

NOTICE OF DEDICATORY INSTRUMENTS  
FOR  
BRIDLECREEK COMMUNITY ASSOCIATION, INC.

---

THE STATE OF TEXAS       §  
  §  
COUNTY OF HARRIS       §

The undersigned, being the authorized representative of Bridlecreek Community Association, Inc., a property owners' association as defined in Section 202.001 of the Texas Property Code (the "Association"), hereby certifies as follows:

1. Property: The Property to which the Notice applies is described as follows:  
Bridlecreek, a subdivision in Harris County, Texas according to the map or plat thereof recorded under Film Code No. 679581 of the Map Records of Harris County, Texas; and
2. Restrictive Covenants. The description of the document(s) imposing restrictive covenants on the Property, and the recording information for such document(s) are as follows:
  - a. Documents:  
Declaration of Covenants, Conditions and Restrictions for Bridlecreek
  - b. Recording Information:  
Harris County Clerk's File No. 2016461375
3. Dedicatory Instrument(s). In addition to the Restrictive Covenants identified in paragraph 2, above, the following documents are Dedicatory Instruments governing the Association:
  - Certificate of Formation for Bridlecreek Community Association, Inc.
  - Bylaws of Bridlecreek Community Association, Inc.

This Notice is being recorded in the Official Public Records of Real Property Records of Harris County, Texas for the purpose of complying with Section 202.006 of the Texas Property Code. I hereby certify that the information set forth in this Notice is true and correct and that the Dedicatory Instruments attached to this Notice are either the originals or true and correct copies of the originals.

BRIDLECREEK COMMUNITY ASSOCIATION, INC.

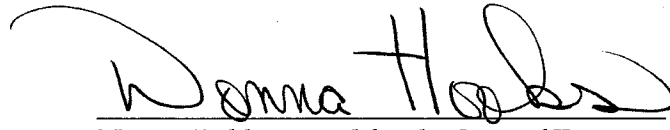
By: *Rick S. Butler*  
Rick S. Butler, authorized representative

RP-2017-148507

THE STATE OF TEXAS     §  
  §  
COUNTY OF HARRIS     §

BEFORE ME, the undersigned notary public, on this day personally appeared Rick S. Butler, authorized representative of Bridlecreek Community Association, Inc., known 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 purpose and in the capacity therein expressed.

SUBSCRIBED AND SWORN TO BEFORE ME on this the 7<sup>th</sup> day of April, 2017, to certify which witness my hand and official seal.

  
Notary Public in and for the State of Texas



Return to:  
Rick S. Butler  
Roberts Markel Weinberg Butler Hailey, P.C.  
2800 Post Oak Blvd., Suite 5777  
Houston, TX 77056

RP-2017-148507

MAY 11 2016

CERTIFICATE OF FORMATION  
for  
BRIDLECREEK COMMUNITY ASSOCIATION, INC.  
(a Texas Nonprofit Corporation)

Corporations Section

I, the undersigned natural person of the age of eighteen (18) years or more, acting as organizer of a corporation under the Texas Business Organizations Code, do hereby adopt the following Certificate of Formation for such corporation.

ARTICLE ONE  
NAME

The name of the corporation is BRIDLECREEK COMMUNITY ASSOCIATION, INC.

ARTICLE TWO  
NON-PROFIT CORPORATION

The corporation is a nonprofit corporation.

ARTICLE THREE  
PURPOSES

The purposes for which the corporation is organized are as follows:

(1) The specific and primary purpose for which the corporation is organized is to govern the affairs of any residential subdivision over which the corporation obtains jurisdiction. At the time of filing this Certificate of Formation, it is anticipated that the corporation will obtain jurisdiction over the following residential subdivisions in Harris County, Texas: Bridlecreek. The residential subdivisions over which the corporation may obtain jurisdiction at any time subsequent to the filing of this Certificate of Formation is referred to herein as the "Property". IT IS NOT ONE OF THE PURPOSES OF THE CORPORATION TO PROVIDE SECURITY TO THE RESIDENTS OF THE PROPERTY OR THEIR GUESTS AND INVITEES. NEITHER THE CORPORATION, NOR ITS OFFICERS, DIRECTORS OR AGENTS, WILL EVER IN ANY WAY BE CONSIDERED INSURERS OR GUARANTORS OF SECURITY WITHIN THE PROPERTY NOR WILL THEY BE LIABLE FOR ANY LOSS OR DAMAGE BY REASON OF ALLEGED FAILURE TO PROVIDE ADEQUATE SECURITY OR INEFFECTIVENESS OF SECURITY MEASURES UNDERTAKEN, IF ANY.

(2) The general powers of the corporation are:

(a) exercise all of the powers and privileges and to perform all of the duties and obligations of the corporation as set forth in the restrictive covenants applicable to the Property as the same may be amended or supplemented from time to time as therein provided;

(b) fix, levy, collect, and enforce payment by any lawful means, all charges or assessments pursuant to the restrictive covenants; pay all expenses in

connection therewith and all office and other expenses incident to the conduct of the business of the corporation, including all licenses, taxes or governmental charges levied or imposed against the property of the corporation;

(c) acquire (by gift, purchase or otherwise), own, hold, improve, build upon, operate, maintain, convey, sell, lease, transfer, dedicate for public use or otherwise dispose of real or personal property in connection with the affairs of the corporation;

(d) borrow money, mortgage, pledge, deed in trust, or hypothecate any or all of its real or personal property as security for money borrowed or debts incurred;

(e) dedicate, sell or transfer all or any part of the common area, if any, to any public agency, authority, or utility;

(f) participate in mergers and consolidations with other nonprofit corporations organized for the same purposes or annex additional residential property and common area; and

(g) have and exercise any and all powers, rights and privileges which a corporation organized under the Texas Business Organizations Code or any successor statute by law may now or hereafter have or exercise.

(3) Notwithstanding any of the foregoing statement of purposes and powers, this corporation may not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purpose of this corporation as set forth in paragraph (1) of this Article Three, and nothing set forth in the foregoing statement of purposes will be construed to authorize this corporation to carry on any activity for the profit of its members, or to distribute any gains, profits, or dividends to its members as such.

