

UGTHOA POLICY RESOLUTION

20120269242
06/19/2012 RP2 \$88.00

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R.L.

RESOLUTION TO APPROVE THE "ANNUAL BUDGETING POLICY", "ARCHITECTURAL CONTROL GUIDELINES POLICY", "BILL PAYING POLICY", "BOARD OF DIRECTOR CONFLICT OF INTEREST POLICY/FORM", "CHECK WRITING POLICY", "COLLECTION OF ASSESSMENTS POLICY", "EXPENDITURE POLICY", "PARKING POLICY", "PETTY CASH ACCOUNT POLICY", "POOL KEYS AND RULES POLICY", "RECORD REQUEST POLICY", "RECORD RETENTION POLICY" AND "RESALE CERTIFICATE POLICY".

The Board of Directors of University Green Home Owners Association (UGTHOA) in passing this resolution authorizes the implementation of the subject policies.

This resolution and the subject policies become effective as January 1, 2012

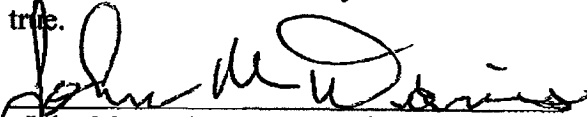
WHEREAS, UGTHOA has not previously had documented formalized policies; and,

WHEREAS, there is a significant need for formalized polices to be in place for proper operation of UGTHOA;

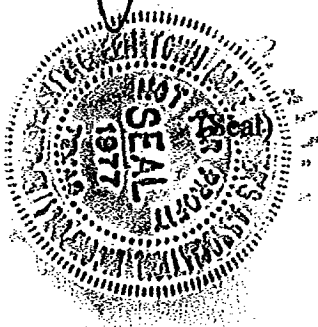
NOW, THEREFORE, BE IT RESOLVED, that the "ANNUAL BUDGETING POLICY", "ARCHITECTURAL CONTROL GUIDELINES POLICY", "BILL PAYING POLICY", "BOARD OF DIRECTOR CONFLICT OF INTEREST POLICY/FORM", "CHECK WRITING POLICY", "COLLECTION OF ASSESSMENTS POLICY", "EXPENDITURE POLICY", "PARKING POLICY", "PETTY CASH ACCOUNT POLICY", "POOL KEYS AND RULES POLICY", "RECORD REQUEST POLICY", "RECORD RETENTION POLICY" AND "RESALE CERTIFICATE POLICY" be approved for use by UGTHOA and continue in use until they are updated or changed by the UGTHOA Board of Directors.

This resolution was adopted and signed by the Board of Directors of UGTHOA during the January 12, 2012 General Meeting.

I, John M. Davis, Secretary of UGTHOA certify the above information is correct and true.


John M. Davis Secretary of UGTHOA

*for
Noel*



**FILED FOR RECORD
8:00 AM**

JUN 19 2012

St. Stewart
County Clerk, Harris County, Texas

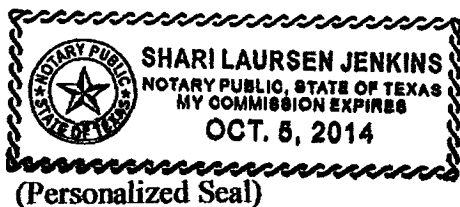
RP 082-70-0758

UGTHOA POLICY RESOLUTION

State of Texas
County of Harris

Before me **John M. Davis (Secretary of University Green Town Home Owners Association)** known to me (or proved to me on the oath of _____ or through (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 23rd day of April, (year) 2012



Shari Laursen Jenkins
Notary Public's Signature

RP 082-70-0759

Return To ✓

Gregg L. Gregg, P.C.
16055 Space Center Blvd. Ste 150
Houston, Texas 77062

University Green Town Home Owners Association, Inc.

POLICIES

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Annual Budgeting Policy:

This policy is required to establish the guidelines for submission and acceptance of an annual budget for University Green Town Home Owner's Association (UGTHOA).

Procedures:

An annual budget for Green Town Home Owner's Association (UGTHOA) shall be prepared by the Treasurer of the Association with the assistance of other Directors of the Board, the Office Manager, and the outside accounting/audit firm our Board employs that is charged with maintaining and monitoring UGTHOA's overall accounting and auditing systems, as the Treasurer may solicit. This budget shall be presented to the Board of Directors for final consideration and approval by the January Board meeting.

Policy Implementation and Monitoring:

The Board of Directors and Office Manager will be responsible for making sure that this policy is implemented and monitored.

