

NOTICE
D

FIRST SUPPLEMENTAL
NOTICE OF DEDICATORY INSTRUMENTS
FOR
THE WOODGROVE CONDOMINIUM ASSOCIATION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

The undersigned, being the authorized representative of The Woodgrove Condominium Association, a property owners' association as defined in Section 202.001 of the Texas Property Code (the "Association"), hereby supplements the "Notice of Dedicatory Instruments for The Woodgrove Condominium Association" ("Notice") recorded in the Condominium Records of Harris County, Texas on October 25, 2011 under Film Code No. 211105, which Notice was filed for record for the purpose of complying with Section 202.006 of the Texas Property Code.

1. Additional Dedicatory Instruments. In addition to the Dedicatory Instruments identified in the Notice, the following document is a Dedicatory Instrument governing the Association:
 - Rules and Regulations of The Woodgrove Condominium Association

This First Supplemental Notice is being recorded in the Official Public Records of Real Property 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 First Supplemental Notice is true and correct and the document attached to this First Supplemental Notice is a true and correct copy of the original.

Executed on this 16th day of September, 2013.

THE WOODGROVE CONDOMINIUM ASSOCIATION

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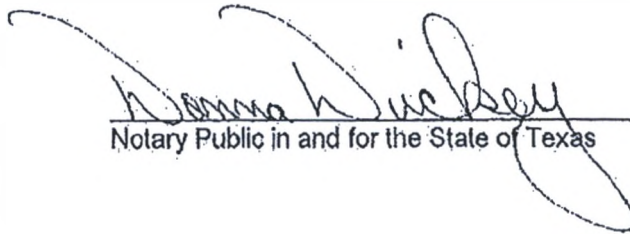
By: Rick S. Buller
Rick S. Buller, authorized representative

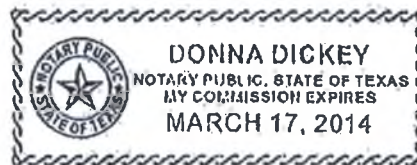
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THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned notary public, on this day personally appeared Rick S. Butler, authorized representative of The Woodgrove Condominium Association, 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 16th day of September, 2013, to certify which witness my hand and official seal.


Notary Public in and for the State of Texas



Return to:
Rick S. Buller
BUTLER | HAILEY
8901 Gaylord Drive, Suite 100
Houston, Texas 77024
243770

RULES AND REGULATIONS
OF
THE WOODGROVE CONDOMINIUM ASSOCIATION

c/o KRJ Management, Inc.
1800 Augusta, Ste. 200
Houston, Texas 77057
713-783-4640

These Rules and Regulations were duly promulgated and adopted by the Board of Directors of The Woodgrove Condominium Association (the "Association") pursuant to the authority granted to the Board in Article III, Section 3, of the Bylaws of the Association. Each owner and occupant of a unit in the development is required to comply with these Rules and Regulations. Further, it is the owner's responsibility to ensure that each tenant or other person occupying the owner's unit receives a copy of these Rules and Regulations. If any provision in these Rules and Regulations conflicts with a provision in the rules and regulations set forth in Article VII, Section 8, of the Bylaws, the provision in this document shall prevail.

GATES

- DO NOT AT ANY TIME ENTER THROUGH THE EXIT GATE OR EXIT THROUGH THE ENTRANCE GATE. This has become a serious, ongoing problem. Gate damage has occurred on several occasions. And, using gates in an improper manner creates traffic flow problems for residents and guests.

Fine: \$100.00 per incident

PARKING

- Parking is restricted to designated areas only! Vehicles that are illegally parked will be towed at the vehicle owner's expense. Parking a vehicle in another resident's assigned parking space or in the driveway is prohibited and may also result in towing.
- The owner or occupant of a unit may not park more than two (2) vehicles within the development at any given time. Each vehicle must be operable and properly display all required, current licenses and inspection stickers. No vehicle may be stored within the Woodgrove development. DUE TO LIMITED GUEST PARKING, THE OWNER OR OCCUPANT OF A UNIT MUST PARK ONE OF HIS/HER VEHICLES IN THE SPACE ASSIGNED TO THE UNIT.
- Vehicle repairs within the development are prohibited.
- Commercial vehicles and recreational vehicles are prohibited as set forth in Addendum "A" to these Rules and Regulations.
- Jet skis, boats, and trailers of all kinds are prohibited within the development at all times.

Fine: \$50.00 per incident

PATIO/BALCONY

- The only items that may be placed on patios or balconies are living and artificial plants (not to exceed five (5) feet in height), patio furniture and very small barbecue grills.

Barbecue grills must be able to be carried by one person. When in use, a barbecue grill must be located at least ten (10) feet from a building per City of Houston ordinance.

- Barbecuing is not allowed in the pool area.
- Plants and pots are not allowed on stairs or landings.
- Residents are not permitted to hang garments, towels, rags, rugs, or any similar items from a window, within a patio or balcony, or over a stairway or railing.
- Pots with live plants which are placed on a fence must have protective overflow dishes beneath them to prevent dripping and wood rot.

Fine: \$50.00 per incident

PETS

- Only one (1) pet not exceeding forty (40) pounds is allowed in a unit. Only animals commonly recognized as household pets are allowed within the development.
- Pets must be on a leash at all times when outside the unit. Compliance with the City of Houston leash law is required.
- Animals are to be taken to the grass area at the back southwest corner of the development for walking. This is the only area within the development in which an animal may be walked.
- Animal feces are to be immediately removed by the pet owner from common areas and disposed of in a proper manner.
- No animal is allowed in the pool area or a courtyard.
- Cats are not permitted to roam in the common area at any time. A resident who owns a cat is required to at all times maintain an indoor litter box for the cat.
- Feeding wild animals within the development, such as squirrels or birds, is prohibited.

Fine: \$50.00 per incident

POOL

- Pool hours are from 8:00 a.m. until 10:00 p.m. The use of the pool at other times is prohibited.
- The pool is for use by residents and their guests; a resident shall not have more than two (2) guests at the pool at any given time.
- Proper swimwear is required at the pool. No tee shirts, cut-off jeans or thong swimsuits.

- Glass containers or other glass items are not permitted in the pool area.
- Cooking within the pool area is prohibited.
- Children fourteen (14) years of age and younger must at all times be accompanied by a parent or adult guardian.
- Running and reckless activities in the pool area are prohibited.
- Do not touch or disturb the emergency equipment.
- ALCOHOLIC BEVERAGES ARE PROHIBITED AT ALL TIMES IN THE POOL AREA.

