



ROLES AND RESPONSIBILITY

DEED RESTRICTION ADVISORY COMMITTEE

CHAIRPERSON

DEFINITION:

The CHAIRPERSON is a member of the Deed Restriction Advisory Committee (DRAC) designated to head the committee.

SELECTION:

The Vice-Chairperson of the DRC becomes the CHAIRPERSON upon the CHAIRPERSON's term expiration or vacancy.

The CHAIRPERSON can also be selected by one of the following methods

1. The Coles Crossing Community Association, Inc. (CCCAI) Board of Directors (BOD) appoints the chairperson.
2. The CCCAI Board of Directors replaces the chairperson.

APPROVAL

The CCCAI board of Directors must approve the CHAIRPERSON.

QUALIFICATIONS:

1. Must be a "member in good standing" of the CCCAI DRAC, Harris County.
2. Must be a permanent and primary resident of Coles Crossing, Harris County.
3. Must be an active member of the CCCAI DRAC, Harris County for a minimum of six (6) months.

TERM LIMITS:

1. Nominal one (1) year term.
2. If CHAIRPERSON takes over the duties less than six (6) months into an unexpired term, the CHAIRPERSON cannot serve another consecutive term.
3. If the CHAIRPERSON takes over the duties six (6) months or greater into an unexpired term, that CHAIRPERSON can serve another consecutive term.

Note: The CCCAI Board of Directors can dismiss and/or replace the CHAIRPERSON at anytime.

RESIGNATION:

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The CHAIRPERSON must submit his/her resignation in writing to the CCCAI Board of Directors.

DUTIES:

1. Schedule monthly meeting.
2. Work with the CCCAI Management Company to create an agenda for the DRAC meetings.
3. Attend the CCCAI Board of Directors monthly meeting.
4. Review or delegate the review of Architectural Modification Requests.
5. Delegate tasks to committee members.
6. Present information about the committee to the homeowners at the annual CCCAI homeowners meeting.
7. All duties that applied to the DRAC committee members.
8. Updating and maintaining DRAC Mission Statement and Roles and Responsibilities as required.
9. Submit a yearly DRAC budget to the CCCAI Board of Directors.
10. Other duties not specified above.

549-91-8198



ROLES AND RESPONSIBILITY

DEED RESTRICTION ADVISORY COMMITTEE

VICE CHAIRPERSON

DEFINITION:

The VICE-CHAIRPERSON is a member of the Deed Restriction Advisory Committee (DRAC) designated to temporarily take over the duties of the DRAC Chairperson whenever those duties cannot be addressed by the DRAC Chairperson..

SELECTION:

The VICE-CHAIRPERSON is elected by a simple majority of the DRAC members.

QUALIFICATIONS:

1. Must be a "member in good standing" of the Coles Crossing Community Association, Inc. and the DRAC.
2. Must be a permanent and primary resident of Coles Crossing, Harris County.
3. Must be an active member of the CCCAI DRAC, Harris County for a minimum of six (6) months.

TERM LIMITS:

The VICE-CHAIRPERSON will remain in this position until the Chairperson's position becomes vacant. The time at this position may be up to one (1) year.

PROGRESSION:

The VICE-CHAIRPERSON is to become the DRAC Chairperson whenever the Chairperson has completed his/her term as described in the Roles/Responsibility for the Chairperson document.

RESIGNATION:

The VICE CHAIRPERSON must submit his/her resignation in writing to the DRAC Chairperson.

DUTIES:

1. Temporarily take over the duties of the DRAC Chairperson whenever the Chairperson is absent.
2. Assist the Chairperson in duties assigned to the Chairperson.
3. Participate in the DRAC committee member duties.
4. Other duties not specified above.

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ROLES AND RESPONSIBILITY

DEED RESTRICTION ADVISORY COMMITTEE

SCRIBE

DEFINITION:

The SCRIBE is a member of the Deed Restriction Advisory Committee (DRAC) designated to create written record of the DRAC activities.

SELECTION:

1. Nominations for SCRIBE are taken by the DRAC.
2. The nominee must agree to the nomination.
3. The SCRIBE is elected by a majority of votes of the DRAC members.
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QUALIFICATIONS:

1. Must be a "member in good standing" of the Coles Crossing Community Association, Inc. (CCCAI) and the DRAC.
2. Must be a permanent and primary resident of Coles Crossing, Harris County.
3. Must be an active member of the CCCAI DRAC, Harris County.

TERM LIMITS:

The SCRIBE will remain in this position for a minimum of six(6) months. No maximum term limitation is imposed on this position.

RESIGNATION:

The SCRIBE must submit his/her resignation in writing to the DRAC Chairperson.

DUTIES:

1. Record minutes of the DRAC meetings.
2. Submit approved minutes to the Management Company of the CCCAI for permanent filing.
3. Participate in the DRAC committee member duties.
4. Other duties not specified above.

549-91-0197



MISSION STATEMENT

DEED RESTRICTION ADVISORY COMMITTEE

The Deed Restriction Advisory Committee (DRAC) of Coles Crossing Community Association, Inc. (CCCAI) strives to apply the established deed restrictions in an applicable, consistent and timely manner.

The committee will accomplish this by

- Creating construction guidelines on subjects for which no guidelines are established and submit these guidelines to the CCCAI Board of Directors for disposition.
- Reviewing existing construction guidelines for possible modification and submit the proposed modification to the CCCAI Board of Directors for disposition.
- Reviewing requested guideline modification(s) from homeowners and acting on the request(s).
- Reviewing architectural modification requests (AMR) and recommending disposition to the CCCAI Board of Directors.
- Reviewing deed restriction violation(s) with the Management Company for CCCAI.
- Acting on architectural modification requests within two (2) weeks after receiving all required documentation from the homeowner.
- The DRAC will keep the residents of Coles Crossing, Harris County, informed of current and new guidelines by publishing them in media formats available to CCCAI.
- The DRAC and its members will act in a manner conducive to promoting cooperation and neighborliness.
- The DRAC and its members will act in the best interest of CCCAI, forgoing any personal agenda or interests.

549-51-0193



ROLES AND RESPONSIBILITY

DEED RESTRICTION ADVISORY COMMITTEE

COMMITTEE MEMBER

DEFINITION:

The COMMITTEE MEMBER is a volunteer homeowner of Coles Crossing, Harris County that is willing and able to serve on the Deed Restriction Advisory Committee (DRAC).

SELECTION:

The Committee Member is selected by one of the following methods

1. Volunteers to serve on the DRAC.
2. Nominated by a DRAC member.
3. Recommended by the CCCAI Board of Directors.

QUALIFICATIONS:

1. Must be a "member in good standing" of the CCCAI DRAC, Harris County.
2. Must be a permanent and primary resident of Coles Crossing, Harris County.
3. Must attend two (2) consecutive DRAC meetings prior to becoming a member of the Committee.
4. Must be familiar with the CCCAI deed restrictions.

TERM LIMITS:

1. The COMMITTEE MEMBER will commit to a three (3) year term.
2. The COMMITTEE MEMBER can serve a maximum of two (2) consecutive terms.
3. The COMMITTEE MEMBER can serve a maximum of five (5) terms.

MEMBER IN GOOD STANDING:

1. Must participate in meeting discussions
2. Must accept and complete tasks assigned by the committee chairperson within the timeframe set by and agreed upon the committee chairperson and the COMMITTEE MEMBER.
3. Must attend monthly DRAC meetings.
4. Cannot miss more than three (3) consecutive DRAC monthly meetings without prior notification to either the committee chairperson or the Management Company's committee representative.
5. Cannot miss more than five (5) meetings within a 12 consecutive month period.

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DUTIES:

1. Review Deed Restriction violations
2. Review existing construction guidelines
3. Review architectural modification requests that the committee chairperson brings before the committee.
4. Discuss construction guidelines for issues that are not covered by existing guidelines.
5. Discuss yearly budget requirements for the committee for submission to the CCCAI Board of Directors.
6. Other duties assigned by the committee chairperson.

549-91-0200

Supplemental Recording of Dedicatory Instruments

Name of Property Owners Association:

Coles Crossing Community Association, Inc. (the "Association")

Pursuant to Section 202.006, Texas Property Code, the Association files the attached dedicatory instruments.

EXECUTED this the 15th day of March, 2002.

W. Austin Barsalou
W. AUSTIN BARSALOU
Attorney in Fact

THE STATE OF TEXAS

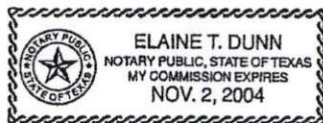
COUNTY OF HARRIS

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This instrument was acknowledged before me on this day by W. Austin Barsalou, Attorney in Fact for Coles Crossing Community Association, Inc., a Texas nonprofit corporation, on behalf of said corporation.

Given under my hand and seal of office this the 15th day of March, 2002.

Elaine T. Dunn
(Notary Public, STATE OF TEXAS)



ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW
THE STATE OF TEXAS
COUNTY OF HARRIS
I hereby certify that this instrument was FILED in the 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 on

MAR 15 2002



Douglas B. Kayman
COUNTY CLERK
HARRIS COUNTY, TEXAS

FILED
MAR 15 PM 3:20
Douglas B. Kayman
COUNTY CLERK
HARRIS COUNTY, TEXAS

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