This policy will take effect on 1/1/2012 and will continue until updated or changed by Board of Director action.

RP 082--70--0761

Architectural Control Guidelines Policy:

This policy is needed to require the establishment of Architectural Control Guidelines for the use of all town home owners in University Green Town Home Owners Association (UGTHOA).

The guidelines will provide owners general information about the type, color, quality and grade of materials which may be used in construction of various kinds of improvements, the size and location of such improvements and the procedure to be followed by the homeowner and UGTHOA. The guidelines will provide both procedures to be used by the homeowner in applying for proposed improvements and procedures to be used in an appeal to the Board of Directors to overturn the ruling of the Architectural Control Committee.

The Architectural Control Guidelines document will be reviewed, updated and approved by the Board of Directors and registered with the county clerks' office per the DCC&R's.

This policy will take effect on 1/1/2012 and will continue until updated or changed by Board of Director action.

The Manager and Board of Directors will be responsible for making sure that this policy is followed.

RP 082-70-0762

Bill Paying Policy:

This policy is required to establish the method for control of bill paying for the University Green Town Home Owners Association (UGTHOA).

All bill invoices are received by an Employee and posted to the accounting system when received. All debit payment receipts are signed by a Director of the Board with check signing authority and then entered into the accounting system.

Bills are paid within invoice requested timelines.

This policy will take effect on 1/1/2012 and will continue until updated or changed by Board of Director action.

The Manager, Employees and Board of Directors will be responsible for making sure that this policy is followed.

RF 082-70-0763

Board of Director Conflict of Interest Policy/Form

The standard of behavior at the University Green Town Home Owners Association, Inc. (UGTHOA) is that all staff, volunteers, and board members scrupulously avoid any conflict of interest between the interests of UGTHOA on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are: to protect the integrity of the UGTHOA, Inc. decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and board members.

Upon or before election, hiring or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will abstain from the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signed: _____ Print Name _____

Date: _____

Check Writing Policy:

This policy is required to establish the guidelines for writing checks, or other financial instruments which convey funds, drawn on accounts owned or controlled by University Green Town Home Owner's Association (UGTHOA).

Signatories on all financial accounts:

All financial accounts held by Green Town Home Owner's Association (UGTHOA) shall have at least three (3) but no more than four (4) signatories, all of which shall be current directors of the board and two of which shall be the President and the Treasurer of the Board. All checks, or other financial instruments which convey funds, shall be signed by at least two (2) of the eligible signatories.

Policy Monitoring:

This policy shall be monitored for compliance by the outside accounting/audit firm our Board employs that is charged with maintaining and monitoring UGTHOA's overall accounting and auditing systems.

This system is currently in effect, and will become codified on 1/1/2012 and will continue until updated or changed by Board of Director action.

RP 082-70-0765

Collection of Assessments Policy:

This policy is required to establish the method for collection of assessments for the University Green Town Home Owners Association (UGTHOA).

Collections:

All assessments of UGTHOA will be paid by personal check, bank check, cashiers check or money order. **The association will not accept cash, debit card, credit card or bank electronic transfers.**

Assessments are due at the first of the month and the monthly assessments will be assessed a one time fee of \$20.00 if not received by the 30th of the month in which it is due. The annual insurance assessments will be assessed a one time fee of \$25.00 for payments not received by the 30th of the month in which it is due. If the Board of Directors elects to allow the insurance payment to be paid in multiple monthly payments and the homeowner elects to pay in this manner; a fee of \$25.00 will be levied for each monthly assessment payment not received by the 30th of the month in which it becomes due.

All collected assessments will be stamped with UGTHOA's bank account number and copied for review by at least 2 staff and/or Board members. The amount of each homeowner's payment is posted to the respective homeowner's account in the accounting system. The original payments and copies are given to a second Staff or Board member to review and oversee the generation of the bank deposit slip for deposit into the UGTHOA bank account. The payments and deposit slips are taken to the bank by a Staff or Board Member.

Military Notice:

All collection notices must include a provision notifying owners that they may have special rights or relief if they are in active military duty similar to the following:

"Assert and protect your rights as a member of the armed forces of the United States. If you are or your spouse is serving on the active military duty, including active military duty as a member of the Texas National Guard or National Guard of another state or as a member of a reserve component of the armed forces of the United States, please send written notice of the active duty military service to the sender of this notice immediately."

