

**Resolutions & Policies**  
**Braewood Glen Community Association**

RESOLUTION BY THE BOARD OF DIRECTORS OF  
BRAEWOOD GLEN COMMUNITY ASSOCIATION, INC.  
REGARDING COLLECTION OF LATE FEES FOR  
LATE PAYMENT OF MAINTENANCE ASSESSMENTS

WHEREAS, the Braewood Glen Community Association (the "Association"), is charged by the Declaration of Covenants, Conditions and Restrictions for the Braewood Glen Community Association with the responsibility of enforcing the covenants, by-laws, and regulations of the Association; and

WHEREAS, the Board of Directors of the Braewood Glen Community Association is charged with the duty of collecting annual maintenance assessments from every owner that are due and payable on the first of January of every year and late if received after January 31<sup>st</sup> every year; and

WHEREAS, January, 2003 the Board of Directors voted to assess fifteen dollars (\$15.00) per month late fee in the collection of delinquent annual maintenance assessments every month after January 31<sup>st</sup> until the annual maintenance assessment has been paid in full ; and

NOW THEREFORE BE IT RESOLVED THAT the following collection policy being pursued by the Braewood Glen Community Association is hereby reduced to writing that any annual maintenance assessment that is not paid in full by January 31<sup>st</sup> each year will continue to be charged a Fifteen Dollar (\$15.00) late fee every month until the maintenance assessment is paid in full.

Signed this 30<sup>th</sup> day of January, 2012.

Maria C. Garza

Name: Maria C. Garza  
President of the Board of Directors of  
Braewood Glen Community Association

Before me, the undersigned authority, on this day personally appeared Maria C. Garza, President of the Braewood Glen Community Association, a Texas non-profit corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she is authorized by the Board of Directors and that she executed the same for the purposes and consideration therein expressed and in the capacity therein stated as the act and deed of said Board of Directors for the Braewood Glen Community Association.

Given under my hand and seal of office, this the 30<sup>th</sup> day of January, 2012.

Belinda J. Osborn

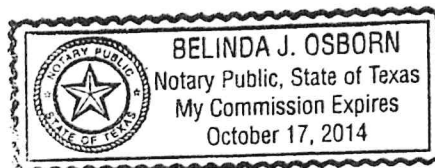
Notary Public, State of Texas

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.  
THE STATE OF TEXAS  
COUNTY OF HARRIS  
I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me, and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas.

MAR 14 2012



Ston Stewart  
COUNTY CLERK  
HARRIS COUNTY, TEXAS



RECORDER'S MEMORANDUM  
At the time of recordation, this instrument was found to be inadequate for the best photograph reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All block additions and changes were present at the time the instrument was filed and recorded.

RESOLUTIONS OF BOARD OF DIRECTORS  
OF  
BRAEWOOD GLEN COMMUNITY ASSOCIATION, INC.

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I, JAMES C. MOSLEY, Secretary of Braewood Glen Community Association, Inc., a Texas non-profit corporation ("the Association") do hereby certify that at a meeting of the Board of Directors of the Association duly called and held on July 25, 1987, 1987, with at least a majority of the Directors being present thereat and remaining throughout and being duly authorized to transact business, the following Resolutions were duly made and adopted:

WHEREAS, the lack of regular maintenance of the grass and weeds on lots in Braewood Glen which have been vacated by the owners thereof has become a substantial problem within the subdivision, adversely affecting the appearance of the subdivision; and

WHEREAS, the Board of Directors of the Association desires to exercise the authority granted to it by the provisions of the Declarations of Covenants, Conditions and Restrictions applicable to the various sections of Braewood Glen with respect to the maintenance of lots; be it

RESOLVED, that the Association hereby adopts a policy of maintaining vacant lots within Braewood Glen, Sections One (1) through Five (5), and Section Seven (7), under the terms and conditions set forth below, to-wit:

1. Upon determining that a lot needs to be mowed and/or edged, the Association or its Deed Restriction Committee shall ascertain whether the house on such lot is occupied or vacant. If the house is occupied, the Deed Restriction Committee shall proceed with efforts to compel the owner of such lot to mow and edge the lot in accordance with the procedures established by the Association for enforcing the deed restrictions. If the house on the lot is vacant, the Association shall proceed in accordance with the policies and procedures set forth herein.
2. If the house on the lot is vacant, the Association shall forward a letter to the owner of the lot at his last known address according to the Association's records advising the owner that:
  - a. If the lot is not mowed and/or edged within ten (10) days of the date of the letter, the Association shall direct its lawn maintenance contractor to mow and edge the lot;
  - b. The Association shall thereafter direct its lawn maintenance contractor to mow and edge the lot on a regular basis, the frequency to be determined by the Board of Directors of the Association;

- c. The maintenance of the lot shall be provided at the owner's expense.