Fine: \$50.00 per Incident

TRASH

- Trash service is on Tuesday, Thursday, and Saturday of each week (except holidays). Place all trash, other than prohibited items, in the dumpster. Please break down ALL boxes.
- The following items are prohibited from being placed in a dumpster: stone, brick, any type of cement or concrete item, any type of propane or gas tank or canister, any type of construction material, any material commonly recognized to be hazardous to humans or the environment, any appliance or other item that may contain freon, and any automobile part.
- Household trash shall not be placed in the receptacles at the pool.
- Trash shall not be kept or stored in patios or on balconies.

Fine: \$50.00 per incident

NOISE

- No unreasonably loud or objectionable noises are permitted within the Woodgrove development. Residents shall not slam doors or allow sound equipment, radios, car alarms, or vehicle engines to operate in a manner that unreasonably disturbs surrounding neighbors. Residents work at different times; please be considerate of your neighbors with respect to noise.

Fine: \$50.00 per incident

SIGNS

- Only one (1) sign advertising a unit For Sale or For Lease is permitted to be displayed in a window. A For Sale or For Lease sign shall not exceed fifteen (15) inches in height and fifteen (15) inches in width. No signs or posters of any nature are permitted anywhere in or around the Woodgrove development.

Fine: \$50.00 per incident

MAINTENANCE

- Report all common area maintenance issues to Bitsy Muse at KRJ Management at 713-783-4640 or email her at bltsym@krjmanagement.com

- Interior maintenance is the responsibility of the owner.

ANTENNAS

- See the Rules and Regulations relating to antennas attached hereto as Addendum "B".

Fine: As provided in Addendum "B"

MOVING COMPARTMENTS

- No compartment for moving or storing personal property of the owner or occupant of a unit (such as, by way of example and not in limitation, a Pod) shall be placed or kept within the development overnight. A compartment for moving or storing personal property of the owner or occupant of a unit is permitted within the development only for loading and unloading, but then only if it is not placed or kept within the development overnight.

Fine: \$100.00 per incident

MISCELLANEOUS

- The use of bicycles, skates, skateboards, or roller blades within the development is prohibited.
- Washing a vehicle in or around the common area is prohibited.

Fine: \$50.00 per incident

FINES

- Upon a violation of these Rules and Regulations, the owner shall be notified in writing by certified mail, return receipt requested, at the last known mailing address of the owner according to the records of the Association. The notice shall identify the violation, provide a reasonable period to cure the violation and avoid the fine, and notify the owner of his/her right to request a hearing before the Board of Directors [unless notice and the opportunity to request a hearing for the same or a similar violation was given to the owner within the preceding twelve (12) months]. Whether or not the owner responds, if the violation continues to exist five (5) days after the date of the Association's written notice, the owner will be subject to a fine in the amount specified in these Rules and Regulations, plus \$10.00 for each day that the violation of these Rules continues to exist.

Please respect the privacy of the other residents in Woodgrove. Living in this type of close community requires that everyone practice discipline and courteousness toward their neighbors. Compliance with these rules will make Woodgrove a more pleasant and attractive living environment for ALL residents.

If you have any questions or simply do not understand any of the above restrictions, please contact Betsy Muse at the above number or email address.

237649

ADDENDUM "A"
RULES AND REGULATIONS
RELATING TO COMMERCIAL AND RECREATIONAL VEHICLES

I.
COMMERCIAL (OVERSIZED) VEHICLES

A. No vehicle may be parked or stored in The Woodgrove development if it exceeds one or more of the following limitations:

<u>Overall Length</u>	228 inches (19 feet)
<u>Width</u>	80 inches (6 feet + 8 inches)
<u>Height</u>	84 inches (7 feet)
<u>Gross Vehicle Weight Rating (GVWR)</u>	8,600 pounds

A vehicle's GVWR is listed on the sticker located on the inside of the driver's door.

B. The permissible size and weight limitations are meant to prohibit the parking and storage of vehicles and equipment that are not consistent with amenities and other characteristics people usually associate with condominium residential living. The vehicles prohibited by the size and weight limitations are full-size vans and commercial vehicles, which are designed or used primarily to transport equipment, merchandise, goods or other cargo rather than people. The size and weight limitations prohibit trucks, trailers, vans and other similar vehicles and equipment, but only those of certain size and weight. The presence of these vehicles in the Woodgrove development generally detracts from its character as "a first class residential condominium project". They are needless eyesores. They also tend to block views, interfere with parking by residential unit owners and tenants and their guests, create unreasonable safety and security risks and negatively impact the aesthetics and market value of the overall project and individual residential units -- and in some instances they actually create a nuisance. As these vehicles were designed and are used primarily for non-residential activities, they do not belong within the Woodgrove development.

C. The size and weight limitations do not restrict the parking of automobiles, sports utility vehicles (including Suburbans and other comparably sized SUVs), mini-vans or light pick-up trucks. Woodgrove's current parking spaces (both covered parking and visitor parking) will accommodate all vehicles that comply with the size and weight limitations.

D. The size and weight limitations do not apply to official police and emergency vehicles or to delivery trucks or service or contract vehicles temporarily on site for the sole purpose of making deliveries or providing maintenance, repair or remodeling services to the Association or to individual unit owners.

E. In addition to the prohibition of vehicles that exceed one or more of the length, width, height and gross vehicle weight rating limitations set forth in paragraph A, above, no vehicle, regardless of size and weight, that displays any type of business or commercial signage, logo, advertising or icon may be parked or stored in the Woodgrove development except a vehicle of a third party service provider and then only during the period that services are being provided to the owner or occupant of a unit.

II.

RECREATIONAL VEHICLES

A. No recreational vehicle, regardless of size or weight, may be parked or stored in the Woodgrove development. For this purpose, "recreational vehicle" includes, without limitation, motor homes, RVs, campers, tent trailers, all-terrain vehicles, go-carts, dune buggies, boats, boat trailers, house boats, jet skis, golf carts and trailers used in transporting or storing recreational vehicles. However, bicycles, motorcycles, mopeds, mini-mikes and scooters are not considered a recreational vehicle for this purpose so long as they are (i) operable, (ii) registered with the Texas Department of Transportation (if required by law) and (iii) parked in the covered parking spaces of the respective owners.

B. No mobile home, house trailer, outdoor storage shed, portable storage container or utility trailer, regardless of size or weight, may be parked, kept or stored in the Woodgrove development.

ADDENDUM "B"

RULES AND REGULATIONS
RELATING TO ANTENNAS

I.
DEFINITIONS

A. Antenna: Any device used for the reception of video programming services, including direct broadcast satellite ("DBS"), television broadcast, and multipoint distribution service ("MDS") or use video programming is a reception Antenna, provided it meets FCC standards for radio frequency emission. Cabling, supports, guy wires, conduits, wiring, fasteners, or other accessories necessary for the proper installation, maintenance and use of an Antenna shall be considered part of the Antenna.