#### **ARTICLE FOUR** **MEMBERSHIP**

Initially, the corporation will have no members. Provided that, if and when the corporation obtains jurisdiction over a residential subdivision (the "Property", as provided above), each owner, whether one person or more, of a lot in the Property will, upon and by virtue of becoming such owner, automatically become and remain a member of the corporation until ownership of the lot ceases for any reason, at which time the membership in the corporation will automatically cease. Membership in the corporation is appurtenant to and will automatically follow the ownership of each lot in the Property and may not be separated from such ownership.

#### **ARTICLE FIVE** **VOTING RIGHTS**

When the corporation has members, there will be two (2) classes of voting membership:

- Class A. Class A members will be all owners of lots within the Property, with the exception of Declarant, and will be entitled to one (1) vote for each lot owned. When more than one (1) person holds an interest in any lot, all such persons will be members. The vote for such lot may be exercised as they determine, but in no event may more than one (1) vote be cast with respect to a lot.
- Class B. The Class B member will be Declarant, or its successor or assign so designated in writing by Declarant, and will be entitled to ten (10) votes for each lot owned. The Class B membership will cease and be converted to Class A membership as provided in the restrictive covenants applicable to the Property.

**ARTICLE SIX**  
**INITIAL REGISTERED OFFICE AND AGENT**

The street address of the initial registered office of the corporation is 2800 Post Oak Boulevard, Suite 5777, Houston, Texas 77056 and the name of its initial registered agent at such address is Rick S. Butler.

**ARTICLE SEVEN**  
**MANAGEMENT**

The affairs of the corporation will be managed by its Board of Directors, which will initially consist of three (3) Directors. The number of Directors may be increased or decreased as provided in the Bylaws of the corporation, provided there may never be less than three (3) Directors. The names and addresses of the persons who are to act in the capacity of Directors until the election of their successors are:

<u>NAME</u>	<u>ADDRESS</u>
Fred Caldwell	7904 N. Sam Houston Parkway West, 4 <sup>th</sup> Floor Houston, Texas 77064
Peter Barnhart	7904 N. Sam Houston Parkway West, 4 <sup>th</sup> Floor Houston, Texas 77064
Tim Fitzpatrick	7904 N. Sam Houston Parkway West, 4 <sup>th</sup> Floor Houston, Texas 77064

**ARTICLE EIGHT**  
**ORGANIZER**

The name and street address of the organizer is:

NAME

ADDRESS

Rick S. Butler

2800 Post Oak Blvd., Suite 5777  
Houston, Texas 77056

**ARTICLE NINE**  
**DISSOLUTION**

Until such time that the corporation has members, the corporation may be dissolved upon the affirmative vote of a majority of the Directors. After the corporation has members, the corporation may be dissolved by the vote of the members representing not less than two-thirds (2/3rds) of the votes in the corporation, which vote will be taken at a meeting of the members. Upon dissolution of the corporation, other than incident to a merger or consolidation, the assets of the corporation must be dedicated to an appropriate public agency to be used for purposes similar to those for which this corporation was created. In the event that such dedication is refused acceptance, such assets will be granted, conveyed and assigned to any nonprofit corporation, association, trust or other organization to be devoted to such similar purposes.

**ARTICLE TEN**  
**AMENDMENTS**

Until such time that the corporation has members, amendment of this Certificate of Formation requires the affirmative vote of a majority of the Directors. After the corporation has members, amendment of this Certificate of Formation requires the assent of members representing two thirds (2/3rds) of the votes cast at a meeting of the members called for such purpose at which a quorum is present.

**ARTICLE ELEVEN**  
**INDEMNIFICATION**

The corporation must indemnify any director, former director, officer and former officer of the corporation to the fullest extent allowed by the Texas Business Organizations Code.

**ARTICLE TWELVE**  
**WRITTEN CONSENT**

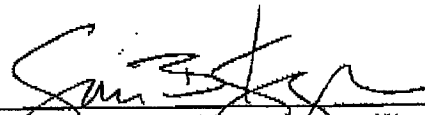
Provided the provisions of Section 22.220 of the Texas Business Organizations Code are fully complied with, and subject to the provisions of the Bylaws of the corporation, any action required by the Texas Business Organizations Code to be taken at a meeting of members, directors, or any committee of the corporation, or any action that may be taken at a meeting of members, directors, or any committee of the corporation, may be taken without a meeting if a consent in writing setting forth the action to be taken is signed by a sufficient number of members, directors, or committee members as would be necessary to take that action at a meeting at which all of the members, directors, or members of the committee were present and voted.

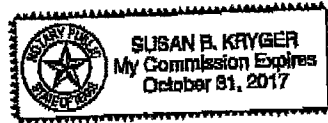
IN WITNESS WHEREOF, we have hereunto set our hand, on this 11<sup>th</sup> day of May, 2016.

By:   
Rick S. Butler

THE STATE OF TEXAS     §  
  §  
COUNTY OF HARRIS     §

This instrument was executed before me on this 11<sup>th</sup> day of May, 2016 by Rick S. Butler for the purposes and consideration expressed therein.

  
Notary Public in and for the State of Texas



RP-2017-148507

**BYLAWS**

*of the*

**BRIDLECREEK COMMUNITY ASSOCIATION, INC.**

Return to:  
Rick S. Butler  
Roberts Markel Weinberg Butler Hailey, P.C.  
2800 Post Oak Blvd., Suite 5777  
Houston, TX 77056

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**BYLAWS**  
*of the*  
**BRIDLECREEK COMMUNITY ASSOCIATION, INC.**

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**ARTICLE I. Name, Membership, and Definitions**

Section 1. Name.

The name of the Association is BRIDLECREEK COMMUNITY ASSOCIATION, INC. (hereinafter referred to as the "Association").

Section 2. Membership.

The Association has two (2) classes of membership, Class "A" and Class "B", as set forth in the "Declaration of Covenants, Conditions and Restrictions for Bridlecreek" (said instrument, as amended and supplemented, hereinafter referred to as the "Declaration"), the terms of which pertaining to membership are specifically incorporated by reference herein.

