXAS S
COUNTY OF WILSON S

KNOW ALL MEN BY THESE PRESENTS:

Pursuant to Section 209.0062, Texas Property Code, **Chisum Trail Property Owners Association, Inc.**, 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 the property associated with the delinquent balance, approved by the signature of the President of the Association or the Association Manager, and provide 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 \$300 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 \$300 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 29th day of April, 2020

Chisum Trail Property Owners Association, Inc.

By: *[Signature]*
Donald Rackler, Its President

Attest:
By: *[Signature]*
Pam Rackler, Its Secretary

STATE OF TEXAS S

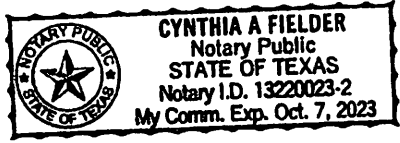
COUNTY OF WILSON S

I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Donald Rackler, President, Chisum Trail Property Owners Association, Inc., on the date of execution set forth above

[Signature]
Notary Public, State of Texas

STATE OF TEXAS S

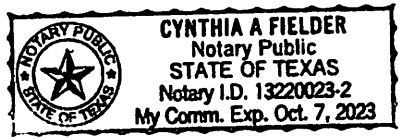
COUNTY OF WILSON S



I hereby certify that the foregoing instrument was acknowledged before me, the undersigned Notary, by Pam Rackler, Secretary, Chisum Trail Property Owners Association, Inc., on the date of execution set forth above.

[Signature]
Notary Public, State of Texas

AFTER FILING AND RECORDING RETURN TO:
Chisum Trail Property Owners Association, Inc.
P.O. Box 780428
San Antonio, Texas 78278-0428



Res: BOD Payment Plan- Chisum

Wilson County
Eva S. Martinez
Wilson County Clerk



VG-1922-2020-93445

Instrument Number: 93445

Real Property Recordings

Recorded On: April 29, 2020 03:21 PM

Number of Pages: 3

" Examined and Charged as Follows: "

Total Recording: \$30.00

***** THIS PAGE IS PART OF THE INSTRUMENT *****

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File Information:

Document Number: 93445
Receipt Number: 20200429000024
Recorded Date/Time: April 29, 2020 03:21 PM
User: Krystle H
Station: cclerk02

Record and Return To:

CHISUM TRAIL PROPERTY RANCH
FX PO BOX 780428
SAN ANTONIO TX 78278



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

Eva S. Martinez

Eva S. Martinez
Wilson County Clerk
Wilson County, TX

6
SCANNED

**NOTICE OF FILING OF
DEDICATORY INSTRUMENTS OF
CHISUM TRAIL PROPERTY OWNERS ASSOCIATION, INC.**

STATE OF TEXAS S
COUNTY OF WILSON S

KNOW ALL MEN BY THESE PRESENTS:

Notice is hereby given to all persons with any interest in or claim to any parts of the property with Chisum Trail Property 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 29th day of April, 2020

Chisum Trail Property Owners Association, Inc.

By: 

Donald Rackler, Its President

Attest:

By: 

Pam Rackler, Its Secretary

STATE OF TEXAS S

COUNTY OF WILSON S

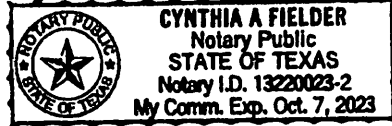
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Cynthia A. Fielder

Notary Public, State of Texas

STATE OF TEXAS S

COUNTY OF WILSON S

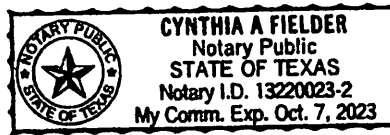


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Cynthia A. Fielder

Notary Public, State of Texas

AFTER RECORDING RETURN TO:
Chisum Trail Property Owners Association, Inc.
P.O. Box 780428
San Antonio, Texas 78278-0428



Notice Ded. Instruments Chisum Trail