

**CERTIFICATE OF SECRETARY**  
*of*  
**RESOLUTION OF BOARD OF DIRECTORS**  
*of*  
**LANTANA RIDGE PROPERTY OWNERS ASSOCIATION, INC.**  
*adopting*  
**CODE OF CONDUCT**

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STATE OF TEXAS           §  
                                      §  
COUNTY OF COMAL       §

I, Nicole Wagner, Secretary of Lantana Ridge Property Owners Association, Inc. (the "Association"), do hereby certify that at a meeting of the Board of Directors of the Association (the "Board") duly called and held on the 28th day of September, 2020, with at least a quorum of the board members being present and remaining throughout, and being duly authorized to transact business, the following resolution was duly made and approved by a majority vote of the members of the Board:

WHEREAS, the governing documents of Lantana Ridge Property Owners Association, Inc. delegate the authority and responsibility to govern the operations of the community to its Board of Directors;

WHEREAS, the Board of Directors is responsible to elect officers and assign committee members; and

WHEREAS, the volunteer leaders of the Association have the responsibility to set a standard and level of behavior that is conducive to the best interests of the entire community.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of Lantana Ridge Property Owners Association, Inc. hereby adopts the following code of ethics and standards of behavior that are applicable to all Board members, committee members and volunteers serving the community:

Board members of Lantana Ridge Property Owners Association, Inc. are representatives of the community and as such should represent a high standard of conduct and cooperation with other Board members, committee chairs and members, management, and residents during all meetings, events, and deliberations. The standard is represented by the following tenets.

1. Board members should:

- 1.1 Treat other Board members, audience, committee members, and management with courtesy and respect at all times.
- 1.2 Always speak with one voice on adopted Board decisions – even if the Board member was in the minority regarding actions that may not have obtained unanimous consent.
- 1.3 Remain objective in decisions and act in the best interests of the Association.
- 1.4 Acknowledge prior or current relevant personal or business relationships before sharing an opinion on any issue under discussion.
- 1.5 Prepare for meetings by reading all reports and presentations before the meeting.
- 1.6 Research specific issues and questions with management prior to meetings and provide advance notice of any issues to be raised in open meetings.
- 1.7 Make every attempt to alert Board and committee members and management about issues and requests prior to an open meeting.
- 1.8 Attend regularly scheduled Board meetings in person.

2. Board Members should refrain from:

- 2.1 Discussing or sharing committee or Board business via social media or with the public, press, or other news outlets outside the parameters of the any social media policy that may be adopted or as specifically established by the Board.
- 2.2 Misrepresenting known facts in any issue involving Association business.
- 2.3 Interfering with management, contractors, and suppliers.
- 2.4 Using foul or vulgar language or becoming aggressive toward one another, committee members, employees, agents, residents, or any person at any time while serving as a representative of the community.

- 2.5 Acting in the interests of a specific resident or business unless that interest is representative of the larger community, and only if the Board member does not have a personal or business relationship with that specific resident or business.
- 2.6 Voting on any issue which the Board member has, or previously had, a business or close personal relationship with an individual or entity that is the subject matter of the issue to be voted.
- 2.7 Soliciting or accepting, either directly or indirectly, gifts gratuities, favors, loans or any other thing of monetary value greater than \$50.00 from a person or entity that is engaged in business with or seeking business from the Association.
- 2.8 Soliciting or accepting, either directly or indirectly, gifts gratuities, favors, loans, or any other thing of monetary value made by a person or entity with an intent to influence decisions or actions on any Association matter.
- 2.9 Disclosing confidential or privileged information including information discussed in executive sessions with any person including, but not limited to, residents, family members, guests, and media.
- 2.10 Using Association resources including professional resources such as legal counsel for personal or political gain.
- 3. Committees of the Association represent the Board of Directors and the community and perform important work in the conduct of the business of the Association on behalf of its residents. In completing this work, it is important that committee members adhere to a high standard of conduct as represented by the following tenets. Committee members may be removed from a committee at any time with or without cause by the Board.
- 4. Committee chairs and members should:
  - 4.1 Attend regularly scheduled meetings in person as agreed upon by the committee chair and management.
  - 4.2 Treat other committee members, Board members, and management with courtesy and respect at all times.