Section 3. Definitions/Gender.

All other capitalized terms used in these Bylaws have the same meanings as that set forth in the Declaration, unless otherwise provided. Pronouns, wherever used in these Bylaws, include all persons regardless of gender.

**ARTICLE II. Association: Meetings, Quorum, Voting, Proxies**

Section 1. Place of Meetings.

Meetings of the Association must be held at the principal office of the Association or at such other suitable place as may be designated by the Board of Directors either in the community of Bridlecreek or as convenient to the Members as possible and practical.

Section 2. Annual Meetings.

The annual meeting of the Association must be held in the month of April of each year, on a date and at a time and location designated by the Board of Directors.

Section 3. Special Meetings.

The President may call special meetings. In addition, it is the duty of the President to call a special meeting of the Association if so directed by resolution of a majority of a quorum of the Board of Directors or upon a petition signed by Members representing at least twenty percent (20%) of the total votes (i.e., Class "A" and Class "B" combined) of the Association. The notice

of any special meeting must set forth the date, time, and place of such meeting and the purpose thereof. No business may be transacted at a special meeting except as set forth in the notice.

Section 4. Notice of Meetings.

It is the duty of the Secretary to send to the Owner of each Lot written notice of each annual or special meeting of the Association stating the purpose of the meeting, as well as the time and place where it is to be held. Such notice may be delivered personally, by mail, by facsimile, and to the extent expressly authorized by statute, by electronic message. If a Member desires that notice be given at an address other than the Lot, the Member must provide the alternative address for the purpose of receiving notice in writing to the Secretary of the Association. Notice by facsimile must be sent to the facsimile number provided to the Association in writing by that Member. Notice must be served not less than ten (10) nor more than thirty (30) days before a meeting. For an election or vote of Owners not taken at a meeting, the Association must give notice of the election or vote to all Owners entitled to vote on any matter under consideration. The notice must be given not later than the 20<sup>th</sup> day before the latest date on which a ballot may be submitted to be counted.

The Board of Directors may use any other means to deliver a notice of a meeting that may become available with advancements in technology, provided that notice by such means is authorized by statute. Notwithstanding anything contained herein to the contrary, the Association may use an alternative method that may be used to provide notice to Owners provided that the Owner to whom the notice is provided has affirmatively opted to allow the Association to use the alternative method of providing notice.

If mailed, the notice of a meeting is deemed to be delivered when deposited in the United States mail, first class postage pre-paid, addressed to the Member. If faxed, the notice is deemed to be delivered as of the date and time shown on a written confirmation that the facsimile was successfully transmitted. If sent by electronic message, the notice is deemed to be delivered as provided by applicable statute.

Section 5. Waiver of Notice.

Waiver of notice of meeting of the Members is deemed the equivalent of proper notice. Any Member may, in writing, waive notice of any meeting of the Members, either before or after such meeting. Attendance at a meeting by a Member, whether in person or by proxy, is deemed waiver by such Member of notice of the time, date, and place thereof, unless such Member specifically objects to lack of proper notice at the time the meeting is called to order. Attendance at a special meeting is also deemed waiver of notice of all business transacted at such meeting unless objection to the calling or convening of the meeting is raised before the business (of which proper notice was not given) is put to a vote.

Section 6. Adjournment of Meetings.

If any meeting of the Association cannot be held because a quorum is not present, either in person or by proxy, the presiding officer may adjourn the meeting and reconvene at a time

not less than five (5) days and not more than thirty (30) days from the time the original meeting was called. If a time and place for reconvening the meeting is fixed by those in attendance at the adjourned meeting, further notice of the time and place for reconvening the meeting is not required to be given to the Members. If a time and place for reconvening the meeting is not fixed by those in attendance at such an adjourned meeting, or if for any reason a new date is fixed for reconvening the meeting after adjournment, notice of the time and place for reconvening the meeting must be given to Members in the manner prescribed herein for a first called meeting. At such reconvened meeting, whether or not a quorum is present, any business which might have been transacted at the meeting originally called may be transacted without further notice provided that (a) at least five percent (5%) of the total votes of the Members as of the date of the meeting is present in person and/or by proxy; and, (ii) any action taken must be approved by at least a majority of all of the Members present, in person and/or by proxy, at such reconvened meeting, unless otherwise provided in these Bylaws or in the Declaration.

Section 7. Voting.

The voting rights of the Members are set forth in the Declaration; provided that, all Members have the right to vote in the election of Directors and on any matter concerning the rights or responsibilities of Members. Members may vote in person or by proxy or, if implemented by the Association, by absentee ballot or by electronic ballot. Votes cast by Members must be in writing signed by the Member if the vote is cast (i) outside of a meeting, (ii) in an election to fill a position on the Board, (iii) on a proposed adoption or amendment of a dedicatory instrument, (iv) on a proposed increase in the amount of the Annual Maintenance Charge or proposed adoption of a special assessment, or (v) on the proposed removal of a Board member.

Section 8. Proxies.

All proxies must be in writing and filed with the Secretary before the appointed time of each meeting. Every proxy is revocable and will automatically cease upon (i) conveyance by the Member of the Member's interest in a Lot; (ii) receipt of notice by the Secretary of the death or judicially declared incompetence of a Member; (iii) receipt of written revocation; or, (iv) expiration of eleven (11) months from the day of the proxy. In the event a Member executes more than one (1) proxy, the proxy with the most current date will be valid. Proxies not delivered prior to the start of any meeting are not valid and will not be counted.

Section 9. Quorum.

Except as otherwise provided in these Bylaws or in the Declaration, the presence in person or by proxy of at least ten percent (10%) of the total votes of the Members as of the time of the meeting constitutes a quorum at all meetings of the Association.

Section 10. Conduct of Meetings.

The President will preside over all meetings of the Association and the Secretary, or another person designated by the Secretary, must keep the minutes of the meeting and record in

a minute book all resolutions adopted at the meeting, as well as a record of all transactions occurring at the meeting.

Section 11. Action Without a Meeting.