The letter forwarded to the owner shall be sent by certified mail, return receipt requested, postage prepaid. Once regular maintenance of the lot is commenced, the Association shall submit an invoice for all charges incurred by it to the lot owner each month;

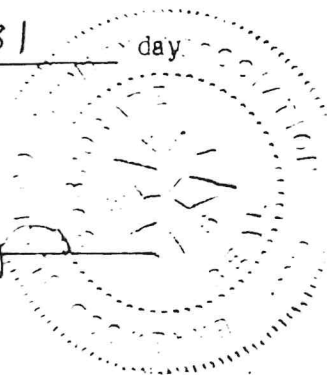
3. The Deed Restriction Committee of the Association shall provide its lawn maintenance contractor with a current list of the lots to be mowed and edged and it shall instruct the contractor with respect to how frequently the lots are to be maintained. Unless otherwise specifically instructed, the front and back yards of each lot included on the list submitted to the lawn maintenance contractor shall be mowed and edged.

RESOLVED FURTHER, that the above resolution establishing policies and procedures for the maintenance of vacant lots shall be called the "Vacant Home Resolution".

I further certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing Resolutions now appear in the books and records of the Association.

TO CERTIFY WHICH WITNESS MY HAND on this the 31 day  
of August, 1987.

James C. Mosley



SUBSCRIBED AND SWORN TO BEFORE ME on this the \_\_\_\_\_ day  
of \_\_\_\_\_, 1987.

NOTARY PUBLIC - STATE OF TEXAS

Name \_\_\_\_\_

Commission Expires: \_\_\_\_\_

RESOLUTIONS OF BOARD OF DIRECTORS  
OF  
BRAEWOOD GLEN COMMUNITY ASSOCIATION, INC.

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I, Anna E. Penn, Secretary of BRAEWOOD GLEN COMMUNITY ASSOCIATION, INC., A Texas non-profit corporation, do hereby certify that at the meeting of the Board of Directors of the Association, duly called and held on July 28, 1986, with at least a majority of the Directors being present thereat and remaining throughout and being duly authorized to transact business thereat, the following Resolutions were duly made and adopted:

RESOLVED, that it is the opinion of the Association, acting through its Board of Directors, that the Declarations of Covenants, Conditions and Restrictions applicable to Braewood Glen, Sections One (1) through Five (5), and Section Seven (7), require the owner of each lot within said sections of the Braewood Glen subdivision to maintain the exterior of the home and all improvements on his or her lot in a neat, healthful and attractive condition;

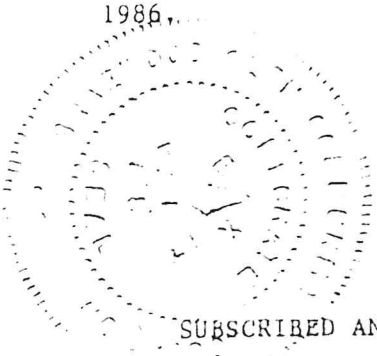
RESOLVED FURTHER, that it is the policy of the Association to enforce the obligation of each owner of a lot within Braewood Glen, Sections One (1) through Five (5), and Section Seven (7), to maintain the exterior of the home and all other improvements on his or her lot in a neat, healthful and attractive condition in the same manner as the Association enforces compliance with all other restrictions set forth in said Declarations.

I further certify that I am the duly elected, qualified and acting Secretary

of the Association and that the foregoing Resolutions now appear in the books and records of the Association.

TO CERTIFY WHICH WITNESS MY HAND ON THIS THE 13<sup>th</sup> DAY OF September

1986,



Anna E. Lewis

Secretary, Braewood Glen Community Association, Inc.

SUBSCRIBED AND SWORN TO BEFORE ME on this the 13<sup>th</sup> day of SEPTEMBER, 1986, to certify which witness my hand and official seal.

Jacqueline B. Price

Notary Public - State of Texas

JACQUELINE B. PRICE  
Notary Public, State of Texas  
My Commission Expires June 8, 1988  
Bonded by Lovett Agency, Lawyers Surety Corp.