B. Mast: Any structure to which an Antenna is attached that raises the Antenna height.

C. Transmission-Only Antenna: Any Antenna used solely to transmit radio, television, cellular or other signals.

D. Owner: A person, firm, corporation, partnership, association, trust or other legal entity, or any combination thereof, who or which is the record owner of fee simple title to one or more of the Condominium Units in the Project. For the purpose of these Rules only, Owner includes a tenant, lessee or other person or entity occupying a Condominium Unit with the permission and consent of the Owner thereof.

E. Telecommunication's Signals: The signals received by DBS, television broadcast and MDS Antennas.

F. Exclusive-Use Area: A Limited Common Element to which an Owner has a direct or indirect ownership interest and that is designed for the exclusive use of the said Owner as designated, delineated and defined in the Declaration and the survey plats, bylaws and exhibits attached thereto. Limited Common Elements consist of the parking space(s), balcony, patio and, storage room assigned to a Condominium Unit.

G. Common Ownership Area: All General Common Elements of the Project as described, delineated and defined in the Declaration, including specifically, but not limited to the roofs, chimneys and exterior walls of the buildings (excluding, for the purposes of these Rules only, the interior walls of a patio or balcony).

II.
INSTALLATION RULES

A. Antenna size and type:

1. DBS Antennas that are one (1) meter or less in diameter may be installed. Antennas designed to receive satellite signals which are larger than one (1) meter in diameter are prohibited.

2. MDS Antennas that are one (1) meter or less in diameter may be installed; MDS Antennas which are larger than one (1) meter in diameter are prohibited.

3. Antennas, other than DBS and MDS Antennas and other types of satellite dishes referenced in Paragraphs II.A.1 and II.A.2., above, designed to receive television broadcast signals, regardless of size, may be installed.

4. Installation of Transmission-Only Antennas are prohibited.

5. All Antennas not covered by FCC regulations are prohibited.

6. An Owner may install no more than one (1) Antenna for each type of service covered by the FCC regulations.

B. Location

1. Antennas may only be installed in the locations specified in this paragraph and then only per the required order. Installation of an Antenna on a Limited Common Element does not convert the Limited Common Element into individually owned property. The locations for installing an Antenna, in the required order, are as follows:

- a. If an acceptable quality signal can be received by installing the Antenna inside the Owner's Condominium Unit without unreasonable delay or unreasonable cost increase, then outdoor installation is prohibited and the Antenna must be installed inside the Owner's Condominium Unit.
- b. If an acceptable quality signal cannot be received by installing the Antenna inside the Owner's Condominium Unit without unreasonable delay or unreasonable cost increase, then the Antenna may be installed in the Owner's Exclusive Use Area.
- c. If an acceptable quality signal cannot be received by installing the Antenna in the Owner's Exclusive Use Area without unreasonable delay or unreasonable cost increase, then the Antenna may be installed on the roof of the building in which the Owner's unit is located in close proximity to the air handler.

2. Antennas shall not encroach upon any of the General Common Elements (except as expressly permitted in paragraph 1.C. above), any other Owner's Condominium Unit or Limited Common Element appurtenant thereto, or the air space of another Owner's Limited Common Element.

3. Antennas shall be located in a place shielded from view from outside the Project or from other Condominium Units within the Project to the maximum extent possible.

C. Installation on Exclusive Use Areas:

1. Antennas shall be no larger nor installed higher than is absolutely necessary for the reception of an acceptable quality signal.

2. All installations shall be completed in such a manner so as to not materially damage the General Common Elements, the Limited Common Elements or the Individual Condominium Units, or void any warranties in favor of the Association or other Owners, or in any way impair the structural integrity of the building.

3. Any installer other than the Owner shall provide the Association with an insurance certificate listing the Association as a named insured prior to installation. Insurance shall meet the following minimum limits:

- a. Contractor's General Commercial Liability (including completed operations):
\$1,000,000.00.
- b. Worker's Compensations: Statutory limits.

The purpose of this regulation is to ensure that Antennas are installed in a manner that complies with all applicable building and safety codes and manufacturer's instructions. Improper installation could cause damage to structures, posing a potential safety hazard to Association residents.

4. Antennas must be secured so they do not jeopardize the soundness or safety of any structure or the safety of any person at or near the Antennas, including, but not limited to, damage from wind velocity.

5. There shall be no penetrations of exterior Exclusive-Use Areas of the building unless it is necessary to receive acceptable quality signal or it would unreasonably increase the cost of Antenna installation. The following devices shall be used unless they would prevent an acceptable quality signal or unreasonably increase the cost of Antenna installation, maintenance or use:

- a. Devices that permit the transmission of Telecommunications Signals through a glass pane without cutting or drilling a hole through the glass pane.
- b. Devices, such as ribbon cable, which permit the transmission of Telecommunications Signals into a residence through a window or door without penetrating the wall.
- c. Existing wiring for transmitting Telecommunications Signals and cable service signals.

6. If penetration of the exterior walls of the Exclusive-Use Area is necessary to receive an acceptable quality signal or avoid unreasonably increasing the cost of installation, the penetration shall comply with industry standards and building codes. The purpose of this regulation is to prevent damage to the building and residences from moisture.

7. Installation of Antennas shall only occur between the hours of 8:00 a.m. and 6:00 p.m.

D. Maintenance:

1. Owners who install or maintain Antennas are responsible for all associated costs, including, but not limited to costs to:

- a. Install, repair, maintain, replace, move or remove Antennas.
- b. Repair damage to any property caused by Antenna installation, maintenance or use.
- c. Pay medical expenses incurred by persons injured by Antenna installation, maintenance or use.
- d. Reimburse residents or the Association for damage caused by Antenna installation, maintenance or use.
- e. Restore Antenna installation sites to their original conditions.

2. An Owner shall not permit his/her Antenna to fall into disrepair or to become a safety hazard. Owners shall be responsible for Antenna maintenance, repair and replacement, and the correction of any safety hazards.

3. If an Antenna becomes detached, the Owner shall secure the Antenna or remove the Antenna within 72 hours of the detachment. If the detachment threatens safety, the Association may remove the Antenna without liability to, and at the sole expense of, the Owner, which expense shall be charged to the Owner's assessment account after notice and an opportunity for hearing in accordance with Section 82.102(d) of the Texas Property Code. The Association shall not be liable for any damage to an Antenna caused by Association's removal of the Antenna.

4. The Owner shall be responsible for repainting or replacing the Antenna if the exterior surface of the Antenna deteriorates.

E. Safety:

1. Antennas shall be installed and secured in a manner that complies with all applicable state and local laws, ordinances and regulations, and manufacturer's instructions. Prior to installation, the Owner shall provide to the Association a copy of any required applicable government permit.

2. Unless the applicable laws, ordinances and regulations require a greater separation, Antennas shall not be placed within twelve (12) feet of power lines (above ground or buried). The purpose of this requirement is to prevent injury or damage resulting from contact with power lines.

3. Antennas shall not obstruct access to or from any Condominium Unit, walkway, ingress or egress from an area, electrical service equipment, or any other areas necessary for the safe operation of the Project. The purpose of this requirement is to ensure the safety of residents and personnel and safe and easy access to the development.

4. Installation must comply with all applicable codes, take aesthetic considerations into account, and minimize the impact to the exterior and structure of the Owner's Condominium Unit.

5. To prevent electrical and fire damage, Antennas shall be permanently grounded.

6. Exterior Antenna wiring shall not be installed so as to hang in mid air. The purpose of this requirement is to protect persons near and around Antennas and such exterior Antenna wiring from injury.

III.

ANTENNA CAMOUFLAGING

A. Antennas shall be painted to match the color of the structure to which they are installed, provided that such painting does not interfere with reception or impair the ability to receive a signal.

B. If an Antenna is visible from the street or other Condominium Units, camouflaging the Antennas through inexpensive screening or plants is required, provided that such screening does not interfere with reception or impair the ability to receive a signal; provided, however, the said screening or plants must be approved in accordance with the architectural control provisions of the Declaration.

C. Exterior Antenna wiring shall be installed so as to be minimally visible, and meet the requirements set forth in II.C.2. herein above.

IV.

MAST INSTALLATION

Since the installation of an Antenna on the roof of a building is allowed by the Association, subject to the provisions of II.B, but not required by applicable FCC regulations, the use of a mast for an Antenna is prohibited.

V.

ANTENNA REMOVAL

Upon the removal of an Antenna, the area in which the Antenna was located must be restored to its original condition. The Owner shall be responsible for all costs relating to restoration of the area in which the Antenna was located.

VI.

ASSOCIATION MAINTENANCE OF LOCATIONS UPON WHICH ANTENNAS ARE INSTALLED

A. If an Antenna is installed on property that is maintained by the Association, the Owner shall be responsible for the maintenance of the Antenna, even Antennas shall not be installed in a manner that will result in increased maintenance costs for the Association or for other residents. If increased maintenance or damage occurs, the Owner is responsible for all such costs, and all such costs shall be added to the

assessment account of such Owners, after notice and opportunity for a hearing in accordance with Section 82.102(d) of the Texas Property Code.

B. If maintenance requires the temporary removal of an Antenna, the Association shall provide to the Owner ten (10) days written notice. Owners shall be responsible for removing or relocating Antennas before maintenance begins and replacing Antennas afterward. If the Antennas are not removed in the required time, then the Association may do so, without liability and at the Owners' sole cost and expense, which cost and expense shall be added to the Owners' assessment account after notice and an opportunity for hearing in accordance with Section 82.102(d) of the Texas Property Code. The Association is not liable for any damage to Antennas caused by Association removal.

VII. NOTIFICATION PROCEDURES

A. Any Owner desiring to install an Antenna must complete and submit a notification form (in the form attached hereto, marked Exhibit "A") to the Board of Directors of the Association in care of the Association's Managing Agent or such other place as the Board of Directors may direct by notice to all Owners. The notification form shall be so submitted prior to the actual installation of the Antenna. The notification form shall be used to ensure compliance with all safety objectives of these rules.

B. If the installation is routine, the installation may begin immediately after such notification has been delivered, provided that installation is in accordance with these Rules

C. If the installation is not routine (i.e., it fails to comply with one or more of the above restrictions) for any reason, installation may not proceed until the Owner has met with the Board of Directors to discuss installation methods. Such meeting shall be scheduled at a mutually convenient time place, but in no event shall such meeting be held later than the tenth (10th) business day following the receipt of the notification by the Board of Directors unless the Owner consents in writing to a later time for such meeting.

D. This notification procedure shall apply only to the installation of Antennas. All other alterations and improvements requiring advance written approval of the Association's Board of Directors shall still require such approval in accordance with the terms and provisions of the Declaration, the Condominium Bylaws and the Association Bylaws.

VIII. INSTALLATION BY TENANTS

These Rules shall apply in all respects to tenants.

IX. ENFORCEMENT

If these Rules are violated or if Antenna installation poses a serious, immediate safety hazard, the Association, after notice in accordance with the Rules and Regulations of The Woodgrove Condominium Association, may impose a fine in the

amount of \$50.00 for each violation. If the violation is not corrected within a reasonable length of time, additional fines of \$10.00 per day will be imposed for each day that the violation continues. The Association shall be entitled to recover reasonable attorney's fees, costs and expenses incurred in the enforcement of these Rules. In addition, if the violation continues to exist upon the expiration of thirty (30) days from the date of the Association's notice to the Owner, the Association shall have the authority to remove the Antenna without liability to the Owner. All costs incurred by the Association which relate to the removal of an Antenna shall be charged to the Owner. The authority to remove an Antenna is a remedy in addition to, not in lieu of, the imposition of fines.

X.
SEVERABILITY:

If any provision of these Rules is determined to be invalid, the remainder of these Rules shall remain in full force and effect.

EXHIBIT "A"
AGREEMENT

Owner/Resident: _____
Unit No. /Address: _____
Date: _____

I, the undersigned owner/resident acknowledge receipt of the "Rules and Regulations Relating to Antennas" for The Woodgrove Condominium Association, a Texas non-profit corporation (the "Association"). With regard to such Rules, I agree as follows:

1. That I will comply with and abide by such Rules.
2. That I understand and agree that I have or will install and operate the satellite dish and /or Antenna at my own risk, and that I will be liable for any injury, damage, or loss to persons or property caused by or resulting from the installation, operation, and removal of my satellite dish and/or Antenna, and that I will be responsible for, and agree to reimburse the Association or any other person for any personal injury or damage occurring to the Association, residents of The Woodgrove, personnel of the Association, common property, or other residents property. In such regard, I hereby agree to INDEMNIFY AND HOLD HARMLESS the Association (and its directors, officers, managers, employees, agents, etc.) from any and all. claims, demands, debts, liens, liabilities, costs, expenses, attorneys fees, any causes of action (including claims for contribution and indemnity) suits, judgments and any other damages whatsoever and of any nature which may arise or result from the installation, operation, and removal of the satellite dish and/or Antenna.
3. To additionally ensure that I am able to pay damages in the event that the installation, operation, and removal of my satellite dish and/or Antenna causes any injury or damage to persons or property, I acknowledge and agree to purchase and maintain liability insurance for as long as I have my satellite dish and/or Antenna at the property and provide proof to the Association of such liability insurance.

