

3/CS



202606014388 05/15/2026 09:23:21 AM 1/3

**CANYON SPRINGS RESORT PROPERTY OWNERS' ASSOCIATION
RESOLUTION REGARDING RECORDS RETENTION POLICY**

STATE OF TEXAS: §

§

KNOW ALL PERSONS BY THESE PRESENTS:

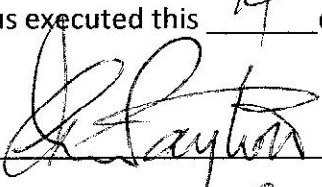
COUNTY OF COMAL: §

Pursuant to Property Code 209.005 (m), Canyon Spring Resort Property Owners Association Inc. (CSRPOA), acting through its Board of Directors, has adopted the following records retention policy, to wit:

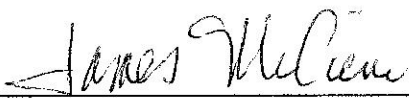
1. The certificate of formation know as article of incorporation, bylaws, deed restrictive and all amendments to the certification of formation, by laws, and deed restrictions shall be retained permanently;
2. Financial books and records shall be retained for seven years;
3. Account records of current owners shall be retained for five years;
4. Contracts with a term of one year or more shall be retained for four years after the expiration of the contract term;
5. Minutes of meeting of the owners and the board shall be retain for seven years;
6. Tax returns and audit records shall be retained for seven years;

By their signatures 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 I lieu of a meeting.

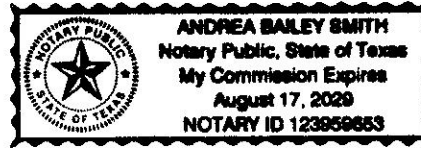
Thus executed this 14 day of Oct 2025



CSRPOA, President CHRISTOPHER PAYTON



CSRPOA, Secretary



State of Texas :

County of Comal :

This instrument was acknowledged before me on the 14 day of May, 2024
by Christopher President
Dayton Secretary of Canyon Springs Resort Property Owners Association Inc., on
behalf of said association.

Notary Public Signature

A handwritten signature in cursive script, reading "Andrea Bailey Smith", written over a horizontal line.

Printed Name Andrea Bailey Smith

My commission expires: August 17, 2029

**Canyon Springs Resort Property Owners' Association
Required Plans by TPC 209**

Now therefore: The board has chosen to approve The Texas Property Code 209 required plans as follows: Payment Plan Policy, Reproduction and Copying plan policy, and Records Retention plan policy. The policies/plans will be filed with Comal County

Signed by Dwayne Nelson, Director: date 14 OCT 2025
Signed by Sunny Harris, Director: date OCT 14 2025
Signed by BH, Director: date 14 OCT 2025
Signed by [Signature], Director: date 14 OCT 2025
Signed by [Signature], Director: date 14 OCT 2025
Signed by Amie McCaw, Director: date 14/10/25
Signed by [Signature], Director: date 14/10/25
Signed by Deborah Fressahn, Director: date 10/14/2025
Signed by [Signature], Director: date 10/16/2025

Disapprove:

Signed by _____, Director: date _____
Signed by _____, Director: date _____
Signed by _____, Director: date _____

Abstain:

Signed by _____, Director: date _____
Signed by _____, Director: date _____
Signed by _____, Director: date _____

Filed and Recorded
Official Public Records
Bobbie Koepp, County Clerk
Comal County, Texas
05/15/2026 09:23:21 AM
TERRI 3 Page(s)
202606014388



Bobbie Koepp