

**NOTICE OF FILING OF  
DEDICATORY INSTRUMENTS OF THE  
CHATEAU DIJON TOWNHOMES OWNERS ASSOCIATION INC.'S**

STATE OF TEXAS                   §  
  §     **KNOW ALL MEN BY THESE PRESENTS:**  
COUNTY OF BEXAR           §

**THIS NOTICE OF FILING OF DEDICATORY INSTRUMENTS FOR THE 184 ASSOCIATION, INC., PURSUANT TO SECTION 202.006 OF THE TEXAS PROPERTY CODE** (hereinafter "Notice of Filing of Dedicatory Instruments") is made this **30<sup>th</sup>** day of September, 2020 by the Chateau Dijon Townhomes Owners Association, Inc., (hereinafter "Association");

**WITNESSETH:**

**WHEREAS, WESTERN COMMUNITIES CORPORATION** (Declarant), recorded, on or about June 21, 1978, in the Bexar County Real Property Records an instrument entitled "Declaration of Covenants, Conditions and Restrictions for Chateau Dijon Townhomes ("Declaration")", located in Volume 5, Page(s) 201, *et. seq.*, and as amended from time to time (the "Declaration"); and

**WHEREAS**, the Association is the property owners' association created by the Declarant to manage or regulate the planned unit development subject to the Declaration, which development is more particularly described in the Declaration; and

**WHEREAS**, Section 202.006 of the Texas Property Code provides that a property owners association must file each dedicatory instrument governing the Association that has not been previously recorded in the real property records of the county in which the development is located; and;

**WHEREAS**, the Association desires to record the dedicatory instruments attached as Exhibit "A" in the Deed Records of Bexar County, Texas, pursuant to and in accordance with Section 202.006 of the Texas Property Code.

**NOW THEREFORE**, the dedicatory instruments attached hereto as **Exhibit "A"** are true and correct copies of the originals and are hereby filed of record in the Deed Records of Bexar County, Texas, in accordance with the requirements of Section 202.006 of the Texas Property Code.

**IN WITNESS WHEREOF**, the Association has caused this Notice of Filing of Dedicatory Instruments for Chateau Dijon Townhomes Owners Association, Inc., to be executed by its duly

authorized agent as of the date first above written.

**THE CHATEAU DIJON TOWNHOMES OWNERS ASSOCIATION INC.**  
**A Texas Non-Profit Corporation**

By: \_\_\_\_\_

Its: PRESIDENT

**ACKNOWLEDGMENT**

**STATE OF TEXAS**

§

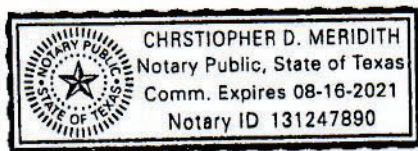
**COUNTY OF BEXAR**

§

§

**BEFORE ME**, the undersigned authority, on this day personally appeared Greg A. Bolden, for the Chateau Dijon Townhomes Owners Association, Inc. known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed on behalf of said corporation.

**SUBSCRIBED AND SWORN TO BEFORE ME** on this 30<sup>th</sup> day of September, 2020.



Christopher Meridith  
Notary Public, State of Texas

08/16/2021  
My Commission Expires

**EXHIBIT "A"**

**Dedicatory Instruments**

- A-1. Resolution of the Board of Directors of the Chateau Dijon Townhomes Owners Association, Inc. Adopting a Document Retention Policy;
- A-2. Resolution of the Board of Directors of the Chateau Dijon Townhomes Owners Association, Inc. Regarding its Records Production Policy.

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CHATEAU DIJON TOWNHOMES OWNERS ASSOCIATION, INC.  
ADOPTING A DOCUMENT RETENTION POLICY**

**STATE OF TEXAS**

§

§

**COUNTY OF BEXAR**

§

**WHEREAS**, the Chateau Dijon Townhomes Owners Association, Inc., (hereinafter "Association"), is charged with administering and enforcing those certain covenants, conditions, and restrictions contained in the Declaration for the Association; and

**WHEREAS**, the Chateau Dijon Townhomes Owners Association, Inc., (hereinafter the "Association"), is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the Declaration for the Association; and

**WHEREAS**, Section 7.1 (e) of the Bylaws of The Chateau Dijon Townhome Owners Association, Inc., empowers the Association, acting through the Board of Directors to exercise for the Association all powers, duties, and authorities vested in or delegated to the Association and not otherwise herein reserved to the members of the Association in the Articles or Declaration and in the Texas Uniform Condominium Act (as same may be amended from time to time);

**WHEREAS**, the Board of Directors of the Chateau Dijon Townhomes Owners Association, Inc., desires to hereby establish a Document Retention Policy to provide clear and definitive guidance to its members.

**NOW THEREFORE**, the Board has duly adopted the following Document Retention Policy:

**SECTION ONE**

**Introduction**

**1.1     Scope**

This Document Retention Policy applies to the Chateau Dijon Townhomes Owners Association, Inc., the Association's employees and the Association's Board of Directors.

The documents maintained by the Association's legal counsel are not subject to this Document Retention Policy.

**1.2     Purpose**

To adopt a policy regarding Association record availability and to adopt a standard procedure to be followed concerning a records retention schedule.

1.3 Policy

- A. It is the Association's policy to maintain complete, accurate and quality Documents. Documents are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for other purposes as set forth in this Document Retention and Destruction Policy.
- B. Documents which are no longer required, or have satisfied their recommended period of retention, are to be destroyed in an appropriate manner.
- C. The Association's board of directors shall be primarily responsible for maintaining the documents for the Association.

1.4 Compliance

This Documentation and Retention Policy is not intended to be all inclusive and accordingly, must be tailored to meet the specific needs of the Association. The retention periods set forth herein are guidelines based on the current retention periods set forth in federal, state and local statutes and regulations and industry custom and practice.

1.5 Board Members

The Association does not require board members to maintain any Documents. Board members, in their discretion may dispose of Documents generated by the Association because the Association has maintained such documents in the Official Files. However, if Board members received Documents relating to the Association, which were not generated by the Association, or not received through the Association, Board members shall send the originals of such Documents to the Association to be maintained in the Official Files.

1.6 Annual Purge of Files

The Association's Board shall conduct an annual purge of files. The annual purge shall be completed within the first (1<sup>st</sup>) quarter of each calendar year.

1.7 Miscellaneous

There may be an immediate destruction of copies of any Document, regardless of age, provided that an original is maintained in the Official Files of the Association.

1.8 Litigation

At the onset of litigation, or if it is reasonably foreseeable that litigation may be imminent, all Documents potentially relevant to the dispute must be preserved.

Thus, at the direction of legal counsel, the Association's Board President will advise the Board

Members, and any other person who may maintain Association Documents, of the facts relating to litigation. Thereafter, all Documents potentially relevant to the dispute shall be deemed "held" until such litigation is concluded and all appeals have expired. At the conclusion of the litigation, the "hold" period will cease and the time periods provided in the Document Retention and Destruction Guidelines will recommence.

## **SECTION TWO**

### **Definitions**

#### **2.1 Current**

"Current" means the calendar year in which the Document was created, obtained or received.

#### **2.2 Document**

"Document" means any documentary material, that is generated or received by the Association in connection with transacting its business, is related to the Association's legal obligations, and is retained for any period of time. The term "Document" includes, among others, writings, drawings, graphs, charts, photographs, tape, disc, audio recordings, microforms, and any other electronic documents from which information can be obtained or translated such as electronic mail, voice mail, floppy discs, hard discs and CD-ROM.

#### **2.3 Official Files**

"Official Files" means the files maintained by the Association.

Legal documents and documents subject to the attorney-client privilege and the work product privilege maintained by the Association's legal counsel are not part of the "Official Files" of the Association.

#### **2.4 Permanent**

"Permanent" means that the retention period for that document is permanent.

## **SECTION THREE**

### **Document Retention and Destruction Guidelines**

The Association's Documents are grouped into four functional categories as set forth below. Although every conceivable Document is not listed, the following list should provide guidance as to which subcategory a particular Document relates.

The retention periods identified with particular Documents are intended as guidelines. In particular circumstances, the Association's Board Members have the discretion to determine that either a longer or shorter retention period is warranted.

<b><u>Financial Documents</u></b>	<b><u>Retention Period</u></b>
General Ledgers and Journals	Current year plus 7
Year End Financial Statements	Current year plus 7
Tax Returns	Current year plus 7
Audit Reports	Current year plus 7
Depreciation Schedules / Capital Inventory Plan	Current year plus 7
Accounts Payable/Accounts Receivable Ledgers	Current year plus 7
Expense Records	Current year plus 7
Canceled Checks	Current year plus 7
Electronic Payment Records	Current year plus 7
Purchase Orders and Vendor Invoices	Current year plus 7
Bank Statements	Current year plus 7
Deposit Slips	Current year plus 7
Budgets	Current year plus 7
Petty Cash Vouchers	Current year plus 7
Billing (Owners) Records	Current Owner period plus 1 year after sale or transfer to new owner.

<b><u>Governing Documents</u></b>	<b><u>Retention Period</u></b>
Deed Covenants and Restrictions	Permanent
Bylaws	Permanent
Articles of Incorporation	Permanent

**Document Retention Policy**

Rules and Regulations	Permanent
-----------------------	-----------

Policies	Permanent
----------	-----------

**Corporate Documents**

**Retention Period**

Board meeting minutes	Current year plus 7
-----------------------	---------------------

Membership Meeting Minutes	Current year plus 7
----------------------------	---------------------

Proxies and Voting Records	Current year plus 7
----------------------------	---------------------

Attendance Records at Membership Meeting where quorum is required	Current year plus 7
---	---------------------

Committee Meeting Minutes	Current year plus 7
---------------------------	---------------------

ACC Applications, Approved or Denied	Permanent
--------------------------------------	-----------

ACC Variances, Approved or Denied	Permanent
-----------------------------------	-----------

**Legal / Insurance / Claims**

**Retention Period**

Contract - Active	Current Version
-------------------	-----------------

Contracts - Expired	Current Year plus 4
---------------------	---------------------

Insurance Policies - Active	Current Version
-----------------------------	-----------------

Insurance Policies - Expired	Current Year plus 7
------------------------------	---------------------

Insurance Records	Current Year plus 7
-------------------	---------------------

Settled Insurance Claims	Current Year plus 7
--------------------------	---------------------

Court Files, Pleadings (liens, foreclosure, small claims actions)	Current Year plus 7, or until case has been settled, whichever is longer.
---	---

Attorney Legal Opinions	Permanent
-------------------------	-----------

**Destruction of Records**

The Association's board of directors shall be responsible for the complying with the records retention policy and the destruction of such records. The destruction of records may be done one of

**Document Retention Policy**

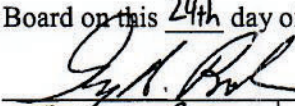
several ways, including shredding, incinerating, pulverizing, and deleting/destroying of electronic files. While no particular method is mandatory, the method chosen should preserve the confidentiality of the documents.

**Amendment**

This policy may be amended from time to time by the Board of Directors of the Association.

This Document Retention Policy is effective upon recordation in the Public Records of Bexar County, Texas, and shall supercede any policy regarding document retention which may have previously been in effect.

Approved and adopted by the Board on this 24th day of August, 2020.

  
Greg A. Bolden, President  
Chateau Dijon Townhomes Owners Association, Inc.

STATE OF TEXAS

§

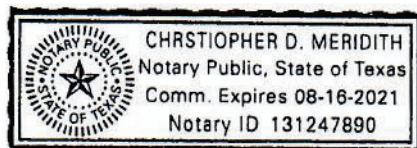
COUNTY OF BEXAR

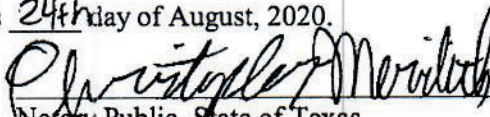
§

§

Before me, the undersigned authority, on this day personally appeared Greg A. Bolden as President of the Chateau Dijon Townhomes Owners Association, Inc., a Texas non-profit corporation, known to be to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein state.

Given under my hand and seal of office this 24th day of August, 2020.



  
Notary Public, State of Texas

Christopher Meridith  
Printed Name

My commission expires: 08/16/2021