Print Name

My Commission Expires: 6-8-88





7. If an owner defaults on any payment plan, the payment plan is automatically terminated and the Association is not obligated to make another payment plan with the owner for the next two (2) years.
8. Alternative payment plan proposals must be submitted to and approved by the Association. The Association is not obligated to approve alternative payment plan proposals. No Payment plan may be shorter than 3 months or longer than 18 months.

**CERTIFICATION**

"I, the undersigned, being the President of Braewood Glen Community Association, Inc. hereby certify that the foregoing Resolution was adopted by at least a majority of the Braewood Glen Community Association Board of Directors."

FILED  
 2011 DEC -1 PM 2:49  
 Stan J. Stewart  
 COUNTY CLERK  
 HARRIS COUNTY, TEXAS

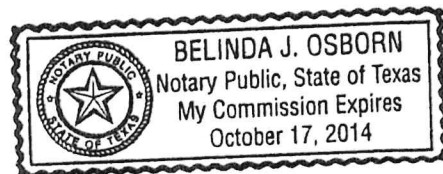
By: Maria C. Garza  
 Maria C. Garza  
 President of the Board of Directors of  
 Braewood Glen Community Association, Inc.

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Before me, the undersigned authority, on this day personally appeared Maria C. Garza, President of Braewood Glen Community Association, Inc., a Texas non-profit corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that at least a majority of the Board of Directors approved the Payment Plan Policy and that she executed the same for the purposes and consideration therein expressed and in the capacity therein stated as the act and deed of said Board of Directors for Braewood Glen Community Association, Inc.

Given under my hand and seal of office, this the 26 day of September, 2011.

Belinda J. Osborn  
 Notary Public, State of Texas



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**KATHY ANN TERRY  
 ATTORNEY AT LAW  
 401 STUDEWOOD, SUITE 201  
 HOUSTON, TX 77007**





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Notice  
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**BRAEWOOD GLEN COMMUNITY ASSOCIATION**  
**RECORDS PRODUCTION AND RECORDS RETENTION POLICY**

This Records Production and Records Retention Policy was approved by the Board of Directors for Braewood Glen Community Association on the 26 day of Sept., 2011 and is effective January 1, 2012.

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**I. Copies of Association records will be available to all Owners upon proper request and at their own expense provided the request:**

- a. is sent certified mail to the Association's address as reflected in its most recent management certificate;
- b. is from an Owner, or the Owner's agent, attorney or certified public accountant; and
- c. contains sufficient detail to identify the records being requested and state whether the Owner wishes to inspect the books and records prior to obtaining copies or have the Association forward copies of the requested books and records.

**II. Association response:**

- a. If the Owner makes a request to inspect the books and records, then the Association will respond within **10 business days** of the request, providing the dates and times the records will be made available and the location of the records. The Association and the Owner shall arrange for a mutually agreeable time to conduct the inspection. The Association shall provide the owner with copies of specific documents after the Owner pays the Association the cost thereof. If the Association is unable to produce the information on or before the 10<sup>th</sup> business day, then they will send the Owner written notice that they are unable to comply within 10 business days and state a date by which the information will be made available for inspection that is not later than 15 business days after the request date.
- b. If the Owner makes a request for copies of specific records, to the extent those books and records are in the possession, custody and control of the Association, the Association will provide the records to the Owner within 10 business days of the Owner's request. If the Association is unable to produce the information on or before the 10<sup>th</sup> business day, then they will send the Owner written notice that they are unable to comply within 10 business days and state a

date by which the information will be sent that is not later than 15 business days after the request date. Additionally, the Association will notify the Owner of the estimated cost the Owner must pay before the records will be sent. Upon paying the cost to provide the records, the Association shall send the records to the owner.

**III. The Association hereby adopts the following schedule of costs:**

- COPIES 10 cents per page, for a regular 8.5" x 11" page  
50 cents per page, for pages 11" x 17" or greater  
Actual cost, for specialty paper (color, photograph, map, etc.)  
\$1.00 for each CD or audio cassette  
\$3.00 for each DVD
- LABOR \$15.00 per hour for actual time to locate, compile and reproduce the records (can only charge if request is greater than 50 pages in length)
- OVERHEAD 20% of the total labor charge (can only charge if request is greater than 50 pages in length)
- MATERIALS Actual costs of labels, boxes, folders, and other supplies used in producing the records, along with postage for mailing the records

**IV. The Association hereby adopts the following form of response to Owners who request to inspect the Association's Books and Records:**

**BRAEWOOD GLEN COMMUNITY ASSOCIATION'S  
RESPONSE TO REQUEST TO INSPECT ASSOCIATION RECORDS**

\_\_\_\_\_ (date)

Dear Homeowner:

On \_\_\_\_\_, the Association received your request to inspect the books and records of the Association. The books and records of the Association are available for you to inspect on regular business days, between the hours of 9 a.m. and 5 p.m., at the office of \_\_\_\_\_, located at \_\_\_\_\_, Houston, Texas

Please contact the Association's manager at \_\_\_\_\_ (phone number) to arrange for a mutually agreeable time for you to come and inspect the books and records. Please be advised that if you desire copies of specific records during or after the inspection, you must first pay the associated costs before the copies will be provided to you. A schedule of costs is included with this response.

Very truly yours,

Braewood Glen Community Association

V. The Association hereby adopts the following form of response to Owners who request copies of specific records:

**BRAEWOOD GLEN COMMUNITY ASSOCIATION'S  
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS**

\_\_\_\_\_ (date)

Dear Homeowner:

On \_\_\_\_\_, the Association received your request for copies of specific Association records. (We are unable to provide you with the requested records within 10 business days of your request. However, the requested records will be available to you no later than 15 business days after the date of this response.)

In order to obtain the records, you must first pay the Association the cost of providing the records to you. The estimated cost to obtain the records you requested is \$ \_\_\_\_\_. Upon receiving payment, the Association will mail the requested documents to you. You may also make payment and pick up the documents in person at the office of \_\_\_\_\_, located at \_\_\_\_\_, Houston, Texas \_\_\_\_\_.

Very truly yours,

Braewood Glen Community Association

- VI. If the estimated cost provided to the Owner is more or less than the actual cost of producing the documents, the Association shall, within 30 days after providing the records, submit to the owner either an invoice for additional amounts owed or a refund of the overages paid by the Owner.
- VII. Unless authorized in writing or by court order, the Association will not provide copies of any records that contain the personal information of an owner, including restriction violations, delinquent assessments, financial information and contact information (other than an owner's address); additionally, no privileged attorney-client communications or attorney work product documents will be provided; and no employee information (including personnel file) will be released.

2011 DEC - 1 PM 2:50  
 FILED  
 STEVE S. HARRIS  
 COUNTY CLERK  
 HARRIS COUNTY, TEXAS

2011 DEC 1 PM 2:50  
 FILED  
 STEVE S. HARRIS  
 COUNTY CLERK  
 HARRIS COUNTY, TEXAS

**RECORDER'S MEMORANDUM:**  
At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.

VIII. With regards to the inspection of ballots, only persons who tabulate ballots under 209.00594 (TPC) may be given access to the ballots cast in an election or vote.

The Association shall maintain its records as follows:

<u>Record</u>	<u>Retention Period</u>
Certificate of Formation/Articles of Incorporation, Bylaws, Declarations and all amendments to those documents	Permanent
Association tax returns and tax audits	Seven (7) years
Financial books and records	Seven (7) years
Account records of current owners	Five (5) years
Contracts with a term of more than one year	Four (4) years after contract expires
Minutes of member meetings and Board meetings	Seven (7) years

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Association books and records.

CERTIFICATION

Name: Maria C. Garza  
President of the Board of Directors of  
Braewood Glen Community Association

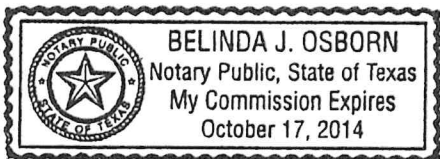
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Dated this 26 day of September 2011.

Before me, the undersigned authority, on this day personally appeared Maria C. Garza, President of Braewood Glen Community Association, a Texas non-profit corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that at least a majority of the Board of Directors approved this Records Production and Records Retention Policy and that he/she executed the same for the purposes and consideration therein expressed and in the capacity therein stated as the act and deed of said Board of Directors for Braewood Glen Community Association.

Given under my hand and seal of office, this the 26<sup>th</sup> day of September, 2011.

Belinda J. Osborn  
Notary Public, State of Texas



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**KATHY ANN TERRY**  
**ATTORNEY AT LAW**  
401 STUDEWOOD, SUITE 201  
HOUSTON, TX 77007

2011 SEP 26 10 55 AM

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.  
THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped herein by me; and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas.

DEC - 1 2011



*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS