



ADDITIONAL DEDICATORY INSTRUMENT

for

**LAKE CONROE HEIGHTS
PROPERTY OWNERS ASSOCIATION, INC.**

THE STATE OF TEXAS §
 §
COUNTY OF MONTGOMERY §

BEFORE ME, the undersigned authority, on this day personally appeared Margaret R. Maddox, who, being by me first duly sworn, states on oath the following:

My name is Margaret R. Maddox, I am over twenty-one (21) years of age, of sound mind, capable of making this affidavit, authorized to make this affidavit, and personally acquainted with the facts herein stated:

I am the Attorney for LAKE CONROE HEIGHTS PROPERTY OWNERS ASSOCIATION, INC. Pursuant with Section 202.006 of the Texas Property Code, the following documents are copies of the original official documents from the Association's files:

- 1. POLICY REGARDING RECORDS RETENTION, INSPECTION & PRODUCTION**
- 2. POLICY REGARDING ALTERNATIVE PAYMENT SCHEDULES**

OF

**LAKE CONROE HEIGHTS
PROPERTY OWNERS ASSOCIATION, INC.**

A TEXAS NON-PROFIT CORPORATION

DATED this 8th day of February, 2012.

**LAKE CONROE HEIGHTS PROPERTY
OWNERS ASSOCIATION, INC.**

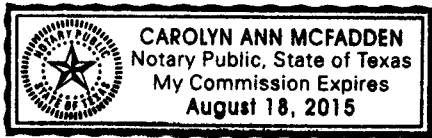
BY: Margaret R. Maddox
Margaret R. Maddox Attorney
(Printed Name)



THE STATE OF TEXAS §
 §
COUNTY OF Harris §

THIS INSTRUMENT was **acknowledged** before me on this the 8th day of February, 2012 by the said Margaret E. Maddox, Attorney for LAKE CONROE HEIGHTS PROPERTY OWNERS ASSOCIATION, INC., a Texas non-profit corporation, on behalf of said corporation.


NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS



After Recording Return To:
Daughtry & Jordan, P.C.
17044 El Camino Real
Houston, Texas 77058

LAKE CONROE HEIGHTS PROPERTY OWNERS ASSOCIATION, INC.

POLICY REGARDING RECORDS RETENTION, INSPECTION & PRODUCTION

THE STATE OF TEXAS §
 § KNOW ALL PERSONS BY THESE PRESENTS:
COUNTY OF MONTGOMERY §

WHEREAS, Lake Conroe Heights Property Owners Association, Inc. (the “Association”) is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (collectively referred to as the “Declarations”);

WHEREAS, Section 209.005(i) of the Texas Property Code requires property owners associations to adopt a records production and copying policy record it as a dedicatory instrument; and

WHEREAS, Section 209.005(m) requires property owners associations to adopt and comply with a document retention policy;

NOW THEREFORE, BE IT RESOLVED THAT:

The following **POLICY REGARDING RECORDS RETENTION, INSPECTION & PRODUCTION** is hereby adopted:

POLICY

RECORDS RETENTION:

1. Certificates of Formation, Articles of Incorporation, Bylaws, restrictive covenants and any amendments thereto shall be retained permanently;
2. Financial books and records shall be retained for seven (7) years;
3. Account records of current owners shall be retained for five (5) years;
4. Contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term;
5. Minutes of meetings of the Owners and the Board shall be retained for seven (7) years; and
6. Tax returns and audit records shall be retained for seven (7) years.
7. Ballots from elections and member votes shall be retained for one (1) year after the date of the meeting at which the votes were taken, or for votes taken by written consent, for one (1) year after the election or vote results were announced.
8. Account records of former owners shall be retained as a courtesy to that former owner for one (1) year after they no longer have an ownership interest in the property.

9. Decisions of the Architectural Control Committee (ACC) or Board regarding applications, variances, waivers or related matters associated with individual properties shall be retained for seven (7) years from the decision date.

RECORDS INSPECTION & PRODUCTION:

1. An Owner, or a person designated in a writing signed by the Owner as the Owner's agent, attorney or certified public accountant, may make a request to access the books and records of the Association, provided that such Owner or designated agent submit a written request by certified mail, return receipt requested, which contains sufficient detail to identify the records being requested. The request must contain an election either to inspect the books and records before obtaining copies or to have the Association forward copies of the requested books and records.
2. The Association may require advance payment of the estimated costs of compilation, production and reproduction of the requested information. If such advance payment is required, the Association shall notify the requesting owner in writing of the cost.
3. The Association will respond to the Owner's request in writing within ten (10) business days of receiving the request. If the Association is unable to produce the information within ten (10) business days, the Association must provide the requestor written notice that: (1) informs the requestor that the Association is unable to produce the information before the 10th business day; and (2) states a date by which the information will be sent or made available for inspection to the requesting party that is not later than the 15th business day after the date of the original response from the Association.
4. If an inspection is requested, the inspection shall take place at a mutually agreed on time during normal business hours, and the requesting party shall identify the books and records for the Association to copy and forward to the owner.
5. Absent a court order or the express written approval of the owner whose records are the subject of the request, the Association will not allow inspection or copying of any records that identify the violation history of an individual owner, an owner's personal financial information, including records of payment or nonpayment of amounts due the Association, an owner's contact information (other than the owners' address), information relating to an employee of the Association, including personnel files, attorney work product, or information that is privileged as an attorney-client communication.
6. The Association hereby adopts the following SCHEDULE OF CHARGES for the production and copying of records:
 - Copies: \$.10 per page for standard paper copies; \$.50 per page for oversize paper
 - Electronic Media: \$1.00 for each CD; \$3.00 for each DVD

- Labor: \$15.00 per hour for actual time to locate, compile and reproduce records (no charge for requests for 50 or fewer pages)
- Overhead: 20% of the total Labor charge (no charge for requests for 50 or fewer pages)
- Miscellaneous: The Association may charge for actual costs incurred in responding to the request, including costs for labels, boxes, folders, postage and/or shipping.

Approved and adopted this 1st day of February, 2012, by the Board of Directors of Lake Conroe Heights Property Owners Association, Inc.

LAKE CONROE HEIGHTS PROPERTY OWNERS ASSOCIATION, INC.

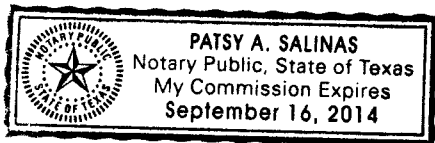
Denis L. Dahms

Signature of Secretary

Print Name: Denis L. Dahms

THE STATE OF TEXAS §
 §
 COUNTY OF MONTGOMERY §

THIS INSTRUMENT was **acknowledged** before me on this the 1st day of FEBRUARY 2012, by DENIS L. DAHMS, Secretary of Lake Conroe Heights Property Owners Association, Inc., a Texas non-profit corporation, on behalf of said corporation.



Patsy A. Salinas
 NOTARY PUBLIC IN AND FOR
 THE STATE OF TEXAS

LAKE CONROE HEIGHTS PROPERTY OWNERS ASSOCIATION, INC.

POLICY REGARDING ALTERNATIVE PAYMENT SCHEDULES

THE STATE OF TEXAS §
 § **KNOW ALL PERSONS BY THESE PRESENTS:**
COUNTY OF MONTGOMERY §

WHEREAS, Lake Conroe Heights Property Owners Association, Inc. (the “Association”) is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (collectively referred to as the “Declarations”);

WHEREAS, Section 209.0062 of the Texas Property Code requires property owners associations to adopt reasonable guidelines to establish an alternative payment schedule by which an owner can make partial payments to the association for delinquent, regular or special assessments or any other amount owed to the association without accruing additional penalties;

WHEREAS, Section 209.0062(e) requires property owners associations to file the association's guidelines in the real property records of the county where the subdivision is located; and

WHEREAS, the Board of Directors of the Association (“Board”) desires to establish a policy for Payment Plans consistent with Section 209.0062 and to provide clear and definitive guidance to owners.

NOW THEREFORE, BE IT RESOLVED THAT:

The following **POLICY REGARDING ALTERNATIVE PAYMENT SCHEDULES** is hereby adopted:

POLICY

1. Owners may enter into a payment plan or alternative payment schedule, provided they have not defaulted on a previous payment plan in the preceding 24 month period. If a default has occurred in the previous 24-month period, then the Board of Directors shall use its discretion as whether to allow any additional payment plans.
2. All payment plans must be in writing using a form promulgated by the Association or its agent or attorney, and signed by the Owner. No partial payments will be accepted without an approved written payment plan agreement. Notwithstanding, any acceptance by the Association of a partial payment from an Owner without a signed payment plan agreement does not in any way indicate acceptance or approval of a payment plan or alternative payment schedule.

3. Payment plans shall be no shorter than three (3) months, nor longer than eighteen (18) months. Payment plans will require either a down payment and monthly installments, or equal monthly installments.

4. For the duration of a payment plan or alternative payment schedule, and so long as payments are made timely, the Association shall refrain from charging additional late fees or other monetary penalties. However, the Association may charge interest at the rate contained in its governing documents, in addition to costs or fees associated with administration of the payment plan.

Approved and adopted this 1st day of February, 2012, by the Board of Directors of Lake Conroe Heights Property Owners Association, Inc.

LAKE CONROE HEIGHTS PROPERTY OWNERS ASSOCIATION, INC.

Denis L. Dahms

Signature of Secretary

Print Name: Denis L. Dahms

THE STATE OF TEXAS §
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COUNTY OF MONTGOMERY §

THIS INSTRUMENT was **acknowledged** before me on this the 1st day of FEBRUARY, 2012, by DENIS L. DAHMS, Secretary of Lake Conroe Heights Property Owners Association, Inc., a Texas non-profit corporation, on behalf of said corporation.



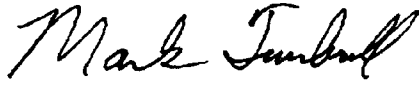
Patsy A. Salinas
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

After recording return to:

DAUGHTRY & JORDAN, P.C.
17044 El Camino Real
Houston, Texas 77058

FILED FOR RECORD

02/10/2012 3:41PM

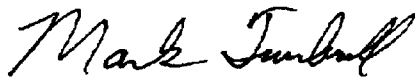


COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS
COUNTY OF MONTGOMERY

I hereby certify this instrument was filed in file number
sequence on the date and at the time stamped herein
by me and was duly RECORDED in the Official Public
Records of Montgomery County, Texas.

02/10/2012



County Clerk
Montgomery County, Texas