To the extent allowed by applicable law, any action which may be taken or is required to be taken at a meeting of the Association may be taken without a meeting if written consent is signed by Members holding the number of votes necessary to approve the action at a meeting. The written consent must (a) set forth the action to be taken and (b) be executed by the required number of Members as of the effective date set forth in the written consent. Any written consent adopted in accordance with this section has the same force and effect as a unanimous vote of the Members.

**ARTICLE III. Board of Directors: Number, Powers, Meetings**

Section 1. Governing Body: Composition.

The affairs of the Association will be governed by a Board of Directors. Except as provided in Section 2 of this Article III, each Director must be a Member. With the exception of Declarant, not more than one (1) representative of a particular corporation or other entity that is a Member may serve on the Board at any given time. A Member is not eligible to serve on the Board of Directors if the Member has been convicted of a felony or crime involving moral turpitude within the last twenty (20) years and there is written, documented evidence of such a conviction from a database or other record maintained by a governmental law enforcement authority.

Section 2. Directors During the Development Period

Except as provided in Section 5 of this Article III, the Directors will be selected by the Declarant, acting in its sole discretion, and will serve at the pleasure of the Declarant during the Development Period, unless the Declarant earlier surrenders its right to select Directors. The Directors selected by the Declarant need not be Owners or residents in Bridlecreek. Following the termination of the Development Period or the earlier surrender of Declarant's right to select Directors, all Directors must be Members of the Association.

Section 3. Number of Directors.

The Board of Directors will initially be comprised of three (3) persons. After the expiration of the Development Period, the number of positions on the Board of Directors may be increased or decreased by a majority vote of the Members at a meeting called for that purpose at which a quorum is present. Provided that, the number of positions on the Board of Directors may not be less than three (3). Provided further that, a decrease in the number of positions on the Board may not shorten the term of an incumbent Director.

Section 4. Candidates for Election to the Board.

With respect to any position on the Board of Directors to be filled by a vote of the Members, all Members have the right to run for such position on the Board of Directors. Each year, at least sixty (60) days prior to the date of the annual meeting of the Members, the Association must send notice to all Members of the number of positions on the Board to be filled by election at the upcoming annual meeting and the right of all Members to run for a position on the Board. The notice must specify a date by which a Member must submit his/her name as a candidate for election to the Board; the date may not be earlier than the tenth (10<sup>th</sup>) day after the date the Association sends the notice.

The notice required by this provision must be:

- a. mailed to each Owner; or
- b. provided by:
  - i. posting the notice in a conspicuous manner reasonably designed to provide notice to the Members:
    - (1) in a place located on the Common Area or, with an Owner's consent, in a conspicuous manner on privately owned property within the Community; or
    - (2) on any Internet website maintained by the Association or other Internet media; and
  - ii. sending by e-mail to each Owner who has registered an e-mail address with the Association.

The Association must be notified by the Member who desires to run for a position on the Board, not by another Member, to confirm the Member's desire to run for election and to serve on the Board. All Members who notify the Association by the stipulated deadline will be candidates whose names and biographical information must be included in the notice of annual meeting sent to all Members and on the absentee or other ballot. A Member who does not submit his/her name by the deadline set forth in the Association's notice may thereafter notify the Association of his/her desire to run for election to the Board and, in that event, the Member will be a candidate for election to the Board. However, the Association is not obligated to send a supplemental notice to all Members advising of the names and biographical information of any candidates who submit their names and biographical information after the deadline in the Association's notice. Provided that, if any notice is thereafter sent or published by the Association which includes a list of candidates for election to the Board, the list must include the names of all candidates. Nominations for election to the Board will not be made by a nominating or other committee of the Association. A Member may notify the Association of the Member's desire to run for election to the Board of Directors at any time prior to the date that voting in the election ceases. Nomination for election to the Board is not permitted from the floor at the annual meeting unless the person to be nominated is present at the meeting in person and confirms his/her desire to be a candidate for election to the Board.

Section 5. Election and Term of Office.

Notwithstanding any other provision set forth in these Bylaws:

(a) (i) Not later than one-hundred twenty (120) days after at least seventy-five percent (75%) of all Lots in Bridlecreek that may be created, as provided in the Declaration, have been sold to persons other than Declarant or a builder in the business of constructing homes who purchased Lots from the Declarant for the purpose of selling completed Residential Dwellings constructed on the Lots, the Members other than Declarant will elect one (1) person to serve on the Board of Directors; the other two (2) positions on the Board will be filled by appointments by Declarant.

(ii) Upon the expiration of the Development Period, the Board of Directors will be elected by the Class "A" Members. One (1) Director will be elected for a term of one (1) year, one (1) Director will be elected for a term of two (2) years, and one (1) Director will be elected for a term of three (3) years. Thereafter, at each annual meeting, the Members will elect the number of Directors necessary to fill the position on the Board that expire as of such annual meeting, each to serve a term of three (3) years. If the number of positions on the Board of Directors is increased, the terms of the additional positions must be staggered in a consistent manner.

(b) With respect to all positions on the Board of Directors to be filled by the vote of the Members other than Declarant, the candidates receiving the highest number of votes will be elected to fill such positions, regardless of the number of votes cast.

Section 6. Removal of Directors.

Any Director elected by the Class "A" Members or appointed to serve on the Board (except a person appointed by Declarant) may be removed from the Board, with cause, by the affirmative vote of a majority of the total number of votes of the Class "A" Members at a special meeting called for that purpose or at an annual meeting. The provisions of Article II, Section 6, which reduce the quorum requirement for an adjourned meeting, are not applicable to an adjourned meeting originally called for the purpose of considering the removal of a Director. "Cause", as it relates to a basis for the removal of a Director, means a failure to comply with a material provision in the governing documents of the Association after notice and a demand for compliance from the Association; the determination of non-compliance with a material provision in the governing documents of the Association and the decision to send a notice and demand for compliance must be approved by not less than a majority of the remaining Directors.

Any Director may be removed by a vote of a majority of the remaining Directors as the result of the Director's failure, without just cause, to attend three (3) consecutive, regularly scheduled meetings of the Board of Directors. "Just cause" means any event that, in the reasonable, good faith judgment of the Board, prevents a Director from attending a meeting and

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includes, without limitation, death or serious injury to a member of the Director's family or other person with whom the Director has a long-term relationship, a mental or physical ailment or impairment that prevents the Director from attending a meeting, and any mandatory business engagement related to the Director's livelihood and/or employment.

A Director whose removal is proposed must be given at least ten (10) days written notice of the call of the meeting and the purpose of the meeting; the Director whose removal is proposed must be given the opportunity to be heard at the meeting. Provided that, if the Board is presented with written documented evidence from a database or other record maintained by a governmental law enforcement authority that a Board member has been convicted of a felony or crime involving moral turpitude within the previous twenty (20) years, the Board member is immediately ineligible to serve on the Board and shall, therefore, be immediately removed.

In the event of the removal of a Director, a successor for the removed Director must be elected by a majority vote of the Class "A" Members voting at the meeting at which the Director was removed. Vacancies on the Board caused by reasons other than removal by a vote of the Members will be filled by the remaining Directors. A Director elected or appointed to fill a vacancy on the Board will serve the unexpired term of his predecessor.

Section 7. Voting Procedure for Directors.

The election of the Board of Directors will be conducted at the annual meeting of the Association. At such election, the Members or their proxies may cast, with respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. Voting for Directors must be by written and signed ballots; provided that, in the event of an uncontested race, written and signed ballots are not required.

Section 8. Recount of Votes.

Any Member may request a recount of the votes of an election. A request for a recount must be submitted not later than the 15<sup>th</sup> day after the date of the meeting of the Members at which an election or vote was held or the date of the announcement of the results of the election or vote if no meeting was held. For purposes of this section, the term "submitted" means the date on which the recount request is deposited in the mail or delivered in person in accordance with the requirements of this section. A demand for a recount must be submitted in writing either:

- a. by verified mail to the Association's mailing address as reflected on the last recorded management certificate; or
- b. in person to the Association's managing agent as reflected on the last recorded management certificate or to the address to which absentee ballots and proxy ballots were mailed.

The Association must estimate the cost for performing a recount by a person qualified to tabulate votes as set forth below and must send an invoice for the estimated cost to the Member requesting a recount to the Member's last known address according to the Association records

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not later than the 20<sup>th</sup> day after the date on which the Association received notice of the request for a recount. The Member demanding a recount must pay such invoice in full on or before the 30<sup>th</sup> day after the date the invoice is sent to the Member. If the Member does not timely pay the invoice, the demand for recount is considered withdrawn and a recount is not required. If the actual costs are different than the estimate, the Association must send a final invoice to the Member on or before the 30<sup>th</sup> business day after the date the results of the recount are provided. If the final invoice includes additional amounts owed by the Member, any additional amounts not paid to the Association before the 30<sup>th</sup> business day after the date the invoice is sent to the Member may be added to the Member's Annual Maintenance Charge account as a charge secured by the Association's lien. If the estimated costs exceed the final invoice amount, the Member is entitled to a refund. The Association must issue a refund to the Member not later than the 30<sup>th</sup> business day after the date the invoice is sent to the Member.

Only after payment is received, the Association must, at the expense of the Member requesting the recount, retain the services of a qualified person to perform the recount. The Association must enter into a contract for the services of a person who is not a Member of the Association or related to a member of the Board of Directors of the Association within the third degree by blood or marriage and is a:

- a. current or former county judge;
- b. current or former county elections administrator;
- c. current or former justice of the peace;
- d. current or former county voter registrar; or
- e. person agreed on by the Association and the Member requesting the recount.

A recount must be performed on or before the 30<sup>th</sup> day after the date of receipt of the request and payment for the recount. If the recount changes the results of the election, the Association must reimburse the Member for the cost of the recount not later than the 30<sup>th</sup> day after the date the results of the recount are provided. Any action taken by the Board in the period between the initial election vote tally and the completion of the recount is not affected by the recount.

Section 9. Regular Meeting.

Regular meetings of the Board of Directors may be held at such time, date, and place as determined from time to time by a majority of the Directors; the frequency of regular meetings will be as deemed necessary and appropriate by the Board of Directors. Notice of each regular meeting must be given to all Members as required by law. The Board of Directors may participate in and hold a regular or special meeting by means of:

- a. conference telephone or similar communication equipment by which all persons participating in the meeting can hear each other; or
- b. another suitable electronic communications system, including video conferencing technology or the Internet, only if:

- i. each Director entitled to participate in the meeting consents to the meeting being held by means of that system; and
- ii. the system provides access to the meeting in a manner or using a method by which each Director participating in the meeting can communicate concurrently with each other participant;
- iii. all Directors may hear and be heard by every other Director;
- iv. except for any portion of the meeting conducted in executive session, all Members in attendance at the meeting may hear all Directors and Members are allowed to listen using any electronic or telephonic communication method used or expected to be used by a Director to participate; and
- v. the notice of the meeting includes instructions for Members to access any communication method required to be accessible under subsection iv above.

Participation in a meeting by conference telephone or similar communication or video conferencing technology or the Internet constitutes presence in person at such meeting except where a Director participates in the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened. Provided that, without prior notice to the Members, the Board may take action only on routine and administrative matters or a reasonably unforeseen emergency or urgent necessity that required immediate Board action. Any action taken without notice to the Members must be summarized orally, including an explanation of any known actual or estimated expenditures approved at the meeting, and documented in the minutes of the next regular or special Board meeting. Provided further that, the Board may not take action without prior notice to the Members on any matter prohibited by law to be taken without prior notice to the Members.

Section 10. Special Meeting.

Special meetings of the Board of Directors may be held when called by the President of the Association or by any Director. The notice must specify the date, time, and place of the meeting and the nature of any special business to be considered. The notice may be given to each Director by any of the following methods: (a) by personal delivery; (b) written notice by first class mail, postage prepaid; (c) by facsimile, or (d) if authorized by statute, by email. All such notices must be given or sent to the Director's address, email, or facsimile number as shown on the records of the Association. Notices sent by first class mail must be deposited into a United States mailbox, at least three (3) days before the time set for the meeting. Notices given by personal delivery, email, or facsimile must be delivered or given at least three (3) days before the time set for the meeting. The provisions in Article III, Section 11, relating to notice to the Members are applicable to a special meeting of the Board of Directors.

Section 11. Notice of Board Meetings.

The Board of Directors must give Members notice of Board meetings (regular and special), including the date, hour, place, and general subject of the Board meeting, a general

description of any matter to be brought up for deliberation in closed executive session, and instructions for Members to access any communication method utilized for the Board meeting. A notice of meeting shall be:

- a. mailed to all Members at least ten (10) days before the date of the meeting; or;
- b. provided at least 72 hours before meeting by:
  - i. being posted notice in a conspicuous location, either in a Common Area or on the Association's website; and
  - ii. being emailed to all Members who have registered their email addresses with the Association.

It is a Member's duty to register and keep an updated email address with the Association.

Notwithstanding the foregoing, during the Development Period, notice of a Board meeting is required only if the Board meeting is conducted for the purpose of:

- a. adopting or amending a governing document;
- b. increasing the Annual Maintenance Charge or adopting or increasing a special assessment;
- c. electing a non-Declarant Board member or establishing a procedure by which those Board members are elected; or
- d. changing the voting rights of the Members of the Association.

Section 12. Waiver of Notice.

The transactions of any meeting of the Board of Directors, however called and noticed or wherever held, will be as valid as though taken at a meeting duly held after regular call and notice, if (a) a quorum is present, and (b) either before or after the meeting, each of the Directors not present signs a written waiver of notice, a consent to holding the meeting, or an approval of the minutes. The waiver of notice or consent need not specify the purpose of the meeting. Notice of a meeting will also be deemed given to any Director who attends the meeting without protesting before or at its commencement about the lack of adequate notice thereof.

Section 13. Quorum of Board of Directors.

At all meetings of the Board of Directors, a majority of the Directors constitutes a quorum for the transaction of business, and the vote of a majority of the Directors present at a meeting at which a quorum is present constitutes the decision of the Board of Directors. A meeting at which a quorum is initially present may continue and business may be transacted, notwithstanding the withdrawal of Directors during the meeting, if any action taken is approved by at least a majority of the required quorum for that meeting. If any meeting of the

Board cannot be held because a quorum is not present, either in person or by proxy, the President may adjourn the meeting and reconvene at a time not less than five (5) days and not more than thirty (30) days from the time the original meeting was called. If a time and place for reconvening the meeting is not fixed by those in attendance at the original meeting or if for any reason a new date is fixed for reconvening the meeting after adjournment, notice of the time and place for reconvening the meeting must be given to the Directors in the manner prescribed for the original meeting. At such reconvened meeting, whether or not a quorum is present, any business which might have been transacted at the meeting originally called may be transacted without further notice, provided that any action taken shall be approved, in writing, by at least a majority of the Directors required to constitute a quorum at the original meeting.

Section 14. Compensation.

No Director may receive any compensation from the Association for acting in such capacity. However, Directors may be reimbursed for out-of-pocket expenses incurred on Association business. Directors may receive compensation from the Association when taking action at the request of the Association other than in the capacity of Director.

Section 15. Conduct of Meetings.

A chairperson will preside over all meetings of the Board of Directors and the Secretary must keep a minute book of the Board of Directors, recording therein all resolutions adopted by the Board of Directors and a record of all transactions and proceedings occurring at such meetings (except proceedings and transactions which occur in closed executive session).

Section 16. Open Meetings.

With the exception of meetings of the Board of Directors held during the Development Period (for a purpose other than those purposes specified in Section 11 of this Article), all meetings of the Board of Directors must be open to all Members, but Members other than Directors may not participate in any discussion or deliberation unless expressly so authorized by a majority of a quorum of the Board of Directors. Provided that, if a Member unreasonably disrupts a meeting of the Board of Directors or repeatedly interrupts the discussion between Directors, the Board of Directors have the authority, after an initial warning, to cause that Member to be removed from the meeting.

An open meeting may be held by electronic or telephonic means provided that (i) each Director may hear and be heard by every other Director, (ii) all Members in attendance at the meeting may hear all Directors (except if adjourned to executive session), and (iii) all Members are allowed to listen using any electronic or telephonic communication method used or expected to be used by a Director to participate.

Section 17. Executive Session.

The Board of Directors may adjourn a regular or special meeting and reconvene in a closed executive session to consider actions involving personnel, pending or threatened

litigation, contract negotiations, enforcement actions, confidential communications with the Association's attorney, matters involving the invasion of privacy of individual Members, and matters that are to remain confidential by request of the affected parties and agreement of the Board. Following an executive session, any decision made in executive session must be summarized orally and placed in the minutes, in general terms, without breaching the privacy of individual Members, violating any privilege, or disclosing any information that was to remain confidential at the request of the affected parties. The oral summary must include a general explanation of expenditures approved in executive session.

Section 18. Action Without a Formal Meeting.

The Board may take action outside of a meeting, including voting by electronic and telephonic means, without prior notice to Members if each Director is given a reasonable opportunity to express the Director's opinion to all other Directors and to vote. Any action taken without notice to the Members must be summarized orally, including estimation of expenditures approved by the action, and documented in the minutes of the next regular/special Board meeting.

The Board may not, unless done in an open meeting for which prior notice was given to Members, consider or vote on any of the following issues:

- a. Fines;
- b. Damage assessments;
- c. Initiation of foreclosure actions;
- d. Initiation of enforcement actions, excluding temporary restraining orders or violations involving a threat to health or safety;
- e. Increases in Annual Maintenance Charges;
- f. Levying of Special Assessments;
- g. Appeals from a denial of architectural approval;
- h. A suspension of a right of a particular Member before the Member has an opportunity to attend a Board meeting to present the Member's position, including any defense, on the issue;
- i. Lending or borrowing money;
- j. The adoption or amendment of a dedicatory instrument;
- k. The approval of an annual budget or the approval of an amendment of an annual budget that increases the budget by more than ten percent (10%);
- l. The sale or purchase of real property;
- m. The filling of a vacancy on the Board;
- n. The construction of capital improvements other than the repair, replacement, or enhancement of existing capital improvements; or

- o. The election of an officer.

Section 19. Powers.

The Board of Directors is responsible for the affairs of the Association and has all of the powers and duties necessary for the administration of the Association's affairs and, as provided by law, may do all acts and things as are not by the Declaration, Certificate of Formation of the Association, or these Bylaws directed to be done and exercised exclusively by the Members.

The President has the authority to act on behalf of the Board of Directors on all matters relating to the duties of any managing agent or manager, if any, which might arise between meetings of the Board of Directors.

In addition to the duties imposed by these Bylaws or by any resolution of the Association that may hereafter be adopted, the Board of Directors has the power to, and is responsible for, the following (by way of explanation, but not limitation):

- a. Preparing and adopting an annual budget, which will be the basis of each Member's Annual Maintenance Charge;
- b. Levying Annual Maintenance Charges, establishing the means and methods of collecting such Annual Maintenance Charges, and establishing the period of the installment payments, if any, of the Annual Maintenance Charge. Unless otherwise determined by the Board of Directors, the Annual Maintenance Charge will be collected annually in advance.
- c. Collecting the Annual Maintenance Charge, depositing the proceeds thereof in a bank depository, which it approves, and using the proceeds to administer the Association.
- d. Providing for the operation, care, upkeep, and maintenance of all of the Common Area.
- e. Designating, hiring, and dismissing the personnel necessary for the maintenance, operation, repair, and replacement of the Association, its property, and the Common Area and, where appropriate, providing for the compensation of such personnel and for the purchase of equipment, supplies, and material to be used by such personnel in the performance of their duties.
- f. Making and amending Rules and Regulations for the Association.
- g. Opening bank accounts on behalf of the Association and designating the signatories required.
- h. Making, or contracting for the making of, repairs, additions, and improvements to, or alterations of the Common Area in accordance with the other provisions of the Declaration and these Bylaws, after damage or destruction by fire or other casualty.

- i. Enforcing, by legal means, the provisions of the Declaration, these Bylaws, and the Rules and Regulations adopted by it, and bringing any proceedings, which may be instituted on behalf of or against the Members concerning the Association.
- j. Obtaining and carrying all insurance as provided in the Declaration, and paying the premium cost thereof.
- k. Paying the cost of all services rendered to the Association or its Members and not directly chargeable to Members.
- l. Keeping books with detailed accounts of the receipts and expenditures affecting the Association and its administration, specifying the maintenance and repair expenses and any other expenses incurred. All books and records must be kept in accordance with generally accepted accounting practices, and be available for review by Members as required by Texas law.
- m. Providing, upon request, information to Members, mortgagees and prospective purchasers of Lots concerning, by way of example and not in limitation, the status of the Association, the status of payment of Annual Maintenance Charge and related charges on a Lot and the status of compliance with the provisions of the Declaration, and charging a reasonable fee sufficient to cover the expense associated with providing such information.
- n. Charging a reasonable fee sufficient to cover the expense associated with changing the records of the Association upon the transfer of title to a Lot.
- o. Adopting policies and procedures deemed necessary and appropriate for the administration of the Association and the conduct of the Directors and officers of the Association, the employees of the Association, if any, and persons serving on behalf of the Association in volunteer capacities.
- p. Enforcing Rules and Regulations for the Association.

Section 20. Management Agent.

- a. The Board of Directors may employ for the Association a professional management agent or agents, or manager, at a compensation rate established by the Board of Directors, to perform such duties and services, as the Board of Directors may authorize.
- b. If a managing agent or manager is hired, the following management standards of performance will be followed, unless the Board, by resolution, determines otherwise:
  - i. Two (2) or more persons must be responsible for handling cash, or its equivalent, in order to maintain adequate financial control procedures;
  - ii. Cash accounts of the Association may not be commingled with any other accounts;
  - iii. No remuneration may be accepted by the manager or managing agent from vendors, independent contractors, or others providing goods or services to

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the Association, whether in the form of commissions, finder's fees, service fees, prizes, gifts, or otherwise;

- iv. Any financial or other interest which the managing agent or manager may have in any firm providing goods or services to the Association must be disclosed promptly to the Board of Directors; and
- v. A quarterly or more frequent financial report, as may be determined by the Board, must be prepared for the Association containing:
  - (1) an income statement reflecting all income and expense activity for the preceding three (3) months;
  - (2) an account activity statement reflecting all receipt and disbursement activity for the preceding three (3) months;
  - (3) a budget comparison report reflecting the status of all income and expense accounts in an "actual" versus "projected" budget format;
  - (4) a balance sheet reflecting account balances as of the end of the previous three (3) months (this balance sheet shall include an aged receivables report or other report deemed appropriate by the Treasurer);
  - (5) a balance sheet as of the last day of the Association' fiscal year and an operating statement for said fiscal year which must be distributed within ninety (90) days after the close of any fiscal year to the Board;
  - (6) a budget report reflecting any actual or pending obligations which are in excess of budgeted amounts by an amount exceeding the operating reserves of ten percent (10%) of a major budget category (as distinct from a specific line item in an expanded chart of accounts); and
  - (7) a delinquency report listing all Members who have been delinquent during the preceding three (3) month period in paying the Annual Maintenance Charge and who remain delinquent at the time of report, and describing the status of any action to collect such Annual Maintenance Charge and/or special assessments which remain delinquent.

#### ARTICLE IV. Officers

##### Section 1. Officers.

The officers of the Association will be the President, Vice-President, Secretary and Treasurer. The Board of Directors may select, appoint and/or remove such other officers, as it deems appropriate, such officers to have the authority and to perform the duties prescribed from time to time by the Board of Directors.

##### Section 2. Election Term of Office and Vacancies.

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The officers of the Association will be elected annually from within and by the Board of Directors at the first meeting of the Board of Directors held after the annual meeting of the Members. A vacancy in any office arising because of death, resignation, removal, or otherwise may be filled by the Board of Directors for the unexpired portion of the term.

Section 3. Removal.

Any officer may be removed by a majority vote of the Board of Directors, at a duly called meeting of the Board, at which a quorum is present, whenever in its judgment the best interests of the Association will be served thereby.

Section 4. Powers and Duties.

The officers of the Association each have such powers and duties as generally pertain to their respective offices, as well as such powers and duties as may from time to time be specifically conferred or imposed by the Board of Directors. The Chief Executive Officer of the Association is the President. The Treasurer has primary responsibility for the preparation of the budget, and, with the approval of the Board of Directors, may delegate all or part of the preparation and notification duties to a finance committee, or a management agent.

Section 5. Resignation.

Any officer may resign at any time by giving written notice to the Board of Directors, the President, or the Secretary. Such resignation will be effective on the date of the receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation is not necessary to make it effective.

Section 6. Agreements, Contracts, Deeds, Leases, Etc.

All agreements, contracts, deeds, leases, and other instruments of the Association must be executed by at least one (1) officer or by such other person or persons as may be designated by resolution of the Board of Directors.

Section 7. Checks.

All checks must be signed by at least two (2) officers or Directors or by such other person or persons as to be designated by the Board of Directors. The Board of Directors may authorize that checks for less than \$500.00 only require the signature of one (1) officer or Director.

Section 8. Compensation.

No officer may receive any compensation from the Association for acting in such capacity.

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## ARTICLE V. Committees

Committees are hereby authorized to perform such tasks and to serve for such periods as may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Such committees will perform such duties and have such powers as may be provided in the resolution creating same. Each committee must be composed and operate in accordance with the terms of the resolution of the Board of Directors designating the committee or with rules adopted by the Board of Directors.

## ARTICLE VI. Miscellaneous

### Section 1. Fiscal Year.

The fiscal year of the Association is the calendar year.

### Section 2. Parliamentary Rules.

Robert's Rules of Order (current edition) govern the conduct of Association proceedings when not in conflict with Texas law, the Certificate of Formation, the Declaration, or these Bylaws.

### Section 3. Conflicts.

If there are conflicts or inconsistencies among the provisions of Texas law, the Declaration, the Certificate of Formation, these Bylaws, and/or any Rules and Regulations of the Association, the provisions of Texas law, the Declaration, the Certificate of Formation, the Bylaws, and the Rules and Regulations of the Association (in that order) prevail.

### Section 4. Books and Records.

Books and records of the Association must be retained by the Association in accordance with the Association's Records Retention Policy. Each Member or Member's designated representative has a right to either inspect the requested books and records before obtaining copies or to have the Association forward copies of the requested books and records in accordance with the Association's recorded Open Records Policy. Provided that, this provision does not require the Association to release or allow inspection of books and records that are not required by law to be released or inspected, as set forth in the Association's recorded Open Records Policy. Every Director has the absolute right at any reasonable time to inspect all books, records, and documents of the Association. The right of inspection by a Director includes the right to make copies of documents at the reasonable expense of the Association; provided that, the Association is not obligated to bear the expense of providing more than one (1) copy of any document to a Director.

### Section 5. Audit.

After the expiration of the Development Period, an audit of the accounts of the Association must be performed by a qualified, independent certified public accountant as frequently as deemed necessary by the Board of Directors, but not less frequently than once every other year. Each audit must be in accordance with generally accepted auditing standards to obtain reasonable assurance that the Association's financial statements are free of material misstatements, to assess accounting principles used, and to evaluate the overall financial statement presentation. A more comprehensive audit may be performed in any given year as deemed necessary or appropriate by the Board.

Section 6. Indemnification.

The Association must indemnify a director, officer or committee member who was, is or is threatened to be named as a defendant or respondent in a proceeding to the extent indemnification is consistent with the Texas Business Organizations Code, as it now exists or may hereafter be amended.

Section 7. Amendment.

Until the expiration of the Development Period, these Bylaws may be amended by a majority vote of the Board of Directors. After the expiration of the Development Period, these Bylaws may be amended by the affirmative vote of a majority of the Members present, in person or by proxy, and voting at a meeting of the Members called for that purpose at which a quorum is present. Notice of a proposal to amend the Bylaws, together with the identity of the section of the Bylaws to be amended and the wording of the proposed amendment must be included with the notice of the meeting to be sent to the Members.

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CERTIFICATION

I, the undersigned, being the Secretary of the Association, do hereby certify that at a meeting of the Board of Directors of the Association duly called and held on the 12<sup>th</sup> day of October, 2016, with all of the Directors being present and remaining throughout, and being duly authorized to transact business, the foregoing "Bylaws of Bridlecreek Community Association, Inc." was duly approved by the vote of at least a majority of the members of the Board of Directors in attendance.

IN WITNESS WHEREOF, I have hereunto subscribed my name on the date shown below but made effective as of the date approved by the Board of Directors, as specified above.

BRIDLECREEK COMMUNITY ASSOCIATION, INC.

Date: 10/12/2016

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

Printed Name: Tim Fitzpatrick

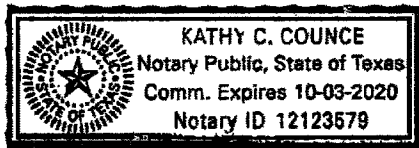
Its: Secretary

THE STATE OF TEXAS §

COUNTY OF HARRIS §

BEFORE ME, the undersigned notary public, on this day personally appeared Tim Fitzpatrick, Secretary of Bridlecreek Community Association, Inc., known 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 purpose and in the capacity therein expressed.

SUBSCRIBED AND SWORN TO BEFORE ME on this the 12<sup>th</sup> day of October, 2016, to certify which witness my hand and official seal.



Kathy C. Counce  
Notary Public - State of Texas

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# Pages 30  
04/07/2017 09:21 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
STAN STANART  
COUNTY CLERK  
Fees \$128.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

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.



*Stan Stanart*

COUNTY CLERK  
HARRIS COUNTY, TEXAS

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