

AFFIDAVIT IN COMPLIANCE WITH TEX PROP. CODE § 202.006

THE STATE OF TEXAS §
COUNTY OF BEXAR §

BEFORE ME, the undersigned authority, on this day personally appeared NICHOLAS BOUZA, who, being by me duly sworn according to law, stated the following under oath:

“My name is NICHOLAS BOUZA. I am fully competent to make this Affidavit. I have personal knowledge of the facts stated herein, and they are all true and correct.

I am the Property Manager of VILLA TANLGEWOOD HOMEOWNERS ASSOCIATION (the “Association”) and have been authorized by the Association’s Board of Directors to sign this Affidavit. Premier Management Group is the Managing Agent of the Association and custodian of the records for the Association.

The Association is a “property owners’ association” as that term is defined in *TEX. PROP. CODE* § 202.001. The Association’s jurisdiction includes, but may not be limited to, the property in Bexar County, Texas subject to:

- (a) Condominium Declaration for Villa Tanglewood Condominiums, recorded in Volume 3047, Page 315 *et seq.*, of the Official Public Records of Bexar County, Texas; and amended by Amendment to Condominium Declaration for Villa Tanglewood Condominiums, recorded in Volume 3302, Page 1063 *et seq.*, of the Official Public Records of Bexar County, Texas, and all amendments, annexations, supplements and restatements thereto (“Declaration”);
- (b) The Bylaws of the Association, recorded in Volume 3047, Page 315 *et seq.*, of the Official Public Records of Bexar County, Texas; and all amendments and restatements thereto (“Bylaws”).

Attached hereto is the original of, or true and correct copy of, the following dedicatory instrument(s), including known amendments or supplements thereto, governing the Association, which instruments have not previously been recorded:

*Villa Tanglewood Condominiums Homeowners Association, Inc.
Resolution of the Board of Directors
Adopting Document Retention Policy*

The documents attached hereto are subject to being supplemented, amended, or changed by the Association. Any questions regarding the dedicatory instruments of the Association may be directed to the Association at:

Premier Management Group
7970 Fredericksburg Rd #101-52
San Antonio, Texas 78229
manager@villatanglewood.net

Signed on this the 17 day of August, 2026.

VILLA TANGLEWOOD CONDOMINIUMS
HOMEOWNERS ASSOCIATION, INC.



NICHOLAS BOUZA, Manager of Premier
Management Group, the Managing Agent

VERIFICATION

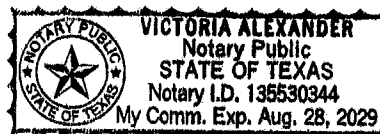
THE STATE OF TEXAS §
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COUNTY OF BEXAR §

BEFORE ME, the undersigned authority, on this day personally appeared NICHOLAS BOUZA, Manager of Premier Management Group, the Managing Agent of VILLA TANGLEWOOD CONODMINIUMS HOMEOWNERS ASSOCIATION, INC., who, after being duly sworn, acknowledged, and stated under oath that he has read the above and foregoing Affidavit and that every factual statement contained therein is within his personal knowledge and is true and correct.

17th ACKNOWLEDGED, SUBSCRIBED AND SWORN TO BEFORE ME, a Notary Public, on this the day of August, 2026.


NOTARY PUBLIC, STATE OF TEXAS

After Recording, Return To:
Michael B. Thurman
Thurman & Phillips, P.C.
4093 De Zavala Road
Shavano Park, Texas 78249



DOCUMENT RETENTION POLICY
for
VILLA TANGLEWOOD CONDOMINIUMS HOMEOWNERS ASSOCIATION, INC.

THE STATE OF TEXAS §
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I, Susan Johnson, President of Villa Tanglewood Condominiums Homeowners Association, Inc. (the "Association"), do hereby certify that the Board of Directors of the Association unanimously approved the following Document Retention Policy:

RECITALS:

1. The property encumbered by this Document Retention Policy is that property restricted by the Declaration, Villa Tanglewood Condominiums (A Condominium) recorded in the Real Property Records of Bexar County, Texas under Volume 3047, Page 0315, as same has been or may be amended and/or supplemented from time to time ("**Declaration**"), and any other property which has been or may be subsequently annexed thereto and made subject to the authority of the Association.

2. Chapter 82 of the Texas Property Code was amended to add Section 82.1141(l) to set forth document retention procedures and to require condominium unit owners' associations to adopt and record document retention policies consistent with the procedures set forth in the statute.

3. The Board of Directors of the Association desires to adopt a policy relating to the retention of various types of financial and other records of the Association.

4. This Document Retention Policy replaces and supersedes any previous records retention policy, if any, adopted by the Association.

POLICY:

This Policy provides for the future systematic review, retention, and destruction of documents received or created by the Association in connection with the transaction of the Association's business. This Policy covers all records and documents, regardless of physical form, and contains guidelines for how long certain documents should be kept and how records should be destroyed.

It is the policy of the Association to retain the records of the Association listed below for the periods of time set forth below. Documents that may not be specifically listed will be retained for the time period of the documents most closely related to them as listed below. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types listed below will be maintained for the identified time period.

Provided, however, at the option of the Board of Directors, documents may be retained for a longer period of time. The Association is not required to retain any other records. As used herein, "records" means documents originated or obtained by the Association in connection with its operations, whether a paper document or a document in electronic form.

1. Retention Periods.

DOCUMENT TYPE	DEFINED	TIME PERIOD	EXCEPTION
Account Records of Current Owners	Member assessment records	Five (5) years	Unless period of ownership exceeds five (5) years, then retain last five (5) years.
Audit Records	Independent Audit Records	Seven (7) years	
Bylaws	And all amendments	Permanently	
Certificate of Formation	And all amendments	Permanently	
Contracts	Final contracts between the Association and another entity	Later of completion of performance or expiration of the contract term plus four (4) years	
Financial Books & Records	Year End Financial Records and supporting documents	Seven (7) years	
Minutes of Board & Owners Meetings	Board minutes and written consents in lieu of a meeting; Annual and special member meetings	Seven (7) years	
Voting records, proxies and correspondence relating to amendments to Declaration	All amendments to Declaration	Permanently	
Restrictive Covenants	And all amendments	Permanently	

All Other Dedicatory Instruments¹	And all amendments	Permanently	
Condominium Information Statement	And all amendments	Permanently	
Plans and specifications for construction of condominium buildings	And all amendments	Permanently	
Tax Returns	Federal and State Income and Franchise Tax Returns and supporting documentation	Seven (7) years	

2. Destruction of Documents.

The documents listed in Section 1 above, will be destroyed as soon as practicable when the applicable retention period expires. Other documents of the Association not listed in Section 1 above, will be destroyed when deemed appropriate by the Board of Directors of the Association. Destruction of paper documents will be by shredding, bagging and trash pick-up, unless another method of destroying the documents is approved by the Board of Directors of the Association. Destruction of electronic documents will be by deletion from hard disks and reformatting of removable disks. Provided, however, immediately upon learning of an investigation or court proceeding involving an Association matter, all documents and records (both hard copy and electronic, including e-mail) related to the investigation or proceeding must be preserved; this exception supersedes any established destruction schedule for the records in question to the contrary.

¹ As defined by § 82.003(a)(11-a) of the Texas Property Code.

I hereby certify that I am the duly elected, qualified and acting President of the Association and that the foregoing Document Retention Policy was unanimously approved by the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Bexar County, Texas.

TO CERTIFY which witness my hand this the 17th day of August, 2026.

VILLA TANGLEWOOD CONDOMINIUMS
HOMEOWNERS ASSOCIATION, INC.

By: Susan H Johnson

Printed: Susan H Johnson

Its: President

THE STATE OF TEXAS §

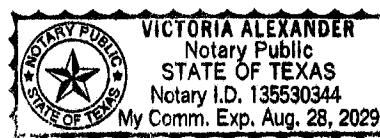
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COUNTY OF BEXAR §

BEFORE ME, the undersigned notary public, on this 17th day of August, 2026 personally appeared Susan Johnson President of Villa Tanglewood Condominiums Association, Inc. known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purpose and in the capacity therein expressed.

Victoria Alexander

Notary Public in and for the State of Texas



File Information

**eFILED IN THE OFFICIAL PUBLIC eRECORDS OF BEXAR COUNTY
LUCY ADAME-CLARK, BEXAR COUNTY CLERK**

Document Number: 20260159918
Recorded Date: August 17, 2026
Recorded Time: 3:38 PM
Total Pages: 7
Total Fees: \$45.00

**** THIS PAGE IS PART OF THE DOCUMENT ****

**** Do Not Remove ****

Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this instrument was eFILED in File Number Sequence on this date and at the time stamped hereon by me and was duly eRECORDED in the Official Public Record of Bexar County, Texas on: 8/17/2026 3:38 PM



Lucy Adame-Clark
Lucy Adame-Clark
Bexar County Clerk