

WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC.

PAYMENT PLAN POLICY

This payment plan policy was approved by the Board of Directors of **WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC.** on the 6th day of December, 2011.

1. Owners are entitled to one approved payment plan to pay amounts owed to the Association.
2. All payment plans require a down payment and monthly payments.
3. Upon request, all Owners are automatically approved for a payment plan consisting of 25% down, with the balance paid off in four monthly installments.
4. If an Owner defaults on the payment plan, the payment plan is automatically terminated and the Association is not obligated to make another payment plan with the Owner for the next two years.
5. Alternative payment plan proposals must be submitted to and approved by the Association. The Association is not obligated to approve alternative payment plan proposals.
6. The Association cannot charge late fees during the course of a payment plan, but will charge interest at the rate it is entitled to under its Governing Documents and reasonable costs (\$10.00 per month charged by the management company) for monitoring and administering the payment plan.

WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC. hereby certify that the foregoing resolution was adopted by at least a majority of the Association's Board of Directors."

By: *Lee Markiewicz*, President

Print name: Lee Markiewicz

STATE OF TEXAS §

§

COUNTY OF HARRIS §

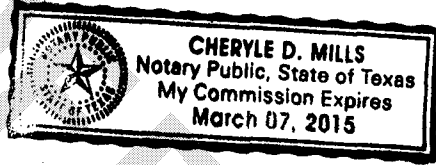
Star Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

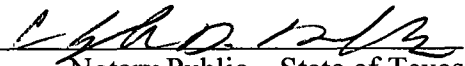
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FILED

This instrument was acknowledged before me on the 6th day of December, 2011, by Lee Markiewicz, President of WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC. a Texas non-profit corporation on behalf of said corporation for the consideration and in the capacities stated herein.

Given under my hand and seal in office this 6th day of December, 2011.




Notary Public – State of Texas

COPY

WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC.

RECORDS RETENTION POLICY

This Records Retention Policy was approved by the Board of Directors of Westcreekl Village Community Association, Inc., on the 6th day of December, 2011.

The Association shall maintain its records as follows:

RECORD	RETENTION PERIOD
Certificate of Formation/ Articles of Incorporation, Bylaws, Declarations and all amendments to those documents.	PERMANENT
Association Tax Returns and Tax Audits	SEVEN (7) YEARS
Financial Books and Records	SEVEN (7) YEARS
Account Records of Current Owners	FIVE (5) YEARS
Contracts with a term of more than one year	FOUR (4) YEARS AFTER CONTRACT EXPIRES
Minutes of Member Meetings and Board Meetings	SEVEN (7) YEARS

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable record will be considered not maintained as a part of the Association's books and records and disposed of by the management company unless specified otherwise by the Board of Trustees.

WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of Westcreek Village Community Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association's Board of Directors."

By: Lee A. Markiewicz, President

Print name: Lee A. Markiewicz

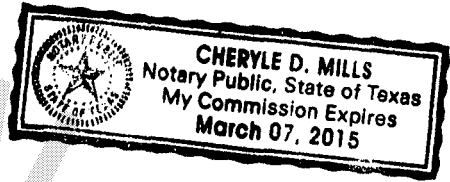
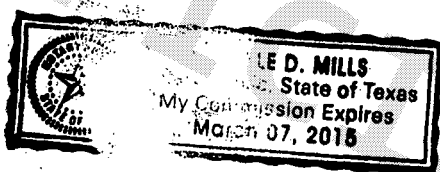
STATE OF TEXAS §
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COUNTY OF HARRIS §

This instrument was acknowledged before me on the 6th day of December, 2011, by Lee Markiewicz, President of WESTCREEK VILLAGE COMMUNITY ASSOCIATION INC., a Texas non-profit corporation on behalf of said corporation for the consideration and in the capacities stated herein.

Given under my hand and seal in office this 6th day of December, 2011.



Cheryle D. Mills
Notary Public – State of Texas



UNOFFICIAL COPY

WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC.

RECORDS PRODUCTION POLICY

This Records Production Policy was approved by the Board of Directors of **WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC.** on the 6th day of December, 2011.

I. Copies of the Association's records will be available to all Owners upon their proper request and at their own expense. A proper request:

- a. Is sent certified mail to the Association's address as reflected in its most recent management certificate;
- b. Is from an Owner, or the Owner's agent, attorney, or certified public accountant; and
- c. Contains sufficient detail to identify the records being requested.

II. Owners may request to inspect the records or may request copies of specific records.

- If the Owner makes a request to inspect the records, then the Association will respond within **10 business days** of the request, providing the dates and times the records will be made available and their location. The Association and the Owner shall arrange for a mutually agreeable time to conduct the inspection. The Association shall provide the Owner with copies of the specific documents requested upon the Owner paying the Association the cost thereof.
- If an Owner makes a request for copies of specific records, and the Association can provide the records easily or at no cost, then the Association will provide the records to the Owner within 10 business days of the Owner's request.
- If an Owner makes a request for copies of specific records, the Association shall send a response letter advising the date that the records will be made available (within **15 business days**) and the cost the Owner must pay before the records will be provided. Upon the Owner's paying the cost to provide the records, the Association shall provide the records to the owner.

III. The Association hereby adopts the following schedule of costs:

<u>COPIES</u>	10 cents per page, for a regular 8.5" x 11" page
	50 cents per page, for pages 11" x 17" or greater

Actual cost, for specialty paper (color, photographs, maps, etc.)

\$1.00 for each CD

\$3.00 for each DVD

LABOR

\$15.00 per hour for the actual time to locate, compile and reproduce the records (can only charge if the request is greater than 50 pages in length).

OVERHEAD 20% of the total labor charge (can only charge if the request is greater than 50 pages in length).

MATERIALS

Actual costs of labels, boxes, folders, and other supplies used in producing the records, along with postage for mailing the records.

IV. The Association hereby adopts the following form of response to Owners who request to inspect the Association's Records:

**WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC.
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS**

_____, 2012

Dear Homeowner:

On _____, 2012, the Association received your request to inspect the books and records of the Association. The books and records of the Association are available for you to inspect on regular business days, between the hours of 9 a.m. and 5 p.m., at the office of Sterling Association Services, Inc., 6842 N. Sam Houston Parkway W., Houston, Texas 77064.

Please contact your Association Manager at 832-678-4500 to arrange for a mutually agreeable time for you to come and inspect the books and records. Please be advised that if you desire copies of specific records during or after the inspection, you must first pay the associated costs before the copies will be provided to you. A schedule of costs is included with this response.

Sincerely Yours,

Westcreek Village CA

V. The Association hereby adopts the following form of response to Owners who request copies of specific records:

**WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC.
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS**

Dear Homeowner: _____, 2012

On _____, 2012, the Association received your request for copies of specific Association records. We are unable to provide you with the requested records within 10 business days of your request. The requested records will be available to you no later than 15 business days after the date of this response.

In order to obtain the records you must first pay the Association the cost of providing the records to you. The estimated cost to obtain the records you requested is \$ _____. Upon receiving payment, the Association will mail the requested documents to you. You may also make payment and pick up the documents in person at the office of Sterling Association Services, Inc., 6842 N. Sam Houston Parkway W., Houston, Texas 77064.

Sincerely Yours,

Westcreek Village CA

VI. If the estimated cost provided to the Owner is more or less than the actual cost of producing the documents, the Association shall, within 30 days after providing the records, submit to the Owner either an invoice for additional amounts owed or a refund of the overage paid by the Owner.

VII. Unless authorized in writing or by court order, the Association will not provide copies of any records that contain the personal information of an Owner, including deed restriction violations, delinquent assessments, financial information, and contact information.

WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC.

CERTIFICATION

"I, the undersigned, being the President of Westcreek Village Community Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association's Board of Directors."

By: , President

Print name: Lee A. Markiewicz

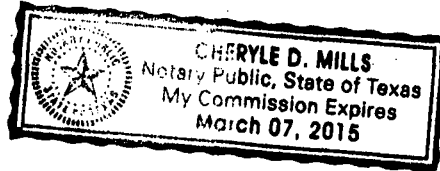
STATE OF TEXAS §

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COUNTY OF HARRIS §

This instrument was acknowledged before me on the 6th day of December, 2011, by Lee Markiewicz, President of WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC. a Texas non-profit corporation on behalf of said corporation for the consideration and in the capacities stated herein.

Given under my hand and seal in office this 6th day of December, 2011.




Notary Public – State of Texas

UNOFFICIAL COPY

WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC.

SOLAR PANELS POLICY

This solar panels policy was approved by the Board of Directors of **WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC.** on the 6th day of December, 2011.

1. Owners are entitled to install solar panels on the roof of their home or in a fenced-in yard or patio area.
2. Owners must apply for and receive written approval from the Association's Architectural Control Committee prior to installing solar panels.
3. The Association reserves the right to determine placement and other characteristics of solar panels.
4. Solar panels must be located entirely on the Owner's property.
5. A solar panel shall be no higher or wider than the roofline of the structure it is mounted on.
6. The top edge of the solar panel shall be parallel with the roofline and the solar panel must conform to the slope of the roofline.
7. Solar panels located in a fenced-in yard or patio can be no higher than the fence line.
8. Solar panel frames, brackets, wire and pipes shall only be silver, bronze or black in color.
9. If a solar panel is located in an area other than one designated by the Association, it must receive 10% more production than it would in the designated area.

WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC.

CERTIFICATION

“I, the undersigned, being the President of WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC. hereby certify that the foregoing resolution was adopted by at least a majority of the Association’s Board of Directors.”

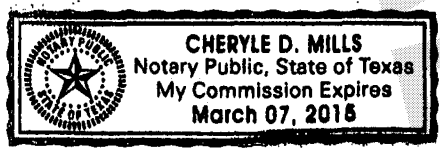
By: *Lee Markiewicz*, President

Print name: *Lee Markiewicz*

STATE OF TEXAS §
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COUNTY OF HARRIS §

This instrument was acknowledged before me on the 6th day of December, 2011, by Lee Markiewicz, President of WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC. a Texas non-profit corporation on behalf of said corporation for the consideration and in the capacities stated herein.

Given under my hand and seal in office this 6th day of December, 2011.



Cheryle D. Mills
Notary Public – State of Texas

COPY

WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC.

Flags and Flagpoles Policy

In accordance with The Texas Property Code – Section 202.111, Residents may display the following:


1. The flag of the United States of America;
2. The flag of the State of Texas; or
3. An official replica flag of any branch of the United States armed forces.

The display of these flags are subject to the following:

1. United States Flags must be displayed in accordance with Title 4 U.S.C. Sections 5-15.
2. The Texas Flag must be displayed in accordance with Chapter 3100 of the Texas Government Code.
3. A flagpole, whether attached to a dwelling or freestanding, must be a commercially available product constructed of nonferrous metal materials with a finish appropriate to the materials used in the construction of the flagpole and harmonious to the dwelling.
4. The flag display must conform to all setbacks, easements and zoning ordinances.
5. Flags and flagpoles must be maintained in good condition; flags and flagpoles that are deteriorating or represent an unsafe condition must be repaired, replaced or removed.
6. Flagpoles are limited to one per lot, not to exceed 20 feet in height. Flagpoles over eight feet in length or height shall be a minimum of 2 inches in diameter. Flagpoles exceeding 16 feet in height shall be a minimum of 3 inches in diameter at the base.
7. The size of the flag must be proportionate to the height of the flagpole. Maximum flag size for flagpoles up to 16 feet is 3 feet by 5 feet. Maximum flag size of flagpoles over 16 feet and up to 20 feet is 4 feet by six feet. A maximum of two flags per pole is allowed.
8. The size, location and intensity of lights used to illuminate a displayed flag must be approved in advance by the Association's Architectural Review Committee.
9. The external halyard of the flagpole must be secured to abate any noise.

10. Residents can only place a flagpole or flag on their property and no other property.
11. All applications must be approved by the Association's Architectural Review Committee prior to the commencement of the installation.

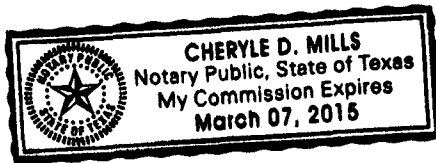
ADOPTED: by the Westcreek Village Community Association, Inc. on the 25 Day of October, 2011 and to be effective immediately.

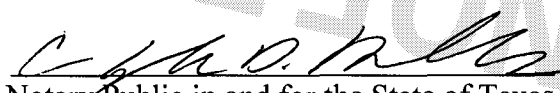

 Lee Markiewicz, President
 Westcreek Village Community Association, Inc.

STATE OF TEXAS §
 COUNTY OF HARRIS §

ACKNOWLEDGEMENT

This instrument was acknowledged before me on October 25th, 2011 by Lee Markiewicz as PRESIDENT of WESTCREEK VILLAGE COMMUNITY ASSOCIATION, INC. on behalf of said corporation.




 Notary Public in and for the 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 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

JAN - 5 2012



Stan Stewart
 COUNTY CLERK
 HARRIS COUNTY, TEXAS

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 this instrument was filed and recorded.