Owner/Resident: _____

Witness: _____

ER 049 - 47 - 2460

20130476857
Pages 17
09/17/2013 10:37:37 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
STAN STANART
COUNTY CLERK
Fees 76.00

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

**SECRETARY'S CERTIFICATE
THE WOODGROVE CONDOMINIUM ASSOCIATION
A Texas Non-Profit Corporation**

Resolution Regarding Payment Agreements

The undersigned, being the duly elected, qualified and acting Secretary of The Woodgrove Condominium Association, a Texas non-profit corporation (the "Association"), and the keeper of the minutes and records of the said corporation, does hereby certify that the following is a true and correct resolution of this corporation as adopted by the Board of Directors (the "Board") at a duly called meeting held on 6-19-19, 2019.

WHEREAS, the Association is responsible for governance and maintenance of The Woodgrove Condominium Association as described in the "Condominium Declaration for Woodgrove" filed under County Clerks File Number G063431 the Condominium Records of Harris County, Texas and any and all amendments thereto (the "Declaration").

WHEREAS, the Association exists pursuant to state law and its governing documents; and

WHEREAS, the Association is authorized to adopt and enforce reasonable rules and regulations in the interest of the community, pursuant to state and its governing documents; and

WHEREAS, there is a need for a policy with regard to payment agreements administered by Management on behalf of The Woodgrove Condominium Association,

AND WHEREAS, the Board of Directors of The Woodgrove Condominium Association, wish to make this policy a matter of record,

NOW THEREFORE, BE IT RESOLVED, the Board of Directors on behalf of The Woodgrove Condominium Association sets the policy as follows:

- An owner who is delinquent in the payment of assessments or any other charges on their account may enter into a payment agreement with the Association to pay the debt without incurring additional penalties. However, the owner will be subject to payment of reasonable costs associated with administering the payment agreement.
- The minimum term of the payment agreement will be three (3) months, the maximum term of the payment agreement will be twelve (12) months.

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- The fee to administer the payment agreement will be a flat fee of \$25.00 per month, such cost will be added to the total amount due and paid in accordance with the payment agreement. The payment agreement fees collected from the owner will be reimbursed by the Association to the Management Company for the time associated with administering the agreement.
- In addition to the installment payments and administrative costs under the agreement, the owner will also be required to pay the regular accruing monthly assessment prior to delinquency.
- Failure to pay any of the installments agreed to by their due date or failure to pay the regular monthly assessment prior to delinquency may result in the payment plan being revoked and withdrawn and the Association will be entitled to proceed with further collection and legal action.
- If an owner fails to honor the terms of a payment agreement within a two year period, the owner may not be eligible for another payment agreement.

V.J. Dispenza, Secretary
V.J. DISPENZA, Secretary for
 The Woodgrove Condominium Association
 a Texas Non-Profit Corporation

6-19-19
 Date

10/1/19

THE STATE OF TEXAS §
 §
 COUNTY OF HARRIS §

KNOW ALL MEN BY THESE PRESENTS:

This instrument was acknowledged before me on the 19 day of June, 2019, by V.J. Dispenza, Secretary of The Woodgrove Condominium Association, a Texas non-profit Corporation, on behalf of said corporation.



Kelly Futral
 Notary Public in and for the State of Texas

Record and Return to: THE WOODGROVE CONDOMINIUM ASSOCIATION
 c/o Creative Management Company
 8323 Southwest Freeway, Suite #330
 Houston, TX 77074

✓

FILED FOR RECORD

8:00:00 AM

Thursday, June 27, 2019

Diane Gantman

COUNTY CLERK, HARRIS COUNTY, 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

Thursday, June 27, 2019

Diane Gantman

COUNTY CLERK
HARRIS COUNTY, TEXAS



**SECRETARY'S CERTIFICATE
THE WOODGROVE CONDOMINIUM ASSOCIATION
A Texas Non-Profit Corporation**

Resolution Regarding Assessments for Violation of Rules & Regulations and Deed Restrictions

The undersigned, being the duly elected, qualified and acting Secretary of The Woodgrove Condominium Association, a Texas non-profit corporation (the "Association"), and the keeper of the minutes and records of the said corporation, does hereby certify that the following is a true and correct resolution of this corporation as adopted by the Board of Directors (the "Board") at a duly called meeting held on 6-19-19, 2019.

WHEREAS, the Association is responsible for governance and maintenance of The Woodgrove Condominium Association as described in the "Condominium Declaration for Woodgrove" filed under County Clerks File Number G063431 the Condominium Records of Harris County, Texas and any and all amendments thereto (the "Declaration").

WHEREAS, the Association exists pursuant to state law and its governing documents; and

WHEREAS, the Association is authorized to adopt and enforce reasonable rules and regulations in the interest of the community, pursuant to state and its governing documents; and

WHEREAS, there is a need for a policy with regard to assessments for violation of the rules and regulations and deed restrictions of The Woodgrove Condominium Association,

AND WHEREAS, the Board of Directors of The Woodgrove Condominium Association, wish to make this policy a matter of record,

NOW THEREFORE, BE IT RESOLVED, the Board of Directors on behalf of The Woodgrove Condominium Association sets the policy as follows:

The unit owner will be sent a First Notice upon inspection of a said violation requesting immediate cure of same. If the matter is not cured immediately, the unit owner will be sent a Second Notice;

The Second Notice will advise the unit owner that he has the right to request a hearing before the Board of Directors. Said request for a hearing must be received in writing within 30 days from the date of the letter. It will also advise him that a violation assessment ranging from \$25.00 to \$200.00 will be imposed if the violation is not cured. If said violation is not cured within 30 days, the unit owner will be sent a Third Notice;

The Third Notice will impose a violation assessment in the amount of \$50.00 for each infraction of the Deed Restrictions for The Woodgrove Condominium Association;

The Fourth Notice will impose a violation assessment in the amount of \$100.00 for each infraction of the Deed Restrictions for The Woodgrove Condominium Association;

The Fifth Notice, and each notice thereafter, will impose a violation assessment in the amount of \$200.00 for each infraction of the Deed Restrictions for The Woodgrove Condominium Association

Should the violation not be cured after processing the Fifth Notice, the Unit and Violation will be discussed among the Members of the Board at a Board of Directors Meeting in order to determine the next step to be taken in deed restriction enforcement.

If said violation is not cured upon imposing the initial violation fine, the Association will follow through with any remedy available to have the violation corrected, this will include, but not be limited to, employing an attorney to file a lawsuit against the owner.

Payment for all costs incurred will become the responsibility of the owner.

V.J. Dispensa, Secretary
VJ DISPENZA, Secretary for
The Woodgrove Condominium Association
a Texas Non-Profit Corporation

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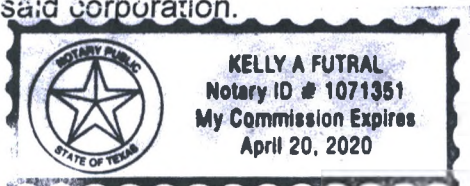
6-19-19

Date

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

KNOW ALL MEN BY THESE PRESENTS:

This instrument was acknowledged before me on the 19 day of June, 2019, by V.J. Dispensa, Secretary of The Woodgrove Condominium Association, a Texas non-profit Corporation, on behalf of said corporation.



Kelly Futral
Notary Public in and for the State of Texas

Record and Return to: The Woodgrove Condominium Association
c/o Creative Management Company
8323 Southwest Freeway, Suite #330
Houston, TX 77074

*Resolution Regarding Assessments for Violation of Rules & Regulations and Deed Restrictions
The Woodgrove Condominium Association*

FILED FOR RECORD

8:00:00 AM

Thursday, June 27, 2019

Diane Mautman

COUNTY CLERK, HARRIS COUNTY, TEXAS

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THE STATE OF TEXAS
COUNTY OF HARRIS

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Thursday, June 27, 2019



Diane Mautman

COUNTY CLERK
HARRIS COUNTY, TEXAS

**CERTIFICATE OF CORPORATE RESOLUTION
THE WOODGROVE CONDOMINIUM ASSOCIATION
(INSURANCE DEDUCTIBLE)**

The undersigned Secretary of The Woodgrove Condominium Association, a Texas non-profit corporation (the "Association"), does hereby certify that at a duly constituted meeting of the Board of Managers of the Association held on August 9, 2020, with at least a majority of the Board of Managers present, the following resolution was duly made and approved by the Board of Managers:

WHEREAS, pursuant Chapter 82 of the TEXAS PROPERTY CODE and that certain "Condominium Declaration for Woodgrove" recorded in Volume 98, Page 94, et seq., of the Condominium Records of Harris County, Texas, together with any and all amendments thereto (the "Declaration"), the Association is responsible for administering the Woodgrove condominium regime, and the covenants, conditions, and restrictions set forth in the Declaration; and

WHEREAS, the Association is required to insure the insurable common elements and units in accordance with the Declaration and applicable law to the extent that such property insurance is reasonably available; and

WHEREAS, the Board of Managers, having considered all relevant factors, and based on its business judgment to secure such insurance on a commercially reasonable basis, has agreed to certain policy deductibles, which the Board has determined to be appropriate and necessary; and

WHEREAS, the Board of Managers is of the opinion that under certain circumstances, in the event of a casualty loss, unit owners should be responsible for the payment of all or portions of the applicable policy deductible(s), and therefore it is necessary to adopt and enforce an equitable policy in regard to the allocation of liability for payment of the applicable deductible; and

WHEREAS, Section 82.111(a) and (b) of the TEXAS UNIFORM CONDOMINIUM ACT ("TUCA") generally provide that the Association must, to the extent reasonably available, obtain and maintain insurance policies covering the buildings, common elements, and units, but need not include improvements and betterments installed by the unit owners; and

WHEREAS, Section 82.111(c) of TUCA provides that if the insurance required by 82.111(a) and (b) of TUCA is not reasonably available, that generally the Association shall cause notice of that fact to be delivered or mailed to all unit owners and lienholders; and

WHEREAS, the Board of Managers has obtained insurance policies required by 82.111(a) and (b) of TUCA, however the Board, having considered all relevant factors and based upon its business judgment, has determined that such insurance is only available with certain commercially reasonable policy deductible(s) applicable to the respective insured risks, and it is reasonable and customary for a condominium association located

in Houston, Harris County, Texas to obtain such insurance with stated policy deductible(s) applicable to the respective insured risks; and

WHEREAS, Section 82.111(k) of TUCA provides that the Association, acting through its Board, may by resolution determine the allocation and responsibility for the payment of the cost of the policy deductible and costs incurred before insurance proceeds are available; and

WHEREAS, the Board of Managers is desirous of, pursuant to this Resolution: (i) notifying all unit owners and lienholders pursuant to 82.111(c) of TUCA that the insurance required by 82.111(a) and (b) has been obtained and shall be maintained with a stated policy deductible, so that while the Association shall procure such insurance covering the buildings, common elements and units, such coverage shall be LESS and EXCEPT such deductible amount; and (ii) pursuant to 82.111(k) of TUCA adopting and enforcing an equitable policy in regard to the allocation of responsibility for payment of the applicable deductible and costs incurred before insurance proceeds are available.

NOW THEREFORE, BE IT RESOLVED THAT:

1. Notice is hereby given to all unit owners and lienholders that the insurance obtained by the Association as required by 82.111(a) and (b) of TUCA has one or more stated deductible(s) applicable to the respective insured risks, and as a result, the insurance obtained by the Association covering the buildings, common elements, and units is for an amount LESS and EXCEPT such deductible amount.
2. If the Association's insurance provides coverage for the loss and the cost to repair the damage to a unit or common elements is **more than the amount of the Association's applicable insurance deductible**, the entire cost of the applicable stated insurance deductible and costs incurred before insurance proceeds are available shall be assessed against the unit owner and the unit owner's unit and paid to the Association by the unit owner under any of the following circumstances:
 - a. if such insured loss was caused by or was the result of the negligence, willful misconduct, or wrongful act of the unit owner, an occupant of the owner's unit, or the unit owner's or occupant's family, guests, employees, contractors, agents, or invitees; or
 - b. if such insured loss was due to an occurrence or condition within the owner's unit which was a result of or arose from (i) the failure or malfunction of any component or item within or forming a part of the owner's unit, whether constituting a fixture (plumbing, electrical, etc.), or appliance, or any item of personal property; or (ii) the failure or malfunction of any item or component for which the unit owner is responsible to maintain, repair, or replace under the Declaration, By-Laws, Rules, or applicable law, all irrespective of any negligence; or

- c. if the cause of the insured loss cannot be determined, but such loss originated wholly within the owner's unit or the limited common elements appurtenant thereto (or from any item for which the unit owner is responsible to maintain, repair, or replace under the Declaration, By-Laws, Rules, or applicable law).

In situations other than those described above, the Association will pay the applicable policy deductible, as a common expense. In accordance with the Association's dedicatory instruments, such common expense may be levied by the Association as an assessment (i.e., special assessment, insurance loss assessment or other type of assessment) against the Units, and the Unit Owners shall be responsible for payment of such assessment.

3. If the cost to repair damage to a unit or common elements covered by the Association's insurance is **less than the amount of the Association's applicable insurance deductible**, then except as provided by Paragraph 4 hereof, in accordance with the provisions of Section 82.111(j) of TUCOA, the party who would be responsible for the repair in the absence of insurance shall pay the cost of the repair of the unit or common elements.
4. Notwithstanding anything to the contrary in Paragraphs 2 and 3 hereof, and consistent with applicable provisions of Paragraph 2 hereof: (i) in accordance with the provisions of Section 82.111(l) of TUCOA, if the damage to a unit or common elements is due wholly or partly to an act or omission of any unit owner or a guest or invitee of the unit owner, the Association may assess the deductible expense and any other expense in excess of the insurance proceeds against the unit owner and the owner's unit; and (ii) a unit owner may also be subject to additional liability pursuant to the provisions of the dedicatory instruments of the Association.
5. The determination of whether a loss is one described in Paragraph 2 or Paragraph 4 above shall be made in the reasonable and sole discretion of the Board of Managers, whose decision shall be final. Sums determined to be payable by the unit owner to the Association as above required shall be payable within ten (10) days after written demand therefore addressed to the unit owner and sent by certified mail/return receipt request to the unit owner's last known mailing address according to the records of the Association, or by personal delivery.
6. Nothing herein shall be construed as to treat the Association's insurance policies as other than primary, or to in any way diminish or modify the coverage provided by the Association's insurance policies. Nothing herein shall be construed or intended to, nor shall same create, any contract for the benefit of any third party or insurer, either voluntarily or by estoppel. Nothing herein shall be construed to extend either insurance coverage or the Association's obligation, with respect to maintenance, repairs, or replacement to a unit and a unit owner's personal property and improvements as set forth in the Declaration, By-Laws, Rules, or applicable law. Nothing herein shall affect the right of a unit owner or insurer to recover sums paid

FILED FOR RECORD

8:00:00 AM

Wednesday, September 23, 2020



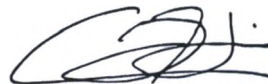
COUNTY CLERK, HARRIS COUNTY, TEXAS

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

Wednesday, September 23, 2020



COUNTY CLERK
HARRIS COUNTY, TEXAS

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THE WOODGROVE CONDOMINIUM ASSOCIATION

STATE OF TEXAS §

§

COUNTY OF HARRIS §

RP-2023-371096
09/27/2023 RP2 \$30.00

WHEREAS, The Woodgrove Condominium Association (the "Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the Condominium Declaration for Woodgrove, recorded under Volume 98, Page 94 in the Condominium Records of Harris County, Texas, as amended; and

WHEREAS, Section 82.102 of the Texas Uniform Condominium Act provides, in part, "the association, acting through its board, may... adopt and amend rules regulating the use, occupancy, leasing or sale, maintenance, repair, modification, and appearance of units and common elements, to the extent the regulated actions affect common elements or other units..."; and

WHEREAS, the Bylaws for the Association state, in part, "[t]he Board of Managers shall be empowered and shall have the duties as follows: (b) To establish, make and enforce compliance with such reasonable house rules as may be necessary for the operation, use and occupancy of this condominium project with the right to amend same from time to time."; and

WHEREAS, in accordance with the Texas Uniform Condominium Act, Declaration and Bylaws of the Association, the Board of Managers ("Board") desires to adopt Rules and Regulations Regarding Leasing.

NOW, THEREFORE, BE IT RESOLVED THAT the Association does hereby adopts the Rules and Regulations Regarding Leasing listed below, which shall run with the land and be binding on all owners, residents, tenants, and Units within The Woodgrove Condominiums.

Rules and Regulations Regarding Leasing

The Board of has approved the following Rules and Regulations Regarding Leasing to facilitate the orderly and fair administration of the leasing of Units, and to seek to ensure the safety and security of all occupants, whether Owners, tenants, or guests.

Each tenant must meet the Tenant Qualification Criteria ("Criteria") specified below to live at The Woodgrove Condominiums.

I. GENERAL RULES FOR LEASING

- A. An Owner or current tenant shall not advertise a Unit for lease for short-term rental. Short-term rental is considered rental of a Unit for a period less than six (6) months.
- B. The leasing of a Unit for short-term rental is prohibited unless the prior consent of the Board is obtained in writing.

- C. A Unit may not be leased for overnight, hotel or transient purposes and may not be advertised for overnight or temporary vacation use.
- D. Less than the entire Unit may not be leased.
- E. Subleasing is prohibited.

II. TENANT QUALIFICATION CRITERIA

- A. Unit Owners intending to lease their Unit(s) shall be responsible for obtaining the rental history, criminal history, and identification information of all applicants for tenancy related to their Unit(s) and Unit Owners shall bear the cost of obtaining same provided in an acceptable form to Management.
- B. A tenant must not have a conviction for any felony or any misdemeanor involving a crime of moral turpitude within the ten (10) year period preceding the date of the application for tenancy.
- C. A tenant must not have an eviction, forcible entry detainer, and/or forcible detainer filed against him/her within the three (3) year period preceding the date of the application for tenancy.
- D. The tenant must produce a valid form of any identification, i.e. passport or driver's license.

III. FORM OF LEASE

- A. The form of the lease shall be in substantial conformity with the terms of then current forms of Residential Lease and associated addenda published by the Texas Association of Realtors.
- B. The term of all leases shall be for six (6) months (the "Standard Lease Term"). Any deviation from the Standard Lease Term shall be approved, in writing, by the Board or Management. Leases may be renewed for successive terms; provided, however, any renewal shall be approved, in writing, by the Board.
- C. Each lease must comply with the following:
 - i. The lease must be in writing.
 - ii. The lease or lease addenda must expressly provide that occupancy is subject to the requirements of the Declaration, Articles of Incorporation, Bylaws and Rules (collectively "Governing Documents") of the Association, as amended from time to time.
 - iii. The lease must include a provision that the tenant will recognize and attorn to the Association as landlord, solely for the purpose of having the power to enforce a violation of the provision of the Governing Documents against the tenant, provided the Owner of the Unit is provided written notice of the Association's intent to enforce and a reasonable opportunity to cure the violation.
- D. A complete copy of the executed Lease, including addendums required by the Association, must be provided to Management at least seven (7) days prior to the effective date of the Lease.

IV. VIOLATION OF THE LEASING RULES

Violations of these Rules will subject an Owner and Unit to the following fines:

An Owner who leases his/her Unit for a period less than six (6) months will be subject to a fine of \$100.00 per day until the violation is corrected.

An Owner who leases his/her Unit in violation of any portion of these Rules, excluding the six (6) month term limitation, will be subject to a fine representing the greater of \$300.00 or a daily fine of \$100.00 until the violation is corrected.

Should a resident or tenant violate these Rules, fines will be levied against the Unit at issue and the Unit Owner and tenant and/or resident will be jointly and severally liable for all fines.

This Policy is effective upon recordation in the Public Records of Harris County, Texas and supersedes any prior policy that may have previously been in effect. Except as affected by this Policy, all other provisions contained in the Declaration or any other dedicatory instruments of the Association shall remain in full force and effect.

CERTIFICATION

I, the undersigned, being the President of The Woodgrove Condominium Association, hereby certify that the foregoing Policy was adopted by at least a majority of The Woodgrove Condominium Association's Board of Managers.

Approved and adopted by the Board of Managers on the 24 day of August 2023.



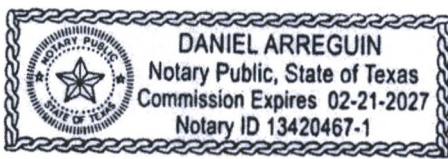
Anne Dennis, President of The
Woodgrove Condominium Association

10Y.
12251

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

Before me, the undersigned authority, on this day personally appeared Anne E. Dennis, President of The Woodgrove Condominium Association, a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that s/he had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 24 day of August 2023.



Daniel Arreguin
Notary Public, State of Texas

~~After Recording, Return to:~~

~~BSG | SEARS
BENNETT
& GERDES, LLP
6548 GREATWOOD PKWY.
SUGAR LAND, TX 77479~~

Return. Kenneth Guillory
2250 Bering Dr. Apt. 58
Houston, TX 77057

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.

FILED FOR RECORD

12:53:54 PM

Wednesday, September 27, 2023

Leneshia Hudspeth

COUNTY CLERK, HARRIS COUNTY, TEXAS

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THE STATE OF TEXAS

COUNTY OF HARRIS

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Wednesday, September 27, 2023



Leneshia Hudspeth

COUNTY CLERK
HARRIS COUNTY, TEXAS

3.
NOTICE
H

Woodgrove Condominium Association

RECORDS RETENTION POLICY

RP-2025-134549
04/11/2025 RP1 \$33.00

1. Purpose

The purpose of this Records Retention Policy is to establish guidelines for the retention, production, and copying of records maintained by the Woodgrove Condominium Association Inc. ("HOA") in compliance with Texas law, including the Texas Property Code and the Texas Uniform Condominium Act.

2. Scope

This policy applies to all records, whether in paper or electronic form, created or received by the HOA in the course of its operations.

3. Record Categories & Retention Periods

Records shall be retained for at least the following periods:

A. Governing Documents & Key Records

- Declaration of Covenants, Conditions, and Restrictions (CC&Rs): **Permanent**
- Bylaws and amendments: **Permanent**
- Articles of Incorporation: **Permanent**
- Board meeting minutes: **Permanent**
- Resolutions adopted by the Board: **Permanent**

B. Financial Records

- Annual budgets and financial reports: **7 years**
- General ledgers and accounting records: **7 years**
- Bank statements, canceled checks, and reconciliations: **7 years**
- Tax returns and supporting documents: **7 years**
- Reserve study reports: **Permanent**
- Audit reports: **7 years**

C. Member and Legal Records

- Homeowner correspondence related to HOA business: **5 years**
- Account records of current unit owners: **5 years**
- Contracts with a term of one year or more shall be retained: **4 years after expiration**
- Insurance policies and claims: **10 years after expiration**
- Contracts and agreements: **7 years after termination**
- Legal opinions and litigation records: **7 years after case resolution**

RP-2025-134549

D. Maintenance and Operations Records

- Work orders and maintenance logs: **5 years**
- Vendor contracts and warranties: **4 years after expiration**
- Architectural review applications and decisions: **4 years**
- Incident reports: **5 years**

4. Record Storage & Security

Records shall be securely stored to prevent loss, damage, or unauthorized access. Digital records should be backed up regularly, and paper records should be kept in a secure location.

5. Disposal of Records

Records that have met their retention period and are no longer required shall be securely disposed of by shredding (for paper documents) or permanent deletion (for digital files) to protect confidential information.

6. Access to Records

Homeowners may request access to certain records in accordance with Texas Property Code Section 209.005. The HOA may charge a reasonable fee for providing copies of requested records. The Association's management company sets the fees to cover administrative costs and ensure timely processing of requests.

A unit owner may provide access to Association Records to any other person (such as an attorney, CPA or agent) they designate in writing as their agent for the purpose of inspecting Association Records. A designation of agent must be signed by the owner and include a copy of the owner's photo ID.

A written request must by an owner or agent must:

Be sent by certified mail to the Association's mailing address or address as reflected in its most recent Management Certificate filed in the county of public records. The association should provide them promptly within approximately 10 business days. A written notice via email or mail should be sent to the owner or agent notifying them if more time is needed for the request.

The following Association records are not available for inspection by owners or their tenants:

- a) The financial records associated with an individual owner or unit.
- b) Violation details for an individual owner or unit

- c) Personal information, including an owner's contact information and address unless an emergency has occurred in a unit such as a water leak which has spread to an adjacent unit. Owners may give written approval to share their information with another unit owner.
- d) Attorney files and records relating to the Association, excluding invoices requested by an owner for attorney's fees and other costs relating to a matter for which the association seeks reimbursement of fees and cost from said owner.
- e) Attorney client privileged information in the possession of the Association.

7. Amendments

This policy may be amended by a majority vote of the HOA Board of Directors as needed to comply with applicable laws and best practices.

Approved by the Board of Directors on: 4/3/2025

Board Member: Ken Guillory

Signature: [Signature]

Secretary - Woodgrove Condominiums
Assoc. Inc. 10R
leesi

(ACKNOWLEDGEMENT)

STATE OF TEXAS

COUNTY OF HARRIS

This instrument was acknowledged before me on the 3rd day of April, 2025

My commission expires: 11-26-2028

RECORDER'S MEMORANDUM
This instrument was damaged at the time received for filing.

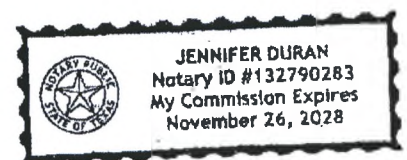
RECORDER'S MEMORANDUM:
At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.

Notary Public State of Texas

Notary's printed name: Jennifer Duran

Ret. ✓

Ken Guillory
2250 Berlin Dr #58
Houston, TX 77057



RP-2025-134549

FILED FOR RECORD

2:15:08 PM

Friday, April 11, 2025

Leneshia Hudspeth

COUNTY CLERK, HARRIS COUNTY, TEXAS

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THE STATE OF TEXAS
COUNTY OF HARRIS

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Friday, April 11, 2025

Leneshia Hudspeth

COUNTY CLERK
HARRIS COUNTY, TEXAS



RP-2025-134549