- 4.3 Remain objective in decisions and preparation of recommendations for the Board, and act in the best interests of the Association.
- 4.4 Acknowledge prior or current relevant personal or business relationships before sharing an opinion on any issue under discussion.
- 4.5 Prepare for meetings by reading all reports and presentations before the meeting.
- 5. Committee members should refrain from:
  - 5.1 Discussing or sharing committee or Board business via social media or with the public, press or other news outlets outside the parameters of any social medial policy that may be adopted or as specifically established by the Board.
  - 5.2 Representing the Board with any external agency unless explicitly authorized by the Board.
  - 5.3 Voting on any issue which the committee member has, or previously had, a business or close personal relationship with an individual or entity that is the subject matter of the issue to be voted.

I further certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing resolution was approved as set forth above and now appears in the books and records of the Association.

LANTANA RIDGE PROPERTY OWNERS ASSOCIATION, INC.

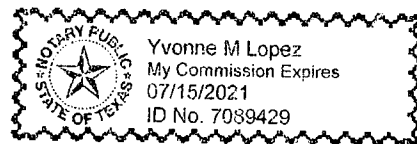
By: Nicole Wagner

Printed: Nicole Wagner  
Its: Secretary

THE STATE OF TEXAS     §  
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COUNTY OF COMAL     §

BEFORE ME, the undersigned notary public, on this 02 day of October, 2020, personally appeared Nicole Wagner, Secretary of Lantana Ridge Property Owners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

Yvonne M Lopez  
Notary Public in and for the State of Texas



LANTANA RIDGE PROPERTY OWNERS ASSOCIATION, INC.

By: Glenn Carter

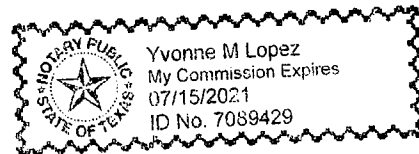
Printed: Glenn Carter

Its: President

THE STATE OF TEXAS     §  
                                          §  
COUNTY OF COMAL     §

BEFORE ME, the undersigned notary public, on this 02 day of October, 2020, personally appeared Glenn Carter, President of Lantana Ridge Property Owners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

Yvonne M Lopez  
Notary Public in and for the State of Texas



LANTANA RIDGE PROPERTY OWNERS ASSOCIATION, INC.

By: 

Printed: Shelly Wahl

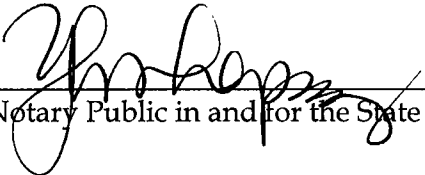
Its: Vice-President

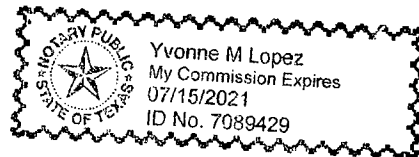
THE STATE OF TEXAS §

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COUNTY OF COMAL §

BEFORE ME, the undersigned notary public, on this 02 day of October, 2020, personally appeared Shelly Wahl, Vice-President of Lantana Ridge Property Owners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

  
Notary Public in and for the State of Texas



LANTANA RIDGE PROPERTY OWNERS ASSOCIATION, INC.

By: [Signature] 10/1/2020

Printed: Waylan Johnson

Its: Treasurer

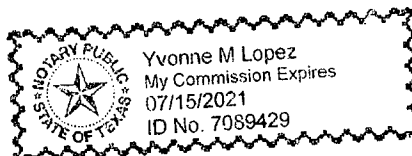
THE STATE OF TEXAS §

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COUNTY OF COMAL §

BEFORE ME, the undersigned notary public, on this 10 day of October, 2020, personally appeared Waylan Johnson, Treasurer of Lantana Ridge Property Owners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

[Signature]  
Notary Public in and for the State of Texas



LANTANA RIDGE PROPERTY OWNERS ASSOCIATION, INC.

By: Suzanne Kratz 10/1/20

Printed: Suzanne Kratz

Its: Director

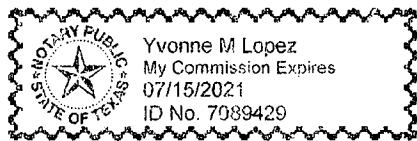
THE STATE OF TEXAS §

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COUNTY OF COMAL §

BEFORE ME, the undersigned notary public, on this 1st day of October, 2020, personally appeared Suzanne Kratz Director of Lantana Ridge Property Owners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

Yvonne M Lopez  
Notary Public in and for the State of Texas



Filed and Recorded  
Official Public Records  
Bobbie Koepp, County Clerk  
Comal County, Texas  
10/05/2020 03:04:42 PM  
CHRISTY 9 Pages(s)  
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Bobbie Koepp