RP 082-70-0766

Payment Plan Guidelines:

When homeowners become delinquent in payment of assessments in an amount greater than \$700.00, UGTHOA management will request that the homeowner setup a payment plan to pay down the delinquent amount. The following guidelines will be used to establish an equitable payment plan:

1. The homeowner will be requested to make the current monthly assessment payment plus a minimum of \$100.00 per month for up to 18 months or until the delinquency is paid in full.
2. If the homeowner defaults on the payment plan established by the association office the account will be turned over to our attorneys for collection and establishment of a more formal payment plan. A homeowner on a payment plan will not be charged any penalties; however, a reasonable administration cost will be charged for the monitoring of the payment plan progress.
3. If the homeowner has defaulted on a formal payment plan within the last 2 years the association will not be required to offer the homeowner a payment plan.

Application of Payments:

UGTHOA will apply homeowner's payments in the following order:

1. Delinquent assessments
2. Current assessments
3. Attorney fees or third party collection costs incurred by UGTHOA associated with assessments and any other charge that could provide the basis for foreclosure
4. Other attorney fees
5. Fines (currently no fines are authorized)
6. Other amounts.

Third Party Collections:

Prior to sending a delinquent account to a collection agent, UGTHOA will provide the homeowner with a notice of delinquency via certified mail return receipt requested and advise the homeowner of payment plan alternatives to avoid collection efforts. The homeowner will be given 30 days to bring the account current or enter upon a payment plan agreeable to both the association and homeowner.

UGTHOA will not use contingency fee contract arrangements between UGTHOA and its attorney or collection agent. The collection contract must require payment and may not be contingent, and must hold UGTHOA responsible for paying costs incurred under the contract. UGTHOA will assess the delinquent homeowner all costs paid by the association to the collection agent that are associated with the specific collection effort.

2920-01-289 RP 002-70-0767

Junior Lienholder Notice:

UGTHOA will require collection agents acting on its behalf to notify inferior/subordinate lien holders of debt owed and give them an opportunity to cure before the 61st day after notice received before proceeding with foreclosure.

Judicial Foreclosure:

UGTHOA must go through an expedited judicial foreclosure process and receive a court order granting UGTHOA the right to foreclose.

Lien Notices:

UGTHOA will require association attorneys to draft an instrument that affects title to real property for a lien, notice of claim of lien, or similar document when the association requests a lien to be filed on its behalf.

This policy will take effect on 1/1/2012 and will continue until updated or changed by Board of Director action.

The Manager, Employees and Board of Directors will be responsible for making sure that this policy is followed.

RP 082-70-0768

Expenditure Policy

This policy is required to establish the guidelines for the expenditure of monies and any other funds owned by University Green Town Home Owner's Association (UGTHOA).

Procedure:

- 1) All monetary funds will be expended by check, credit card, or conveyance of other financial instrument. No cash expenditures will be made under this policy. Expenditures will be made only for UGTHOA-related expenses or capital outlays.
- 2) Approval of expenditures by Directors of the Board, Office Manager, or other employees of University Green Townhome Owners Association (UGTHOA) may be authorized as follows:
 - a) The Office Manager may approve expenditure of funds in the amount of \$1000.00 or less for expense items, with subsequent review by the President of the Board, or other Director tasked with review responsibility.
 - b) The Board President may approve expenditures of \$3000.00 or less for expense items, with subsequent review by the Board of Directors.
 - c) Expenditures in amounts greater than \$3000.00 for expenses, and all capital expenditures, shall be made with the approval of the Board of Directors.

Policy Implementation and Monitoring:

The Board of Directors and Office Manager will be responsible for making sure that this policy is implemented and monitored.

This policy is will take effect on 1/1/2012 and will continue until updated or changed by Board of Director action.

Parking Policy:

This policy is required to establish guidelines for parking within the University Green Town Home Owners Association (UGTHOA).

Parking regulations are listed in the UGTHOA Architectural Control Guidelines. Listing is as follows:

- **Parking:**
Motorized vehicles will be parked in the garage, driveway (hard surfaced; not grass/dirt) or street. Contractors not doing work at specific addresses are requested to park in the Pool parking lot. Commercial vehicles may not be parked in guest parking or other parking areas over night.
- **Storage of Boats, Trailers, Campers or Recreational Vehicles:**
No truck larger than a ¾ ton pickup, nor any trailer, camper, boat recreational vehicle or similar equipment shall be parked or stored on any private drive, street or right of way or in guest parking lots. Storage of such vehicles or items must be within the garage. The Board of Directors of the Association may adopt rules for the regulation of the admission and parking of vehicles within the common areas, including assessment of charges to owners of vehicles, or whose guests, violate such rules. No repair work, dismantling, or assembling of motor vehicles or other machinery shall be done in any street, driveway or common open area.
- **Licensing:**
All vehicles not stored in a garage must have a current license plate and inspection sticker and meet minimum TxDOT requirements for insurance coverage of motor vehicles licensed in the State of Texas.

In addition the Board of Directors requests that homeowners and tenants use their garages and drives and not guest parking, as this space is designated for visitors only.

Homeowners and tenants who continue to use guest parking will be given written notice to stop parking in these areas. If the infraction continues, the homeowner will be given written notice that the vehicle will be towed within 72 hours. UGTHOA will make every effort to notify a tenant; however, it is the homeowner's responsibility to notify their tenant.

This policy will take effect on 1/1/2012 and will continue until updated or changed by Board of Director action.

The Manager, Employees and Board of Directors will be responsible for making sure that this policy is followed.

Petty Cash Account Policy:

This policy is required to establish the method for control of a petty cash account for the University Green Town Home Owners Association (UGTHOA).

The Board of Directors of UGTHOA has determined that no petty cash account will be used in UGTHOA operations. All UGTHOA transactions will be conducted using checks, credit cards or debit cards.

This policy will take effect on 1/1/2012 and will continue until updated or changed by Board of Director action.

The Manager, Employees and Board of Directors will be responsible for making sure that this policy is followed.

RP 082-70-0771

Pool Keys and Rules Policy:

Pool key:

This policy is required to establish the guidelines for providing pool keys and establishing rules for use of the association pool at the University Green Town Home Owners Association (UGTHOA).

A key is required for the entry and exit from the UGTHOA pool area. Pool keys are sold at the UGTHOA office during office hours. A fee is charged to recover the cost to the association. Keys can be purchased by a homeowner or legal tenant. A means of identification is required to establish identity and address of the key purchaser.

If a tenant comes to purchase a key, a copy of the lease page that shows the homeowners name and lease's name must be provided. The key is not to be shared with others.

Pool Rules:

The following rules were established to provide for the health and safety of owners and guests. Rules also prevent activity that would interfere with the quiet enjoyment of each homeowner.

1. Pool hours are 7 AM to 10 PM
2. Do not prop open the gate – Entry/Exit is by key only
3. Pool is for residents and authorized guests only; Limit 4
4. Large parties must be pre-approved by UGTHOA office; Call 281-984-8217
5. Persons under 14 must be accompanied by an adult
6. No glass in pool area
7. No diving, running or rough play
8. No loud music
9. No grilling inside the pool area
10. Please limit alcohol use at pool
11. Infants and toddlers must wear swim diapers
12. No pets allowed
13. Please be considerate of others at all times
14. Pick up toys, dispose of trash and food when you exit
15. Pool Closed on Tuesdays for chemical treatment

An emergency use telephone that dials 911 automatically is outside of the gate at the pool entrance.

This policy will take effect on 1/1/2012 and will continue until updated or changed by Board of Director action.

The Manager, Employees and Board of Directors will be responsible for making sure that this policy is followed.

RP 082-70-0772

Record Request Policy:

This policy is required to establish the guidelines for fulfilling homeowner requests for copies of records of the University Green Town Home Owners Association (UGTHOA).

Owner/Representative Requests for Records:

Requirements:

1. Must be in writing
2. Must be sent via certified mail to the association
3. Must state with reasonable specificity the books and /or records the owner wishes to inspect
4. Must make election to either:
 - Inspect the books and records personally or
 - Have copies made of the books and records

Association Response to Owner/Representative Records Request:

The association must respond to open records requests within 10 business days by:

1. Inspection – notify owner of date, time and location where books and records may be reviewed
2. Production – produce copies of books and records requested
3. Unavailability – notify the requestor that the books and records are not available and advise of the date at which point the records will be available, not to exceed 30 days from the date of the request
4. Form – The association may produce the records in hard copy, electronic, or other form reasonably available to the association

Records not subject to Inspection:

Records not subject to inspection include:

1. Association records regarding deed restriction violations on an individual owner's property
2. Association records regarding delinquency on an individual owner's account
3. Attorney/Client privileged information

Exception to above – If the owner submits permission to the Association, in writing, for the release of their records, the association may release those records or if the association is required by court order to release those records, the association may release those records.

Association records production and Copying:

Copy charge:

1. Standard paper copy. The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is \$.10 per page or part of a page. Each side that has recorded information is considered a page.

202-70-0773

RP 082-70-0774

2. **Nonstandard copy.** The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:

- Magnetic tape--actual cost
- Data cartridge--actual cost;
- Tape cartridge--actual cost;
- Rewritable CD (CD-RW)--\$1.00;
- Non-rewritable CD (CD-R)--\$1.00;
- Digital video disc (DVD)--\$3.00;

3. The charge for labor costs incurred in processing a request for public information is \$25 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.
4. A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records.
5. Miscellaneous supplies. The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for public information.
6. Postal and shipping charges. The association may add any related postal or shipping expenses which are necessary to transmit the reproduced information to the requesting party.

These charges are subject to periodic reevaluation and update.

Payment of record production cost:

Homeowner/Representative requesting copies of records must pay for the cost of producing the copies upon delivery of the documents, if the number of pages is 50 or less. A request for a large quantity of copies, over 50 pages, will be required to pay an estimated cost in advance, but will be invoiced for the actual cost of producing the documents at delivery.

1. Homeowner has 30 days to pay the additional amount, if actual costs were greater than estimated costs. Payments not received by 30 days after invoice is received become assessments on the owner's account.
2. The association has 30 days from date of invoice to refund owner/requestor for additional amounts paid over actual costs.

This policy will take effect on 1/1/2012 and will continue until updated or changed by Board of Director action.

The Manager, Employees and Board of Directors will be responsible for making sure that this policy is followed.

Record Retention Policy:

This policy is required to establish the proper length of retention for records of the University Green Town Home Owners Association. The records / documents may be kept in either hard copy or electronic copy form. The following list of documents and lengths of retention will be required:

1. Financial records shall be kept for 7 years
2. Account records of current owners shall be kept for 5 years
3. Contract documents shall be kept for one year for ongoing contracts and 4 years after expiration of the contract.
4. Minutes of owners meetings and board meetings shall be kept for 7 years.
5. Tax returns and audit reports shall be kept for 7 years.
6. Governing Documents shall be kept permanently.

This policy will take effect on 1/1/2012 and will continue until updated or changed by Board of Director action.

The Manager, Employs and Board of Directors will be responsible for making sure that this policy is followed.

RP 082-70-0775

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.

Resale Certificate Policy:

This policy is required to establish the guidelines for the production of a resale certificate for property located in the University Green Town Home Owners Association (UGTHOA).

Resale certificate costs:

A resale certificate will be produced at the request of a homeowner or homeowner's agent whenever a home is being sold to another person or when a home is being refinanced. The cost of producing a resale certificate for a transfer of ownership is \$250.00 payable upon request of the resale certificate. The cost of producing an account statement and filling out a mortgage company questionnaire (if required) for a refinance is \$150.00 and may be paid at closing of the refinancing process.

The resale certificate must contain the following information:

1. The frequency and amount of any regular assessments
2. The amount and purpose of any special assessment that has been approved before and is due after the resale certificate is delivered
3. The total of all amounts due and unpaid to UGTHOA that are attributable to the owner's property.
4. Any capital expenditures approved by UGTHOA for the UGTHOA's current fiscal year
5. The amount of reserves, if any, for capital expenditures
6. The UGTHOA current operating budget and balance sheet
7. The amount of any unsatisfied judgments against UGTHOA
8. The style and case number of any pending lawsuit in which UGTHOA is a party, other than a lawsuit relating to unpaid ad valorem taxes of an individual member of the association
9. A copy of a certificate of insurance showing the property owner's property and liability insurance relating to the common areas and common facilities
10. A description of any conditions on the owner's property that UGTHOA's board has actual knowledge are in violation of the restrictions applying to the subdivision or the bylaws or rules of UGTHOA
11. A summary or copy of notices received by UGTHOA from any governmental authority regarding health or housing code violations existing on the preparation date of the certificate relating to the owner's property or any common areas or common facilities owned or leased UGTHOA
12. The amount of any administrative transfer fee charged by UGTHOA for a change of ownership of property in the subdivision
13. The name, mailing address, and telephone number of UGTHOA's managing agent, if any
14. A statement indicating whether the restrictions allow foreclosure of UGTHOA's lien on the owner's property for failure to pay assessments
15. A statement of all fees associated with the transfer of ownership, including a description of each fee, to whom each fee is paid, and the amount of each fee.

This policy will take effect on 1/1/2012 and will continue until updated or changed by Board of Director action.

The Manager and Board of Directors will be responsible for making sure that this policy is followed.

RP 082-70-0776

RP 082-70-0777

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.

JUN 19 2012



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS