

CERTIFICATION

STATE OF TEXAS

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COUNTY OF HARRIS

I, the undersigned, pursuant to §202.006 of the Texas Property Code, do hereby certify, as follows:

(1) I am an Agent of Highland Knolls Community Association, Inc., a Texas non-profit corporation;

(2) Attached hereto are Instruments entitled: Tennis Court Rules Policy, Park Rules Policy, Pool Rules Policy, Supplemental Notice of Dedicatory Instruments, Payment Plan Policy, Records Retention Policy, Guidelines, and Open Records Policy;

(3) the property affected by the said Instruments, is described as, to wit:

(a) Oak Park Trails, Section One, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded under Film Code No. 360019 of the Map Records of Harris County, Texas;

(b) Oak Park Trails, Section Two, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded under Film Code No. 360020 of the Map Records of Harris County, Texas;

(c) Oak Park Trails, Section Three, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded under Clerk's File No. T086070 of the Map Records of Harris County, Texas;

(d) Oak Park Trails, Section Four, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded under Clerk's File No. T002673 of the Map Records of Harris County, Texas;

(e) Oak Park Trails, Section Five, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded under Clerk's File No. T673049 of the Map Records of Harris County, Texas;

(f) Oak Park Trails, Section Six, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded under Clerk's File No. T706076 of the Map Records of Harris County, Texas;

(g) Oak Park Trails, Section Seven, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded under Clerk's File No. T673050 of the Map Records of Harris County, Texas;

(h) Oak Park Trails, Section Eight, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded under Clerk's File No. T789671 of the Map Records of Harris County, Texas;

(i) Oak Park Trails, Section Nine, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded under Clerk's File No. W171606 of the Map Records of Harris County, Texas;

(j) Oak Park Trails, Section Ten, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded under Clerk's File No. V257275 of the Map Records of Harris County, Texas;

(k) Oak Park Trails, Section Eleven, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded under Clerk's File No. X050423 of the Map Records of Harris County, Texas;

(l) Memorial Parkway, Section Fifteen, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded in Volume 322, Page 132, of the Map Records of Harris County, Texas;

(m) Memorial Parkway, Section Seventeen, a subdivision in Harris County, Texas according to the map or plat thereof, recorded under Film Code No. 349140, of the Map Records of Harris County, Texas;

(n) Memorial Parkway, Section Eighteen, a subdivision in Harris County, Texas according to the map or plat thereof, recorded under Film Code No. 352029, of the Map Records of Harris County, Texas;

(4) The attached Instruments are true and correct copies of the originals.

IN WITNESS WHEREOF, I have subscribed my name on this 28 day of December, 2011.

[Signature]
Luke P. Tollett, Agent

STATE OF TEXAS §

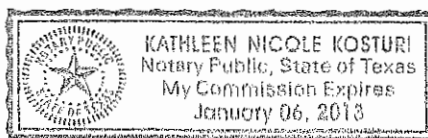
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared the person whose name is subscribed to the foregoing document and being by me first duly sworn, declared that he is the person who signed the foregoing document in his representative capacity and that the statements contained therein are true and correct.

Given under my hand and seal of office this 28th day of December, 2011.

[Signature]
Notary Public, State of Texas

After recording return to:
Holt & Young, P.C.
11200 Richmond Ave., Suite 450
Houston, Texas 77082



[illegible]

FILED
2012 JAN -3 PM 4:39
Sta Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

TO CERTIFY which witness my hand this the 14 day of December, 2011.

HIGHLAND KNOLLS COMMUNITY ASSOCIATION

By: Derrick Espel

Printed: DERRICK ESPEL

Its: Secretary

THE STATE OF TEXAS §

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COUNTY OF HARRIS §

BEFORE ME, the undersigned notary public, on this 14 day of Dec, 2011 personally appeared Derrick Espel, Secretary of the Highland Knolls Community Association, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

Notary Public in and for the State of Texas

Kathleen Lindbloom



PARK RULES POLICY
for
HIGHLAND KNOLLS COMMUNITY ASSOCIATION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, DERRICK Espey, Secretary of Highland Knolls Community Association (the "Association"), do hereby certify that at a meeting of the Board of Directors of the Association (the "Board") duly called and held on the 14 day of December, 2011, with at least a quorum of the board members being present and remaining throughout, and being duly authorized to transact business, the following Park Rules Policy was duly approved by a majority vote of the members of the Board:

RECITALS:

1. Chapter 202 of the Texas Property Code was amended to add Section 202.006 (a) to require property owners' associations to file all dedicatory instruments in the real property records of each county in which the property to which the dedicatory instruments relate is located, and (b) A dedicatory instrument has no effect until the instrument is filed in accordance with this section.
2. The new law relating to dedicatory instruments becomes effective on January 1, 2012.
3. The Board of Directors of the Association desires to adopt rules consistent with the provisions of Section 202.006 of the Texas Property Code.

POLICY:

It is the policy of the Association to enforce the following park rules:

- (a) Park Hours – Dawn to Dusk
- (b) Pets must be kept on a leash. Please clean up after your pet.
- (c) Strictly Prohibited:
 1. Alcoholic Beverages
 2. Glass Containers
 3. Motorized Vehicles
 4. Firearms

TO CERTIFY which witness my hand this the 14 day of December, 2011.

HIGHLAND KNOLLS COMMUNITY ASSOCIATION

By: Derrick Espey

Printed: Derrick Espey

Its: Secretary

THE STATE OF TEXAS §

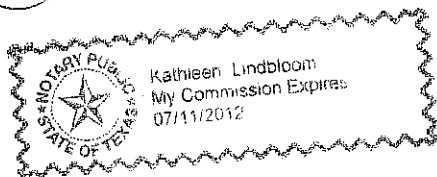
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COUNTY OF HARRIS §

BEFORE ME, the undersigned notary public, on this 14 day of Dec, 2011 personally appeared Derrick Espey, Secretary of the Highland Knolls Community Association, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

Notary Public in and for the State of Texas

Kathleen Lindbloom



POOL RULES POLICY
for
HIGHLAND KNOLLS COMMUNITY ASSOCIATION

THE STATE OF TEXAS §
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COUNTY OF HARRIS §

I, DERRICK ESPEY, Secretary of Highland Knolls Community Association (the "Association"), do hereby certify that at a meeting of the Board of Directors of the Association (the "Board") duly called and held on the 14 day of December, 2011, with at least a quorum of the board members being present and remaining throughout, and being duly authorized to transact business, the following Pool Rules Policy was duly approved by a majority vote of the members of the Board:

RECITALS:

1. Chapter 202 of the Texas Property Code was amended to add Section 202.006 (a) to require property owners' associations to file all dedicatory instruments in the real property records of each county in which the property to which the dedicatory instruments relate is located, and (b) A dedicatory instrument has no effect until the instrument is filed in accordance with this section.
2. The new law relating to dedicatory instruments becomes effective on January 1, 2012.
3. The Board of Directors of the Association desires to adopt pool rules consistent with the provisions of Section 202.006 of the Texas Property Code.

POLICY:

It is the policy of the Association to enforce the following pool rules:

- (a) No running or rough play.
- (b) No glass containers or alcoholic beverages allowed in pool area.
- (c) No diving in shallow end of pool (less than 6 feet).
- (d) Only small floating items, upon pool manager's discretion, will be allowed in the pool.
- (e) Only one person allowed on water slide at one time.
- (f) No pets are permitted on the pool premises.
- (g) Proper swimming attire required.
- (h) Lifeguards are responsible for all swimmers in both pools; however, all non-swimming children must be primarily supervised by a parent or guardian within arm's reach..
- (i) There will be a ten minute maintenance and guard break every hour.
 1. In a multi-guard pool all swimmers under 18 years of age will be out of the water.
 2. The baby/wading pool must be vacated during this break.
- (j) The use of cocoa butter, baby oil, and other heavy suntan oils cause filter damage. It is advised that these lotions not be permitted in the pool.

- (k) Members who have guests must sign them in and be responsible for them at all times. It is advised that no more than two (2) guests be allowed per member.
- (l) All children under 10 years of age must be accompanied by an adult at least 18 years of age.
 - 1. All non-swimmers must be accompanied by a parent or guardian over 18 years of age.
 - 2. All non-swimming children must be within arm's length of parent or guardian at all times.
- (m) No swimming after designated swimming hours, unless special arrangements have been made through the Management Company or the Board of Directors.
- (n) No loud music around the pool area.
- (o) Lifeguard has the final authority on interpretation of rules.
- (p) Lifeguards primary responsibility is to ensure safety and perform direct supervision of patrons in the pool. This responsibility precedes over general maintenance duties.

TO CERTIFY which witness my hand this the 14 day of December, 2011.

HIGHLAND KNOLLS COMMUNITY ASSOCIATION

By: Derrick Espey

Printed: DERRICK ESPEY

Its: Secretary

THE STATE OF TEXAS §

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COUNTY OF HARRIS §

BEFORE ME, the undersigned notary public, on this 14 day of Dec, 2011 personally appeared Derrick Espey, Secretary of the Highland Knolls Community Association, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

Notary Public in and for the State of Texas

Kathleen Lindbloom



SUPPLEMENTAL NOTICE OF DEDICATORY INSTRUMENTS
for
HIGHLAND KNOLLS COMMUNITY ASSOCIATION

THE STATE OF TEXAS

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COUNTY OF HARRIS

The undersigned, being the Managing Agent for Highland Knolls Community Association, a property owner's association as defined in Section 202.001 of the Texas Property Code ("the Association"), hereby supplements the "Instrument to Record Dedicatory Instruments" and "Certification" filed of record in the Official Public Records of Real Property of Harris County, Texas under Harris County File Clerk's Nos. U149856 and 20090064642 ("Notice"), which Notice was filed of record for the purpose of complying with Section 202.006 of the Texas Property Code.

1. Restrictive Covenants. The description of the documents imposing restrictive covenants on the Property, the amendments to such documents, and the recording information for such documents in addition to those referenced in the Notice includes the following:

a. Documents:

- (1) Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association (Oak Park Trails, Section Three).
- (2) Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association (Oak Park Trails, Section Four).
- (3) Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association (Oak Park Trails, Section Five).
- (4) Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association (Oak Park Trails, Sections, Six (6), Seven (7) and Eight (8)).
- (5) Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association (Oak Park Trails, Section Nine).
- (6) Annexation Agreement (Oak Park Trails, Section Nine).
- (7) Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association (Oak Park Trails, Section Ten).
- (8) Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association Oak Park Trails, Section Eleven (11).
- (9) Annexation Agreement (Oak Park Trails, Section Eleven).

b. Recording Information:

- (1) Harris County Clerk's File No. T098776.
- (2) Harris County Clerk's File No. T162355.
- (3) Harris County Clerk's File No. T193392.
- (4) Harris County Clerk's File No. T387582.
- (5) Harris County Clerk's File No. U940106.
- (6) Harris County Clerk's File No. U940107.
- (7) Harris County Clerk's File No. U940112.
- (8) Harris County Clerk's File No. V680131.
- (9) Harris County Clerk's File No. V680130.

2. Additional Dedicatory Instrument. In addition to the Dedicatory Instruments identified in the Notice, the following documents are Dedicatory Instruments governing the Association:

- a. Guidelines Relating to Rain Barrels and Rain Harvesting Systems, Solar Energy Devices, Storm and Energy Efficient Shingles, Flags, and Religious Items for Highland Knolls Community Association.
- b. Payment Plan Policy for Highland Knolls Community Association.
- c. Records Retention Policy for Highland Knolls Community Association.
- d. Open Records Policy for Highland Knolls Community Association.

True and correct copies of such Dedicatory Instruments are attached to this Supplemental Notice.

This 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 Supplemental Notice is true and correct and that the copies of the Dedicatory Instruments attached to this Notice are true and correct copies of the originals.

Executed on this 14 day of December, 2011.

HIGHLAND KNOLLS COMMUNITY ASSOCIATION

By: Crest Management Company,
Managing Agent

R. Schmutz
Rachel Schmutz, Community Association Manager

THE STATE OF TEXAS

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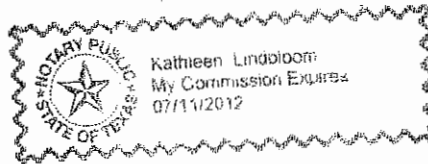
COUNTY OF HARRIS

BEFORE ME, the undersigned notary public, on this 14 day of Dec, 2011 personally appeared Rachel Schmutz, Community Association Manager for Crest Management Company, Managing Agent for Highland Knolls Community Association, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purpose and in the capacity therein expressed.

Kathleen Lindbloom
Notary Public in and for the State of Texas

Return to:
Butler | Hailey
8901 Gaylord Drive, Suite 100
Houston, Texas 77024

205181



PAYMENT PLAN POLICY
for
HIGHLAND KNOLLS COMMUNITY ASSOCIATION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, Derrick Espey, Secretary of Highland Knolls Community Association (the "Association"), do hereby certify that at a meeting of the Board of Directors of the Association (the "Board") duly called and held on the 14 day of December, 2011, with at least a quorum of the board members being present and remaining throughout, and being duly authorized to transact business, the following Payment Plan Policy was duly approved by a majority vote of the members of the Board:

RECITALS:

1. Chapter 209 of the Texas Property Code was amended to add Section 209.0062 to require property owners' associations to adopt reasonable guidelines to establish an alternative payment schedule by which an Owner may make partial payments for delinquent regular or special assessments or any other amount owed to the Association without accruing additional monetary penalties.

2. The new law relating to alternative payment schedules (i.e., payment plans) becomes effective on January 1, 2012.

3. The Board of Directors of the Association desires to adopt a payment plan policy consistent with the provisions of Section 209.0062 of the Texas Property Code.

POLICY:

It is the policy of the Association to provide an alternative payment schedule by which an Owner may make payments to the Association for delinquent regular or special assessments or other amounts owed to the Association without accruing additional monetary penalties, as follows:

1. **Applicability.** This policy only applies to delinquent regular assessments, special assessments or other amounts owed the Association prior to the debt being turned over to a "collection agent" as that term is defined by Section 209.0064 of the Texas Property Code.

2. **Term.** The term for a payment plan offered by the Association shall be a maximum of four (4) months, with the payments being equal payments of one-fourth (1/4th) of the original delinquency.

3. **Payment Plan Agreement.** The Owner shall be obligated to execute a payment plan agreement ("Payment Plan Agreement") which sets forth the total amount to be paid, the term of the payment plan, the due date for and amount of each payment, and the address to which payments are to be mailed or delivered. A payment plan shall not be effective until the Owner executes the required Payment Plan Agreement.

4. **Sums Included in Plan.** The payment plan shall include all delinquent regular and/or special assessments and other sums owed to the Association as of the effective date of the Payment Plan Agreement. The payment plan shall not include any assessments which have not become due and payable to the Association as of the effective date of the Payment Plan Agreement. The Payment Plan Agreement shall provide that any assessments or other valid charges that become due and payable to the Association per the dedicatory instruments of the Association during the term of the payment plan must be paid in a timely manner.

5. **Grace Period.** There will be a grace period of three (3) business days from the due date for a payment. If a payment is not received at the address set forth in the Payment Plan Agreement by the close of business on the third (3rd) business day following the date on which the payment is due, the Owner shall be deemed to be in default of the Payment Plan Agreement.

6. **Administrative Costs and Interest.** The Association shall add to the delinquent assessments and other amounts owed to the Association to be paid in accordance with the Payment Plan Agreement reasonable costs for administering the payment plan, as follows: \$35.00 for the preparation of a Payment Plan Agreement and for receiving, documenting and processing the first three (3) payments and \$10.00 for receiving, documenting and processing the fourth (4th) payment. During the term of the payment plan, interest at the rate provided in the Declaration or by law shall continue to accrue on delinquent assessments.

7. **Monthly Penalties.** During the term of the payment plan, the Association shall not impose any monetary penalties with respect to the delinquent assessments and other charges included in the payment plan, except as provided in Section 6. Monetary penalties include late charges and fees otherwise charged by the management company and/or Association and added to the Owner's account as a result of the account being delinquent, if any.

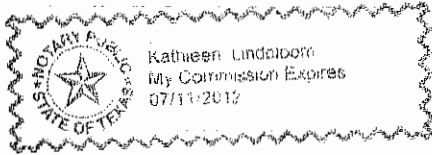
8. **Default.** If an Owner fails to make a payment to the Association by the end of the grace period applicable to the due date for that payment, the Owner shall be in default of the Payment Plan Agreement, at which point the Payment Plan Agreement shall automatically become void. The Association may notify the Owner that the Payment Plan Agreement is void as a result of the Owner's default, but notice to the Owner shall not be a prerequisite for the Payment Plan Agreement to become void. If the Association receives a payment after the expiration of the grace period and before the Association notifies the Owner that the Payment Plan Agreement is void, the Association may accept the payment and apply it to the Owner's account. The acceptance of a payment made by an Owner after the Payment Plan Agreement has become void shall not reinstate the Payment Plan Agreement.

9. **Owners Not Eligible for a Payment Plan.** The Association is not required to enter into a payment plan with an Owner who failed to honor the terms of a previous payment plan during the two (2) years following the Owner's default under the previous payment plan.

I hereby certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing Payment Plan Policy was approved by a majority vote of the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Harris County, Texas.

TO CERTIFY which witness my hand this the 14 day of December, 2011.

HIGHLAND KNOLLS COMMUNITY ASSOCIATION



By: Derrick Espey

Printed: DERRICK ESPEY

Its: Secretary

THE STATE OF TEXAS §
COUNTY OF Harris §

BEFORE ME, the undersigned notary public, on this 14 day of Dec, 2011 personally appeared Derrick Espey, Secretary of Highland Knolls Community Association, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

Kathleen Lindblom
Notary Public in and for the State of Texas

Return to:
Butler | Hailey
8901 Gaylord, Suite 100
Houston, Texas 77024
205004

RECORDS RETENTION POLICY
for
HIGHLAND KNOLLS COMMUNITY ASSOCIATION

THE STATE OF TEXAS

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COUNTY OF HARRIS

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I, DERRICK Espey, Secretary of Highland Knolls Community Association (the "Association"), do hereby certify that at a meeting of the Board of Directors of the Association (the "Board") duly called and held on the 14 day of December, 2011, with at least a quorum of the board members being present and remaining throughout, and being duly authorized to transact business, the following Records Retention Policy was duly approved by a majority vote of the members of the Board:

RECITALS:

1. Chapter 209 of the Texas Property Code was amended to add Section 209.005(m) requiring property owners' associations to adopt a records retention policy and to set forth minimum retention periods for particular types of documents.

2. The new law becomes effective on January 1, 2012.

3. The Board of Directors of the Association desires to adopt a records retention policy consistent with the new law.

POLICY:

It is the policy of the Association to retain the records of the Association listed below for the periods of time set forth below. The Association is not required to retain any other records. As used herein, "records" means documents originated or obtained by the Association in connection with its operations, whether a paper document or a document in electronic form.

1. Retention Periods.

Record Description	Record Retention Period
a) Financial records (including budgets, financial reports, bank records, and paid invoices)	Seven (7) years
b) Account records (including records relating to assessments and other sums owed and paid to the Association and records relating to violations of any dedicatory instrument of the Association) of current owners	Five (5) years

c) Account records (including records relating to assessments and other sums owed and paid to the Association and records relating to violations of any dedicatory instrument of the Association) of former owners	One (1) year after the former owner ceases to own a lot in the subdivision
d) Contracts	Four (4) years after expiration or termination of the contract
e) Minutes of meetings of the Board of Directors	Seven (7) years
f) Minutes of meetings of the members	Seven (7) years
g) Federal tax returns	Seven (7) years
h) State tax returns, if any	Seven (7) years
i) Audit reports	Seven (7) years
j) Certificate of Formation and Bylaws of the Association and all amendments; Declaration of Covenants, Conditions and Restrictions for each section within the subdivision and all amendments and supplements to each Declaration; annexation documents; and deeds conveying real property to the Association	Permanently
k) Other dedicatory instruments of the Association not listed in (j), above, including, without limitation, Architectural Guidelines, Rules and Regulations and Policies	One (1) year after the date the document is rescinded or superseded by another document
l) Minutes and reports of committees	Seven (7) years
m) Insurance policies	Four (4) years after expiration or termination of the policy
n) Insurance claims and related documents	Four (4) years after the claim is resolved
o) Personnel records, excluding payroll records	Permanently
p) Payroll records	Five (5) years after the date of termination of employment
q) Reserve study	For the period of time covered by the study, plus two (2) years
r) Legal opinions issued by counsel for the Association	Permanently

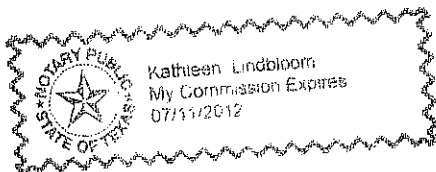
s) Suit files	Seven (7) years after the date the suit is resolved
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2. Destruction of Documents.

The documents listed in Section 1 above, will be destroyed as soon as practicable when the applicable retention period expires. Other documents of the Association not listed in Section 1 above, will be destroyed when deemed appropriate by the Board of Directors of the Association. Destruction of paper documents shall be by shredding, bagging and trash pick-up, unless another method of destroying the documents is approved by the Board of Directors of the Association. Destruction of electronic documents shall be by deletion from hard disks and reformatting of removable disks.

I hereby certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing Records Retention Policy was approved by a majority vote of the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Harris County, Texas.

TO CERTIFY which witness my hand this the 14 day of December, 2011.



HIGHLAND KNOLLS COMMUNITY ASSOCIATION

By: Derrick Espy

Printed: DERRICK ESPY

Its: Secretary

THE STATE OF TEXAS §
COUNTY OF Harris §

BEFORE ME, the undersigned notary public, on this 14 day of Dec, 2011 personally appeared Derrick Espy, Secretary of Highland Knolls Community Association, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

Kathleen Lindbloom
Notary Public in and for the State of Texas

Return to:
Butler | Hailey
8901 Gaylord, Suite 100
Houston, Texas 77024
205005

**GUIDELINES RELATING TO RAIN BARRELS AND RAIN HARVESTING SYSTEMS,
SOLAR ENERGY DEVICES, STORM AND ENERGY EFFICIENT SHINGLES,
FLAGS, AND RELIGIOUS ITEMS**

for
HIGHLAND KNOLLS COMMUNITY ASSOCIATION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, DERRICK ESPAY, Secretary of Highland Knolls Community Association (the "Association"), do hereby certify that at a meeting of the Board of Directors of the Association (the "Board") duly called and held on the 14 day of December, 2011, with at least a quorum of the Board being present and remaining throughout, and being duly authorized to transact business, the following Guidelines Relating to Rain Barrels and Rain Harvesting Systems, Solar Energy Devices, Storm and Energy Efficient Shingles, Flags, and Religious Items was duly approved by a majority vote of the members of the Board in attendance:

RECITALS:

1. Chapter 202 of the Texas Property Code was amended to add sections relating to rain barrels and rain harvesting systems, solar energy devices, storm and energy efficient shingles, flags, and religious items.

2. The amendments relating to solar energy devices, storm and energy efficient shingles, flags and religious items became effective on June 17, 2011 and the amendments relating to rain barrels and rain harvesting systems became effective on September 1, 2011.

3. The Board of Directors of the Association acting as the Association's Architectural Control Committee under the Declaration (as defined below) desires to adopt guidelines relating to rain barrels and rain harvesting systems, solar energy devices, storm and energy efficient shingles, flags, and religious items consistent with the applicable provisions in Chapter 202 of the Texas Property Code.

GUIDELINES:

Section 1. Definitions. Capitalized terms used in these Guidelines have the following meanings:

1.1. **ACC** - The Architectural Control Committee for Highland Knolls Community Association.

1.2. **Declaration** – shall mean the following:

- Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association recorded in the Official Public Records of Real Property of Harris County, Texas under County Clerk's File No. P892223.

- Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association recorded in the Official Public Records of Real Property of Harris County, Texas under County Clerk's File No. P892224.
- Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association (Oak Park Trails, Section Three) recorded in the Official Public Records of Real Property of Harris County, Texas under County Clerk's File No. T098776.
- Annexation Agreement (Oak Park Trails, Section Three) recorded in the Official Public Records of Real Property of Harris County, Texas under County Clerk's File No. T387581.
- Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association (Oak Park Trails, Section Four) recorded in the Official Public Records of Real Property of Harris County, Texas under County Clerk's File No. T162355.
- Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association (Oak Park Trails, Section Five) recorded in the Official Public Records of Real Property of Harris County, Texas under County Clerk's File No. T193392.
- Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association (Oak Park Trails, Sections Six (6), Seven (7) and Eight (8)) recorded in the Official Public Records of Real Property of Harris County, Texas under County Clerk's File No. T387582.
- Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association (Oak Park Trails, Section Nine) recorded in the Official Public Records of Real Property of Harris County, Texas under County Clerk's File No. U940106.
- Annexation Agreement (Oak Park Trails, Section Nine) recorded in the Official Public Records of Real Property of Harris County, Texas under County Clerk's File No. U940107.
- Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association (Oak Park Trails, Section Ten (10)) recorded in the Official Public Records of Real Property of Harris County, Texas under County Clerk's File No. U940112.
- Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association Oak Park Trails, Section Eleven (11) recorded in the Official Public Records of Real Property of Harris County, Texas under County Clerk's File No. V680131.
- Annexation Agreement (Oak Park Trails, Section Eleven) recorded in the Official Public Records of Real Property of Harris County, Texas under County Clerk's File No. V680130.
- Correction Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association (Memorial Parkway, Section Fifteen) recorded in the Official Public Records of Real Property of Harris County, Texas under County Clerk's File No. P912463 and re-filed under County Clerk's File No. P994522.
- Declaration of Covenants, Conditions and Restrictions Memorial Parkway Community Association recorded in the Official Public Records of Real Property of Harris County, Texas under County Clerk's File No. N453622.
- Amendment to Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association recorded in the Official Public

Records of Real Property of Harris County, Texas under County Clerk's File No. N650771.

- Declaration of Covenants, Conditions and Restrictions Highland Knolls Community Association recorded in the Official Public Records of Real Property of Harris County, Texas under County Clerk's File No. N808549.

1.3. Dedicatory Instrument (or dedicatory instrument) - Each document governing the establishment, maintenance or operation of the properties within Highland Knolls, as more particularly defined in Section 202.001 of the Texas Property Code.

1.4. Guidelines - These Guidelines Relating to Rain Barrels and Rain Harvesting Systems, Solar Energy Devices, Storm and Energy Efficient Shingles, Flags, and Religious Items for Highland Knolls Community Association.

1.5. Highland Knolls – shall mean the following:

- Oak Park Trails, Section One, a subdivision in Harris County, Texas according to the map or plat thereof recorded under Film Code No. 360019 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.
- Oak Park Trails, Section Two, a subdivision in Harris County, Texas according to the map or plat thereof recorded under Film Code No. 360020 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.
- Oak Park Trails, Section Three, a subdivision in Harris County, Texas according to the map or plat thereof recorded under Film Code No. 403062 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.
- Oak Park Trails, Section Four, a subdivision in Harris County, Texas according to the map or plat thereof recorded under County Clerk's File No. T002673 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.
- Oak Park Trails, Section Five, a subdivision in Harris County, Texas according to the map or plat thereof recorded under County Clerks File No. T673049 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.
- Oak Park Trails, Section Six, a subdivision in Harris County, Texas according to the map or plat thereof recorded under County Clerks File No. T706076 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.
- Oak Park Trails, Section Seven, a subdivision in Harris County, Texas according to the map or plat thereof recorded under County Clerks File No. T673050 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.

- Oak Park Trails, Section Eight, a subdivision in Harris County, Texas according to the map or plat thereof recorded under County Clerks File No. T789671 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.
- Oak Park Trails, Section Nine, a subdivision in Harris County, Texas according to the map or plat thereof recorded under County Clerks File No. W171606 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.
- Oak Park Trails, Section Ten, a subdivision in Harris County, Texas according to the map or plat thereof recorded under County Clerks File No. V257275 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.
- Oak Park Trails, Section Eleven, a subdivision in Harris County, Texas according to the map or plat thereof recorded under County Clerks File No. X050423 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.
- Memorial Parkway, Section Fifteen, a subdivision in Harris County, Texas according to the map or plat thereof recorded in Volume 322, Page 132 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.
- Memorial Parkway, Section Seventeen, a subdivision in Harris County, Texas according to the map or plat thereof recorded under Film Code No. 349140 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.
- Memorial Parkway, Section Eighteen, a subdivision in Harris County, Texas according to the map or plat thereof recorded under Film Code No. 352029 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.

Section 2. Rain Barrels and Rain Harvesting Systems. Section 202.007 of the Texas Property Code provides that a property owners' association may not enforce a provision in a dedicatory instrument that prohibits or restricts a property Owner from installing rain barrels or a rain harvesting system on the property Owner's Lot. However, Section 202.007 of the Texas Property Code further provides that a property owners' association is not required to permit a rain barrel or rainwater harvesting system to be installed on a Lot in particular circumstances or restricted from regulating rain barrels and rain harvesting devices in specified manners.

The following Guidelines shall be applicable to rain barrels and rain harvesting systems in Highland Knolls:

- 2.1. **ACC Approval.** In order to confirm the proposed rain barrel or rain harvesting device is in compliance with these Guidelines, Owners are encouraged to apply to the ACC for prior approval. The Association may require an Owner to remove a rain barrel or rain harvesting device that does not comply with requirements of these Guidelines.

2.2. **Location.** A rain barrel or rain harvesting system is not permitted on a Lot between the front of the residential dwelling on the Lot and an adjacent street.

2.3. **Color and Display.** A rain barrel or rain harvesting system is not permitted:

- a. unless the color of the rain barrel or rain harvesting system is consistent with the color scheme of the residential dwelling on the Owner's Lot; or
- b. if the rain barrel or rain harvesting system displays any language or other content that is not typically displayed by the rain barrel or rain harvesting system as it is manufactured.

2.4. **Regulations if Visible.** If a rain barrel or rain harvesting system is located on the side of the residential dwelling on the Lot or at any other location on the Lot that is visible from a street, another Lot, or a common area, the rain barrel or rain harvesting system must comply with the following regulations:

a. Rain Barrel:

- (i) Size: A maximum height of forty-two (42) inches and a maximum capacity of fifty (50) gallons.
- (ii) Type: A rain barrel that has the appearance of an authentic barrel and is either entirely round or has a flat back to fit flush against a wall. A rain barrel must have a manufactured top or cap to prevent or deter the breeding of mosquitoes.
- (iii) Materials: Wood, metal, polyethylene or plastic resin designed to look like an authentic barrel in brown or other earthtone color.
- (iv) Screening: The rain barrel must be screened with evergreen landscaping to minimize its visibility from a street, another Lot, and common area, unless otherwise approved in writing by the ACC.
- (v) Downspout: The downspout which provides water to the rain barrel must be the same color and material as the gutters on the residential dwelling. Further, the downspout must be vertical and attached to the wall against which the rain barrel is located.

b. Rain Harvesting System: A rain harvesting system must collect and store the water underground. The portion of a rain harvesting system that is above-ground must appear to be a landscape or water feature. The above-ground portion of the rain harvesting system shall not extend above the surface of the ground by more than thirty-six (36) inches. The above-ground portion of the rain harvesting system must be screened with evergreen landscaping to minimize visibility from a street, another Lot, and common area, unless otherwise approved in writing by the ACC.

Provided that, the regulations in this Section 2.4 shall be applicable only to the extent that they do not prohibit the economic installation of the rain barrel or rain harvesting system on the Lot and there is a reasonably sufficient area on the Lot in which to install the rain barrel or rain harvesting system.

Section 3. Solar Energy Devices. Section 202.010 of the Texas Property Code provides that a property owners' association may not enforce a provision in a dedicatory instrument that prohibits or restricts a property Owner from installing a solar energy device except as otherwise provided therein. As used in Section 202.010 of the Texas Property Code, "solar energy device" has the meaning assigned by Section 171.107 of the Tax Code, which defines the term as "a system or series of mechanisms designed primarily to provide heating or cooling or to produce electrical or mechanical power by collecting and transferring solar generated power". The term includes a mechanical or chemical device that has the ability to store solar-generated energy for use in heating or cooling or in the production of power. Article VI, Section 6.27 of the Declaration is hereby superseded and replaced with this Section 3.

The following Guidelines shall be applicable to solar energy devices in Highland Knolls:

- 3.1. **ACC Approval.** The installation of a solar energy device requires the prior written approval of the ACC. Provided that, the ACC may not withhold approval if these Guidelines are met or exceeded, unless the ACC determines in writing that placement of the device as proposed constitutes a condition that substantially interferes with the use and enjoyment of land by causing unreasonable discomfort or annoyance to persons of ordinary sensibilities. The written approval of the proposed placement of the device by all Owners of property adjoining the Lot in question constitutes prima facie evidence that substantial interference does not exist.
- 3.2. **Location.** A solar energy device is not permitted anywhere on a Lot except on the roof of the residential dwelling or other permitted structure on the Lot or in a fenced yard or patio within the Lot.
- 3.3. **Devices Mounted on a Roof.** A solar energy device mounted on the roof of the residential dwelling or other permitted structure on a Lot:
 - a. shall not extend higher than or beyond the roofline;
 - b. shall conform to the slope of the roof and have a top edge that is parallel to the roofline;
 - c. shall have frames, support brackets and/or visible piping or wiring that are silver, bronze or black tone, as commonly available in the marketplace; and
 - d. shall be located on the roof as designated by the ACC unless an alternate location increases the estimated annual energy production of the device by more than ten percent (10%) above the energy production of the device if located in the area designated by the ACC. For determining estimated annual energy production, the parties shall use a publicly available modeling tool provided by the National Renewable Energy Laboratory.
- 3.4. **Visibility.** A solar energy device located in a fenced yard or patio shall not be taller than or extend above the fence enclosing the yard or patio.
- 3.5. **Warranties.** A solar energy device shall not be installed on a Lot in a manner that voids material warranties.

- 3.6. **Limitations.** A solar energy device is not permitted on a Lot if, as adjudicated by a court, it threatens the public health or safety or violates a law.

Section 4. Storm and Energy Efficient Shingles. Section 202.011 of the Texas Property Code provides that a property owners' association may not enforce a provision in a dedicatory instrument that prohibits or restricts a property Owner from installing shingles that:

- a. are designed to:
 - (i) be wind and hail resistant;
 - (ii) provide heating and cooling efficiencies greater than those provided by customary composition shingles; or
 - (iii) provide solar generation capabilities; and
- b. when installed:
 - (i) resemble the shingles used or otherwise authorized for use on property in the subdivision;
 - (ii) are more durable than and are of equal or superior quality to the shingles described below; and
 - (iii) match the aesthetics of the property surrounding the Owner's property.

4.1. **ACC Approval.** In order to confirm the proposed shingles conform to the foregoing Guidelines, Owners are encouraged to apply to the ACC for prior approval. The Association may require an Owner to remove shingles that do not comply with these Guidelines.

4.2. **Regulations.** Article VI, Section 6.21 of the Declaration requires roofing materials to be as follows:

The roof of any building shall be constructed or covered with (1) wood shingles or (2) asphalt or composition shingles comparable in quality, weight, and color to wood shingles, the decision on such comparison to rest exclusively with the Architectural Control Committee. Any other type roofing material shall be permitted only at the sole discretion of the Architectural Control Committee.

Accordingly, when installed, storm and energy efficient shingles must resemble, be more durable than, and be of equal or superior quality to the types of shingles otherwise required or authorized for use in Highland Knolls as set forth above. In addition, the storm or energy efficient shingles must match the aesthetics of the Lots surrounding the Lot in question.

Section 5. Flags. Section 202.011 of the Texas Property Code provides that a property owners' association may not enforce a provision in a dedicatory instrument that prohibits, restricts, or has the effect of prohibiting or restricting a flag of the United States of America, the flag of the State of Texas, or an official or replica flag of any branch of the United States armed forces, except as otherwise provided therein.

The following Guidelines shall be applicable to flagpoles and the three (3) types of flags listed in Section 202.011 of the Texas Property Code:

- 5.1. **ACC Approval.** Above-ground flagpole stands and/or footings and illumination under Section 5.6 must be approved by the ACC. Additionally, in order to confirm a proposed flagpole conforms to the following standards, Owners are encouraged to apply to the ACC for prior approval. The Association may require an Owner to remove flagpoles, flagpole footings, or flags that do not comply with these Guidelines.
- 5.2. **Flag of the United States.** The flag of the United States must be displayed in accordance with applicable provisions of 4 U.S.C. Sections 5-10, which address, among other things, the time and occasions for display, the position and manner of display, and respect for the flag.
- 5.3. **Flag of the State of Texas.** The flag of the State of Texas must be displayed in accordance with applicable provisions of Chapter 3100 of the Texas Government Code, which address, among other things, the orientation of the flag on a flagpole or flagstaff, the display of the flag with the flag of the United States, and the display of the flag outdoors.
- 5.4. **Flagpoles.**
- a. Not more than one (1) freestanding flagpole or flagpole attached to the residential dwelling or garage (on a permanent or temporary basis) is permitted on a Lot, which may not exceed three inches (3") in diameter, without the approval of the ACC.
 - b. A freestanding flagpole shall not exceed twenty (20) feet in height, measured from the ground to the highest point of the flagpole.
 - c. A flagpole attached to the residential dwelling or garage shall not exceed six (6) feet in length.
 - d. A flagpole, whether freestanding or attached to the residential dwelling or garage, must be constructed of permanent, long-lasting materials with a finish appropriate to materials used in the construction of the flagpole and harmonious with the residential dwelling on the Lot on which it is located.
 - e. A flagpole shall not be located in an easement or encroach into an easement.
 - f. A freestanding flagpole shall not be located nearer to a property line of the Lot than the applicable setbacks as either shown on the recorded plat or as set forth in the Declaration. Provided a freestanding flagpole may be located up to ten feet (10') in front of the front building setback line for a Lot, but not closer than twenty feet (20') to the curb of the adjacent street(s), if any above-ground stands and/or footings are approved in accordance with Section 5.1.
 - g. A flagpole must be maintained in good condition; a deteriorated or structurally unsafe flagpole must be repaired, replaced or removed.
 - h. An Owner is prohibited from locating a flagpole on property owned or maintained by the Association.
 - i. A freestanding flagpole must be installed in accordance with the manufacturer's guidelines and specifications.

- j. If the footing and/or stand for a freestanding flagpole extends above the surface of the ground, the ACC may require the installation of landscaping to screen the stand and/or footing from view.

5.5. Flags.

- a. Not more than two (2) of the permitted types of flags shall be displayed on a flagpole at any given time.
- b. The maximum dimensions of a displayed flag on a freestanding flagpole that is less than fifteen (15) feet in height or on a flagpole attached to the residential dwelling or garage shall be three (3) feet by five (5) feet.
- c. The maximum dimensions of a displayed flag on a freestanding flagpole that is fifteen (15) feet in height or greater is four (4) feet by six (6) feet.
- d. A displayed flag must be maintained in good condition; a deteriorated flag must be replaced or removed.

- 5.6. Illumination.** Illumination of a flag is permitted but the lighting must be in-ground and have a maximum of 150 watts, unless otherwise approved by the ACC. High intensity lighting such as mercury vapor, high pressure sodium, or metal halide is not permitted. The lighting is required to be compatible with exterior lighting within the subdivision and appropriate for a residential neighborhood. Lighting used to illuminate a flag shall be positioned in a manner so that the lighting is not directed toward an adjacent Lot or a street adjacent to the Lot and does not otherwise unreasonably affect an adjacent Lot.

- 5.7. Noise.** An external halyard on a flagpole is required to be securely affixed to the flagpole so that it is not moved by the wind and thereby permitted to clang against the flagpole.

Section 6. Religious Items. Section 202.018 of the Texas Property Code provides that a property owners' association may not enforce or adopt a restrictive covenant that prohibits a property Owner or resident from displaying or affixing on the entry to the Owner's or resident's dwelling one or more religious items, the display of which is motivated by the Owner's or resident's sincere religious belief, except as otherwise provided therein. Section 202.001(4) of the Texas Property Code defines "restrictive covenant" to mean any covenant, condition, or restriction contained in a dedicatory instrument.

The following Guidelines shall be applicable to the display of religious items in Highland Knolls:

- 6.1. ACC Approval.** As authorized by the Declaration and, therefore, allowed by Section 202.018(c) of the Texas Property Code any alteration to the entry door or door frame must first be approved by the ACC.
- 6.2. Location.** Except as otherwise provided in this Section, a religious item is not permitted anywhere on a Lot except on the entry door or door frame of the residential dwelling. A religious item shall not extend past the outer edge of the door frame.

- 6.3. **Size.** The religious item(s), individually or in combination with each other religious item displayed or affixed on the entry door or door frame, shall not have a total size of greater than twenty-five (25) square inches.
- 6.4. **Content.** A religious item shall not contain language, graphics, or any display that is patently offensive to persons of ordinary sensibilities.
- 6.5. **Limitation.** A religious item shall not be displayed or affixed on an entry door or door frame if it threatens the public health or safety or violates a law.
- 6.6. **Color of Entry Door and Door Frame.** Subsections 5.2, 5.3 and 5.4 of the "Highland Knolls Community Association, Inc. Architectural Control Committee Guidelines Dated January, 2009" a part of the "Certification" filed of record in the Official Public Records of Real Property of Harris County, Texas under County Clerk's File No. 20090064642 ("Architectural Guidelines") state the following:
- 5.2 Earth tone colors are most often used and accepted (i.e., white, brown, tan, beige or gray). The color of neighboring homes will be taken into consideration, along with the applicant's house brick features.
- 5.3 Extremely bold colors or pastels are prohibited.
- 5.4 Front doors may be stained, a natural wood color, or painted the same color as the house trim. Other paint colors may be approved on a case by case basis.
- An Owner or resident is not permitted to use a color for an entry door or door frame of the Owner's or resident's residential dwelling or change the color of an entry door or door frame that is not authorized by the ACC.
- 6.7. **Other.** Notwithstanding the above provisions: (i) the ACC shall have the authority to allow a religious statue, such as by way of example and not in limitation, a statue of St. Francis of Assisi or other religious item in a landscape bed or other portion of a Lot, and (ii) these Guidelines shall not prohibit or apply to temporary seasonal decorations related to religious holidays.

In the event any provision in these Guidelines conflicts or is inconsistent with a provision in the Architectural Guidelines and Declaration, the provision in these Guidelines shall control.

I hereby certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing Guidelines Relating to Rain Barrels and Rain Harvesting Systems, Solar Energy Devices, Storm and Energy Efficient Shingles, Flags, and Religious Items was approved by a majority vote of the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Harris County, Texas.

TO CERTIFY which witness my hand this the 14 day of December, 2011.



HIGHLAND KNOLLS COMMUNITY ASSOCIATION

By: Derrick Espey

Printed Name: DERRICK Espey

Its: Secretary

THE STATE OF TEXAS

COUNTY OF Harris

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§

BEFORE ME, the undersigned notary public, on this 14 day of Dec, 2011 personally appeared Derrick Espey, Secretary of Highland Knolls Community Association, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

Kathleen Lindbloom
Notary Public in and for the State of Texas

Return to:
Butler | Hailey
8901 Gaylord, Suite 100
Houston, Texas 77024
205007

OPEN RECORDS POLICY
for
HIGHLAND KNOLLS COMMUNITY ASSOCIATION

THE STATE OF TEXAS §

§

COUNTY OF HARRIS §

I, DERRICK Espey, Secretary of Highland Knolls Community Association (the "Association"), do hereby certify that at a meeting of the Board of Directors of the Association (the "Board") duly called and held on the 14 day of December, 2011, with at least a quorum of the board members being present and remaining throughout, and being duly authorized to transact business, the following Open Records Policy was duly approved by a majority vote of the members of the Board:

RECITALS:

1. Chapter 209 of the Texas Property Code was amended to amend Section 209.005 to set forth open records procedures and to require property owners' associations to adopt and record open records policies consistent with the procedures set forth in the statute.
2. The new law relating to open records becomes effective on January 1, 2012.
3. The Board of Directors of the Association desires to adopt an open records policy consistent with the provisions of Section 209.005 of the Texas Property Code.

POLICY:

It is the policy of the Association to make the books and records of the Association, including financial records, open to and reasonably available for examination by an Owner, or a person designated in a writing signed by the Owner as the Owner's agent, attorney, or certified public accountant (the "Owner's Representative") in accordance with the following provisions:

1. **Request.** An Owner or the Owner's Representative must submit a written request for access or information. The written request must:
 - a. be sent by certified mail to the mailing address of the Association or to the authorized representative of the Association as reflected on the most current Management Certificate of the Association filed of record in accordance with Section 209.004 of the Texas Property Code;
 - b. describe with sufficient detail the books and records of the Association that are requested; and
 - c. state whether the Owner or the Owner's Representative elects to inspect the requested books and records before obtaining copies or have the Association forward copies of the requested books and records.
2. **Election to Inspect.** If an inspection is requested, the Association shall send written notice to the Owner or the Owner's Representative of dates during normal business hours that the Owner or the Owner's Representative may inspect the requested books and records. Such written notice shall be sent on or before the tenth (10th) business day after the date the Association receives the request, unless the Association sends a notice to the Owner or Owner's Representative in accordance with Section 4 below.

3. **Election to Obtain Copies.** If copies of the identified books and records are requested, the Association shall produce copies of the requested books and records on or before the tenth (10th) business day after the date the Association receives the request, unless the Association sends a notice to the Owner or Owner's Representative in accordance with Section 4.

4. **Inability to Produce Records Within 10 Days.** If the Association is unable to produce requested books and records on or before the tenth (10th) business day after the date the Association receives the request, the Association shall provide written notice to the Owner or the Owner's Representative that:

- a. informs the Owner or the Owner's Representative that the Association is unable to produce the requested books and records on or before the tenth (10th) business day after the date the Association received the request; and
- b. states a date by which the requested books and records will be sent or made available for inspection, which date shall not be later than the fifteenth (15th) business day after the date such notice is given.

5. **Extent of Books and Records.** The Association shall produce books and records requested by an Owner or an Owner's Representative to the extent those books and records are in the possession, custody or control of the Association.

6. **Time of Inspection; Copies.** If an inspection of books and records is requested or required, the inspection shall take place at a mutually agreed upon time during normal business hours. At the inspection, the Owner or the Owner's Representative shall identify the books and records to be copied and forwarded. The Association shall thereafter make copies of such books and records at the cost of the Owner and forward them to the Owner or the Owner's Representative.

7. **Format.** The Association may produce books and records requested by an Owner or an Owner's Representative in hard copy, electronic or other format reasonably available to the Association.

8. **Costs.** The Association may charge an Owner for the compilation, production or reproduction of books and records requested by the Owner or the Owner's Representative, which costs may include all reasonable costs of materials, labor, and overhead. Costs will be billed at the rates established by Section 70.3 of the Texas Administrative Code, as same may be amended from time-to-time. As of the date of this Policy, the rates set forth below are established by Section 70.3 of the Texas Administrative Code. Should the rates set forth in Section 70.3 of the Texas Administrative Code ever be different than in this policy (either through amendment or error by this policy) the then current rates set forth in Section 70.3 of the Texas Administrative Code shall control.

Labor for locating, compiling and reproducing records*	\$15.00 per hour
Copies (8½ x 11 and 8½ x 14)	\$0.10 per page
Oversize paper copies (11 x 17, greenbar and	\$0.50 per page

* No labor will be charged if there are 50 or fewer pages unless the documents are in 2 or more separate buildings not physically connected to each other or in a remote storage facility.

bluebar)	
Specialty papers (blue print and maps)	actual cost
Diskette	\$1.00
Magnetic tape or data or tape cartridge	actual cost
CD	\$1.00
DVD	\$3.00
VHS video cassette	\$2.50
Audio cassette	\$1.00
Other	At the rate provided for in Section 70.3 of the Texas Administrative Code

9. **Advance Payment of Estimated Costs.** The Association shall estimate the costs of compiling, producing and reproducing books and records requested by an Owner or an Owner's Representative on the basis of the rates set forth in Section 8 above. The Association may require advance payment of the estimated costs of compiling, producing and reproducing the requested books and records.

10. **Actual Costs.**

- 10.1. If the actual costs of compiling, producing and reproducing requested books and records are less than or greater than the estimated costs, the Association shall submit a final invoice to the Owner on or before the thirtieth (30th) business day after the date the requested books and records are delivered.
- 10.2. If the final invoice includes additional amounts due from the Owner, the Owner shall be required to pay the additional amount to the Association before the thirtieth (30th) business day after the date the invoice is sent to the Owner.
- 10.3. If the final invoice indicates that the actual costs are less than the estimated costs, the Association shall refund the excess amount paid by the Owner not later than the thirtieth (30th) business day after the date the invoice is sent to the Owner.
- 10.4. If the Owner fails to pay to the Association the additional amounts shown in the final invoice in accordance with Subsection 10.1 above, the Association may add the additional amount to the Owner's assessment account as an assessment.

11. **Books and Records Not Required to be Produced.**

- 11.1. Unless an Owner whose records are the subject of a request provides express written approval to the Association or unless a court order is issued directing either the release of books and records or that books and records be made available for inspection, the Association is not required to release or allow inspection of books and records that:
 - a. identify the history of violations of dedicatory instruments of an individual Owner;

- b. disclose an Owner's personal financial information, including records of payment or nonpayment of amounts due the Association;
- c. disclose an Owner's contact information, other than the Owner's address; or
- d. disclose information related to an employee of the Association, including personnel files.

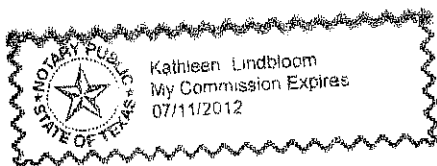
11.2. The Association is also not required to release or allow inspection of ballots cast in an election or removal of Directors, except as required by a recount procedure in accordance with Section 209.0057 of the Texas Property Code.

11.3. In addition, information may be released in an aggregate or summary manner that will not identify an individual property Owner.

12. **Business Day.** As used in this policy, "business day" means a day other than a Saturday, Sunday or state or federal holiday.

I hereby certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing Open Records Policy was approved by a majority vote of the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Harris County, Texas.

TO CERTIFY which witness my hand this the 14 day of DECEMBER, 2011.



HIGHLAND KNOLLS COMMUNITY ASSOCIATION

By: Derrick Espey

Printed: Derrick Espey

Its: Secretary

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.

THE STATE OF TEXAS §
COUNTY OF Harris §

BEFORE ME, the undersigned notary public, on this 14 day of Dec, 2011 personally appeared Derrick Espey, Secretary of Highland Knolls Community Association, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

Kathleen Lindbloom
Notary Public in and for the State of Texas

Return to:
Butler | Hailey
8901 Gaylord, Suite 100
Houston, Texas 77024

205006

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL
PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.
THE STATE OF TEXAS
COUNTY OF HARRIS

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

JAN - 3 2012



Stan Stuart
COUNTY CLERK
HARRIS COUNTY, TEXAS