

INSTRUMENT TO RECORD DEDICATORY INSTRUMENTS

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notice
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This instrument is being recorded by the Cresmere Place-West Ormond Place Civic Association, a Texas non-profit corporation (the "Association"), pursuant to Section 202.006 of the Texas Property Code.

20110547766
12/30/2011 RP2 \$92.00

Section 202.006 of the Texas Property Code required a Property Owners' Association to record each dedicatory instrument in the real property records of the County in which the property to which the dedicatory instrument relates is located, if such instrument has not previously been recorded; and

In addition to the dedicatory instruments currently of record, the Association is subject to the following additional dedicatory instruments which have not been previously recorded, to-wit:

1. Articles of Incorporation of the Association; and
2. Bylaws of the Association.

Pursuant to Section 202.006 of the Texas Property Code, the Association does hereby record such additional dedicatory instruments, a copy of each of which is attached hereto. The dedicatory instruments attached hereto are subject to amendment pursuant to the amendatory procedures applicable thereto.

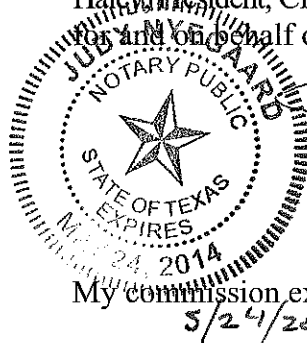
EXECUTED as of the 29th day of December, 2011.

CRESMERE PLACE-WEST ORMOND PLACE CIVIC ASSOCIATION

By [Signature]
Ryan Haley, President

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on the 29th day of December, 2011, by Ryan Haley, President, Cresmere Place-West Ormond Place Civic Association, a Texas non-profit corporation, for and on behalf of said corporation.



[Signature]
Notary Public in and for
The State of Texas

This document is being recorded as a
COURTESY ONLY by Butler & Hailey, P.C.,
without review and without liability,
expressed or implied.

Return to:
Butler & Hailey, P.C.
8901 Gaylord Street, Suite 100
Houston, Texas 77024

BY-LAWS
of
Cresmere Place-West Ormond Place Civic Association

ARTICLE ONE
GENERAL

Section 1.0 Purposes. The purpose of Cresmere Place-West Ormond Place Civic Association as set forth in the Articles of Incorporation is to preserve, maintain and protect the deed restrictions in the Cresmere Place and West Ormond Place subdivisions, to take all action necessary to promote the health, safety and welfare of its residents and the general public of Houston, Texas.

Section 1.1 Name and Principal Office. The name of the corporation is Cresmere Place-West Ormond Place Civic Association. The Corporation may adopt one or more assumed names for any legitimate purpose. The place in this state where the principal office of the Corporation is to be located is the City of Houston, Texas, Harris County.

Section 1.2 Registered Office. Cresmere Place-West Ormond Place Civic Association, hereinafter referred to as the "Corporation" or as "CWOCA", shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be changed from time to time by the Board of Directors.

Section 1.3 Amended Bylaws. These Bylaws shall supercede all prior Bylaws, including but not limited to those adopted February 3, 2004.

ARTICLE TWO
MEMBERSHIP

Section 2.0. Eligibility for Membership. The membership of the Cresmere Place – West Ormond Place Civic Association shall consist of all real property owners of lots (not to exceed two (2) members per lot) located within the Cresmere Place and West Ormond Place subdivisions in Houston, Harris County, Texas as set forth in the Articles of Incorporation and as further provided in these Bylaws

Section 2.1. Suspension of Voting Rights. Failure to pay the annual assessment dues or special assessments shall result in suspension of membership voting rights.

Section 2.2. Reinstatement. A member whose voting right is suspended pursuant to Section 2.2 will be reinstated upon payment of any amount then owing.

Section 2.3. Quorum. Unless otherwise provided in the Articles, Members entitled to cast ten percent (10%) of the votes of the membership, represented in person or by proxy, shall constitute a quorum at any meeting of Members. If, however, a member quorum shall not be present or represented at any-meeting of the Members, the Members present in person or represented by

proxy shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting. At such adjourned meeting at which a quorum shall be present in person or by a valid proxy, any business may be transacted which might have been transacted at the meeting as originally notified. The majority vote of Members at a meeting at which a quorum is present shall be the act of the Members, unless the vote of a greater number is required by law, the Restrictions, the Articles of Incorporation or these Bylaws.

Section 2.4. Annual Meeting. The Corporation shall hold its annual meeting of Members in the first calendar quarter of each year, or as soon thereafter as is practicable, at such time and place as shall be decided by the Board of Directors. Written notice of such meeting shall be given to all Members in good standing not more than 50 days in advance and not less than 10 days in advance of such meeting. The purpose of the annual meeting shall be for the Board of Directors and committee chairpersons to report on the events of the preceding year, to answer questions from the members, to hear suggestions from the membership, to elect the Board of Directors, to report on the Corporation's fiscal condition, to vote on any matter which may be brought before the members at such meeting, and to carry on any other business as may be brought before the meeting.

Section 2.5. Special Meetings. Special Meetings of the Members shall be held whenever called by the President, the Board of Directors, or by Members having not less than 10% of the votes entitled to be cast at such meeting. The Secretary shall cause notice of each Special Meeting to be given to each Member in the manner provided in these Bylaws at least ten (10) days, but not more than 50 days before the meeting. Unless approved unanimously by all then current Members, only matters announced in the notice may be considered and acted upon at a Special Meeting.

ARTICLE THREE

BOARD OF DIRECTORS

Section 3.0 Board of Directors. Following adoption of these amended Bylaws, the Board of Directors shall consist of five (5) members who are owners of property in the Cresmere Place-West Ormond Place Subdivision. Following adoption of these amended Bylaws, all future Directors shall be elected by the Members at the annual meeting (excepting for Directors appointed to fill a vacancy, who shall be appointed by the then existing Directors until the next annual meeting).

Section 3.1 Powers of Directors. The Board of Directors shall have the entire management and control of business and affairs of the Corporation, and the Board is vested with all of the powers possessed by the Corporation itself so far as this delegation of authority is not inconsistent with the laws of the State of Texas, with the Articles of Incorporation of the Corporation, or with these by-laws. In addition to the duties imposed by these By-Laws or by any resolution of the Corporation that may hereafter be adopted, the Board of Directors shall have the power to establish policies relating to, and shall be responsible for performing or causing to be performed, the following, in way of explanation, but not limited to:

- (a) develop and approve the annual budget;

- (b) provide for the operation, care, upkeep, and maintenance of all of the Common Areas such as alleys, esplanades, parks, and other public rights-of-way;
- (c) employ a manager, an independent contractor, or such other employees as they deem necessary, and to prescribe their duties;
- (d) set and collect dues and deposit the proceeds thereof in a bank depository which it shall approve, and use the proceeds to operate the Corporation;
- (e) accept gifts, contributions, or grants and deposit the proceeds thereof in a bank depository which it shall approve, and use the proceeds to operate the Corporation;
- (f) open bank accounts on behalf of the Corporation and designate the signatories required;
- (g) make or contract for the making of repairs, additions, and improvements to or alterations of Common Areas;
- (h) enforce by legal means the provisions of the Deed Restrictions and these By-Laws;
- (i) obtain and carry insurance against casualties, liabilities and error and omissions, and pay the premium cost thereof;
- (j) keep books with accounts of the receipts and expenditures of the Corporation and its administration, specifying the maintenance and repair expenses and any other expenses incurred;
- (k) keep a correct record of its proceedings and submit a report of the same to the members at annual membership meeting; and
- (l) exercise for the Corporation all powers, duties and authority vested in or delegated to this Corporation by state law and not expressly reserved herein to the membership by other provisions of these Bylaws and the Articles of Incorporation;

Section 3.3. Term, Election, and Removal. The Board of Directors shall be classified into two annual classes, with three Directors in class 1 and two Directors in class 2. At the first annual meeting of the Members after the adoption of these Bylaws, three class 1 Directors shall be elected with a term of two years and two class 2 Directors shall be elected with a term of one year. Thereafter, each class of Directors shall be elected for a term of two years, with the class 2 Directors being elected for a two year term at the first annual meeting after the adoption of these Bylaws and class 1 and class 2 Directors being elected in alternate years thereafter.

No Director shall serve more than two (2) successive terms as a Director, but any Director whose Directorship expires due to service of four (4) consecutive years may nevertheless continue to serve as an officer.

In the event any vacancy arises, substitute Directors may be elected by a majority of the Board at any Regular or Special Meeting to serve the remainder of any unexpired term. Unless a Director resigns or is removed in accordance with these Bylaws or the Director's term expires, each Director shall hold office for the full term of office and until the Director's successor shall have been duly elected and qualified. Any Director may be removed from office, with or without cause, by a vote of two-thirds of the Directors of the Corporation then serving.

Any vacancy occurring in the Board of Directors shall be filled by the affirmative vote of a majority of the Directors then in office, though less than a quorum of the Board of Directors.

Section 3.4 Meetings of Directors. The Corporation may hold its meetings, have an office and keep the books of the Corporation at such place or places in the State of Texas, or outside the State of Texas as the Board of Directors may from time to time determine; provided, however, in the absence of any such determination, meetings shall be held, and office maintained and books kept at the registered office of the Corporation in the State of Texas, unless the Directors shall specify another location for any meeting.

Section 3.5 Regular Meetings. A Regular Meeting of the Board of Directors shall be held immediately following the conclusion of the Corporation's annual meeting of the Members and at such other time or times and places as shall be designated, from time to time, by resolution of the Board of Directors. At any regular meeting any matter pertaining to the purposes of the Corporation may be considered and acted upon. Notice of any Regular Meeting shall be given to each Director by mail, electronic mail or by fax at least ten (10) days, but not more than 50 days prior to the meeting. Notice may be waived by any Director if done so in writing by such Director.

Section 3.6 Special Meetings. Special Meetings of the Board of Directors shall be held whenever called by the President or a majority of the Directors then in office. The Secretary shall cause notice of each Special Meeting to be given to each Director in the manner provided in these Bylaws at least twenty-four hours, but not more than 50 days before the meeting. Unless approved unanimously by all then current Directors, only matters announced in the notice may be considered and acted upon at a Special Meeting.

Section 3.7 Quorum. A majority of the Directors shall constitute a quorum. If at any meeting of the Board of Directors there be less than a quorum present, a majority of those present may reschedule the meeting for a later date, giving prompt notice to all current Directors of the reset time, date and location. The act of a majority of Directors present in person or by proxy at any meeting at which a quorum is in attendance in person or by proxy shall constitute the act of the Board of Directors, unless the act of a greater number is required by law, by the Articles of Incorporation, or by these Bylaws.

Section 3.8 Compensation of Directors. Directors shall not receive any salary or compensation for their services as such, provided that nothing contained herein shall be construed to preclude any such person from serving the Corporation in any other capacity or receiving compensation therefor.

Section 3.9 Action without Meeting. Any action which could be taken at any meeting of the Directors of the Cresmere Place-West Ormond Place Civic Association may be taken without a meeting if a consent in writing setting forth the action to be taken or which was taken is signed by all of the Directors then serving. A telegram, telex, cablegram, facsimile, email, or other electronic transmission by a Director waiving any required notice and/or consenting to any action to be taken is considered written, signed, and dated for the purpose of this provision if the transmission sets forth or is delivered with information from which the Corporation can determine that the transmission was transmitted by the Director or his representative and the date on which

the Director transmitted the transmission. Such consent shall have the same force and effect as a vote at a meeting of the Board or Directors or the committee thereof, as applicable.

ARTICLE FOUR

OFFICERS

Section 4.0 Titles and Terms of Office. At its meeting following the conclusion of each Annual Members Meeting the Board of Directors shall elect executive officers: a President, a Vice-President, a Secretary, and a Treasurer. Each Officer shall hold office until the corresponding meeting in the next year or until a successor shall have been duly chosen and qualified, or until the Officer shall have resigned or shall have been removed, in the manner provided in these Bylaws. Any vacancy in any of such offices may be filled for the unexpired term by the Board of Directors at any Regular Meeting or at any Special Meeting called for the purpose.

Section 4.1 President. The President shall preside at all meetings of the Board of Directors. The President may sign or execute, in the name of the Corporation, all contracts, undertakings and instruments which require the approval or consent of the Board of Directors as well as any other instruments which the Secretary may sign.

Section 4.2 Vice President. The Vice President shall preside at meetings of the Board of Directors in the absence of the President. The Vice President may sign or execute, in the name of the Corporation, all contracts, undertakings and instruments which require the approval or consent of the Board of Directors as well as any other instruments which the Secretary may sign.

Section 4.3 Secretary. The Secretary shall keep the minutes of the meetings of the Board of Directors and annual meeting and any special meeting of members, in books provided for the purpose. The Secretary (i) shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (ii) shall be custodian of the Corporation's records; (iii) shall maintain a current roster of members, and shall certify to the Board before any meeting the roster of members in good standing who have paid their dues, who shall be entitled to vote on any matters reserved to the members, and (iv) shall perform all duties incident to the office of a secretary of a Corporation and any other duties as from time to time, may be assigned by the Board of Directors.

Section 4.4 Treasurer. The Treasurer shall have charge of and be responsible for all funds, securities, income, contributions, receipts and disbursements of the Corporation, and shall deposit, or cause to be deposited, in the name of the Corporation, all monies or other valuable effects in such banks, trust companies or other depositories as shall, from time to time, be selected by the Board of Directors. The Treasurer shall maintain current and accurate financial records and shall render to the Board of Directors, whenever requested, and, at least ten (10) days before the commencement of any annual meeting, an account of the financial condition of the Corporation; shall certify to the Secretary and Board a listing of those current members in good standing who shall be eligible to vote and, in general, shall perform all other duties incident to the

office of a treasurer of a corporation and any other duties as may be assigned by the Board of Directors.

Section 4.5 Assistant Officers. The Board of Directors may appoint one or more Assistant Secretaries and one or more Assistant Treasurers. Each Assistant Secretary and each Assistant Treasurer shall hold office for such period as the Board of Directors may prescribe. Any Assistant Secretary may perform any of the duties or exercise any of the powers of the Secretary or otherwise, as occasion may require, in the administration of the business and affairs of the Corporation and in the absence or disability of the duly elected Secretary. Any Assistant Treasurer may perform any of the duties or exercise any of the powers of the Treasurer at the request or in the absence or disability of the Treasurer or otherwise as occasion may require in the administration of the business and affairs of the Corporation. Each Assistant Secretary and each Assistant Treasurer shall perform such other duties and/or exercise such other powers, if any, as the Board of Directors may prescribe. To establish the authority of an Assistant Secretary or an Assistant Treasurer to take any action on behalf of the Corporation in place of the Secretary or the Treasurer, as the case may be, it shall not be necessary to furnish proof of any request by, or of the absence or disability of, the Secretary or Treasurer or any other Assistant Secretary or Assistant Treasurer, respectively.

Section 4.6 Other Officers. The Board of Directors may, by majority vote, elect such other Officers as it deems desirable in its sole discretion. Each such Officer shall hold office for such period, have such authority and perform such duties as the Board of Directors may prescribe.

Section 4.7 Officers Holding Two or More Offices. Any two or more offices may be held by the same person except that under no circumstances shall the same person hold the office of President and the office of Secretary at the same time.

Section 4.8 Removal. Any Officer of the Corporation may be removed at any time, with or without cause, by a vote of two-thirds (2/3) of the entire Board of Directors, at any Regular Meeting or at any Special Meeting called for that purpose.

Section 4.9 Liability and Indemnification of Officers and Directors. The Corporation shall indemnify and advance expenses to all Directors or Officers of the Corporation, and to all persons who are or were serving at the request of the Corporation as a Director, Officer, partner, volunteer, trustee, employee, agent or similar functionary of another corporation, partnership, joint venture, sole proprietorship, trust, employee benefit plan or other enterprise, to the maximum extent allowed by the Texas Non-Profit Corporation Act and other applicable law. If the Texas Non-Profit Corporation Act, the Texas Miscellaneous Corporation Laws Act, or other applicable law is amended after adoption of this provision of the Bylaws by the Board of Directors, to authorize corporate action further expanding the Corporation's power to indemnify, then the Corporation shall be and hereby is authorized to indemnify the persons named above to the fullest extent permitted by the Texas Non-Profit Corporation Act, the Texas Miscellaneous Corporation Laws Act, or other applicable law, as so amended.

ARTICLE FIVE COMMITTEES

Section 5.1 Standing Committees shall be determined, and their duties and responsibilities defined by resolution of the Board of Directors annually.

Section 5.2 The President shall appoint the Chairpersons of all committees.

Section 5.3 The Chairpersons of such committees shall appoint the members of their committees, in such numbers as they deem necessary, and promptly report such appointments to the Secretary for publication.

Section 5.4 All committees shall periodically report upon the progress of their assigned duties to the Board and to the President. The Board, by simple majority, may dissolve any committee at any time, with or without cause.

ARTICLE SIX DISSOLUTION

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(4) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to Trees for Houston, Inc. or to the Southampton BOCA Patrol Service, Inc. If these nonprofit corporations are no longer in existence, the assets shall be distributed to 501(c)(3) organizations operating within the State of Texas, or to local government.

ARTICLE SEVEN AMENDMENTS TO ARTICLES OF INCORPORATION OR BYLAWS

These Bylaws and the Articles of Incorporation may be altered, amended, or repealed by the affirmative vote of a two-thirds majority of the members present in person or by proxy at the Annual Meeting, or any Special Meeting called for such purpose, if notice of the proposed alteration, amendment or repeal shall be contained in the notice of such Special Meeting, provided that any such amendment shall not become effective until seven (7) days after a copy of the amendment has been mailed or sent via electronic mail or by fax to each member. Amendments to the Bylaws may also be made by a unanimous affirmative vote of the Board of Directors at any meeting of the Board of Directors, or by unanimous written consent of the current Board of Directors.

ARTICLE EIGHT MISCELLANEOUS

Section 8.0 Notice and Waiver of Notice. Whenever any notice whatever is required to be given under the provisions of these Bylaws, such notice shall be deemed to be sufficient if given in person, by telecopy, telegraph or telephone, or by electronic mail return receipt requested, or by depositing the same in a post office box in a sealed wrapper with postage prepaid, addressed to the person entitled thereto at the post office address, which appears on the books of the Corporation. Notices shall be deemed to have been given on the day of mailing. A waiver of notice, signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed in receipt of timely actual notice before the event, transaction or event for which notice may have been required.

Section 8.1 Resignations. Any Director or Officer may resign at any time. Resignations shall be made in writing and shall take effect at the time specified therein, or, if no time is specified, at the time of its receipt by the President or Secretary. The acceptance of a resignation shall not be necessary to make it effective, unless expressly so provided in the resignation.

Section 8.2 Action Without a Meeting of the Board of Directors or Committees. Action of the Board of Directors or any committee may be taken without a meeting if a consent in writing, setting forth the action to be taken, shall be signed by all of the Directors, or all of the members of the committee, as the case may be. Any meeting of the Board of Directors may be held by means of a conference telephone or the like to the fullest extent permitted under Texas law.

Section 8.3 Depositories. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may from time to time designate, upon such terms and conditions as shall be fixed by the Board of Directors. The Board of Directors may from time to time authorize the opening and keeping, with such depository as it may designate, of general and special bank accounts, and may make such special rules and regulations with respect thereto as it may deem expedient and consistent with the provisions of these Bylaws.

Section 8.4 Fiscal Year. The fiscal year of the Corporation shall be January 1st through December 31st.

Adopted this _____ day of _____, _____ by unanimous resolution of the Board of Directors

Palmer Hutcheson, Secretary

James Tompkins, President



Office of the Secretary of State

CERTIFICATE OF INCORPORATION OF

Cresmere Place-West Ormond Place Civic Association
Filing Number: 800020913

The undersigned, as Secretary of State of Texas, hereby certifies that Articles of Incorporation for the above named corporation have been received in this office and have been found to conform to law.

Accordingly, the undersigned, as Secretary of State, and by virtue of the authority vested in the Secretary by law, hereby issues this Certificate of Incorporation.

Issuance of this Certificate of Incorporation does not authorize the use of a name in this state in violation of the rights of another under the federal Trademark Act of 1946, the Texas trademark law, the Assumed Business or Professional Name Act, or the common law.

Dated: 10/15/2001

Effective: 10/15/2001



A handwritten signature in black ink, appearing to read "G. Connor", written over a horizontal line.

Geoffrey S. Connor
Assistant Secretary of State

OCT 15 2001

Corporations Section

**ARTICLES OF INCORPORATION
OF
CRESMERE PLACE-WEST ORMOND PLACE CIVIC ASSOCIATION**

ARTICLE ONE

The name of the corporation is Cresmere Place-West Ormond Place Civic Association.

ARTICLE TWO

The corporation is a non-profit corporation.

ARTICLE THREE

The period of its duration is perpetual.

ARTICLE FOUR

The corporation is organized to promote and protect the residential character of the neighborhood of Cresmere Place and West Ormond Place, subdivisions of the City of Houston, Texas.

ARTICLE FIVE

The street address of the initial registered office of the corporation is 808 Travis, Suite 2300, Houston, Texas 77002. The name of its initial registered agent at such address is Ted Hirtz.

ARTICLE SIX

The initial board of directors shall consist of three (3) directors. The names and addresses of the persons who will serve as initial directors are:

| <u>Name</u> | <u>Address</u> |
|------------------------|---|
| James Tompkins | 2004 Milford Street Houston, Texas 77098 |
| John Palmer Hutcheson | 1928 Milford Street Houston, Texas 77098 |
| Nancy Knudson-Simonsen | 2034 Milford Street Houston, Texas 77098 |


ARTICLE SEVEN

The name and street address of each incorporator is:

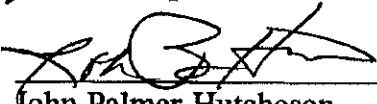
| <u>Name</u> | <u>Address</u> |
|-----------------------|---|
| Ted Hirtz | 2024 Milford Street Houston, Texas 77098 |
| James Tompkins | 2004 Milford Street Houston, Texas 77098 |
| John Palmer Hutcheson | 1928 Milford Street Houston, Texas 77098 |



Ted Hirtz



James Tompkins



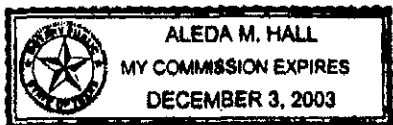
John Palmer Hutcheson

INCORPORATORS

THE STATE OF TEXAS)
COUNTY OF HARRIS)

Before me, a notary public, on this day personally appeared Ted Hirtz, known to me to be the person whose name is subscribed to the foregoing document and being by me first duly sworn, declared that the statements therein contained are true and correct.

Given under my hand and seal of office, this 6th day of June, 2001.

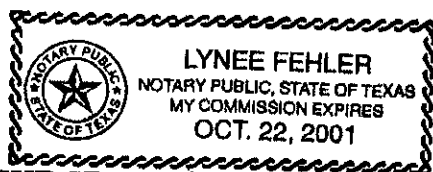


Aleda M. Hall
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

THE STATE OF TEXAS)
COUNTY OF HARRIS)

Before me, a notary public, on this day personally appeared James Tompkins, known to me to be the person whose name is subscribed to the foregoing document and being by me first duly sworn, declared that the statements therein contained are true and correct.

Given under my hand and seal of office, this 13th day of August, 2001.

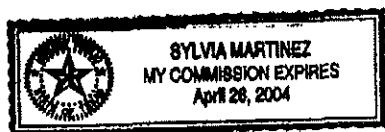


Lynee Fehler
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

THE STATE OF TEXAS)
COUNTY OF HARRIS)

Before me, a notary public, on this day personally appeared John Palmer Hutcheson, known to me to be the person whose name is subscribed to the foregoing document and being by me first duly sworn, declared that the statements therein contained are true and correct.

Given under my hand and seal of office, this 15th of August, 2001.



Sylvia Martinez
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

CRESMERE PLACE-WEST ORMOND PLACE CIVIC ASSOCIATION RECORDS RETENTION POLICY

This Records Retention Policy was approved by the board of Directors for the Cresmere Place-West Ormond Place Civic Association, on the 26th day of December, 2011.

The Cresmere Place-West Ormond Place Civic Association (hereinafter referred to as the "Association") shall maintain its records as follows:

| RECORD | RETENTION PERIOD |
|--|-------------------------|
| Certificate of Formation/Articles of Incorporation, Bylaws, Declarations, Rules & Policies, 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 |
| 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 records will be considered not maintained as a part of the Association books and records.

CRESMERE PLACE-WEST ORMOND PLACE CIVIC ASSOCIATION CERTIFICATION

"I, the undersigned, being the President of the Cresmere Place-West Ormond Place Civic Association, hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: _____

Ryan Haley, President

ACKNOWLEDGEMENT

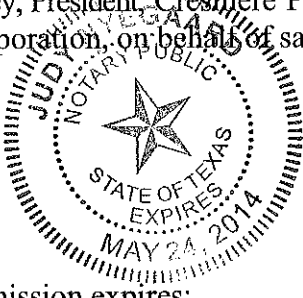
STATE OF TEXAS

§
§

COUNTY OF HARRIS

§

This instrument was acknowledged before me on December 29th, 2011, by Ryan Haley, President, Creamere Place-West Ormond Place Civic Association, a Texas non-profit corporation, on behalf of said corporation.



A handwritten signature in dark ink, appearing to read "Judy Vegaard", written over a horizontal line.

Notary Public in and for the
State of Texas

My commission expires:

5/24/2014

RECORDS PRODUCTION POLICY

This Records Production Policy was approved by the board of Directors for the Cresmere Place-West Ormond Place Civic Association, on the 29th day of December, 2011.

I. Copies of Association 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 books and records or may request copies of specific records.

- If the owner makes a request to inspect the books and 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 the location of the records. 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 specific documents 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 with no cost, then the Association will provide the records to the owner within 10 business days of the owner's request.
- If the owner makes a request for copies of specific records, the Association shall send a response letter advising on 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 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:

COPIES 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, photograph, map, etc...)

1.00 for each CD or audio cassette

3.00 for each DVD

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

OVERHEAD 20% of the total labor charge records
(To be charged only if 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 Books and Records:

**CRESMERE PLACE-WEST ORMOND PLACE CIVIC ASSOCIATION
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS**

Dear Homeowner:

On _____(date), the Cresmere Place-West Ormond Place Civic 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 _____(location).

Please contact Civic us 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.

Very Truly Yours,
Cresmere Place-West Ormond Place Civic Association

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

CRESMERE PLACE-WEST ORMOND PLACE CIVIC ASSOCIATION
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS

Dear Homeowner:

On _____ (date), the Cresmere Place-West Ormond Place Civic 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. However, 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 _____ (location).

Please contact us to make arrangements.

Very Truly Yours,

Cresmere Place-West Ormond Place Civic Association

- 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 overages 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 restriction violations, delinquent assessments, financial information, and contact information.**

CRESMERE PLACE-WEST ORMOND PLACE CIVIC ASSOCIATION
CERTIFICATION

"I, the undersigned, being the President of the Cresmere Place-West Ormond Place Civic Association, hereby certify that the foregoing Resolution was adopted by at least a majority of the Association's Board of Directors."

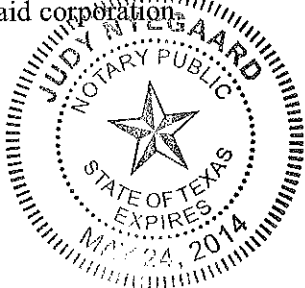



Ryan Haley, President

ACKNOWLEDGEMENT

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on December 29th, 2011, by Ryan Haley, President, Cresmere Place-West Ormond Place Civic Association, a Texas non-profit corporation, on behalf of said corporation.




Notary Public in and for the
State of Texas

My commission expires:

5/24/2014

2011-12-29 10:00:00

CRESMERE PLACE-WEST ORMOND PLACE CIVIC ASSOCIATION

PAYMENT PLAN POLICY

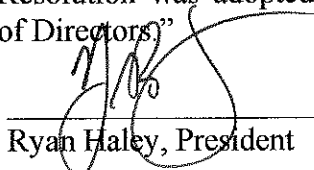
This payment plan policy was approved by the board of Directors for the Cresmere Place-West Ormond Place Civic Association, on the 29th day of December, 2011.

- 1) Owners are entitled to one approved payment plan to pay their annual assessments.
- 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 40% down, with the balance paid off in 3 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. No payment plan may be shorter than 3 months or longer than 18 months.
- 6) The Association cannot charge late fees during the course of a payment plan, but can charge interest at the rate it is entitled to under its Governing Documents and can charge reasonable costs of administering the payment plan. The term of a payment plan cannot be less than 3 months or more than 18 months.

CRESMERE PLACE-WEST ORMOND PLACE CIVIC ASSOCIATION

CERTIFICATION

"I, the undersigned, being the President of the Cresmere Place-West Ormond Place Civic Association, hereby certify that the foregoing Resolution was adopted by at least a majority of the Association's board of Directors."

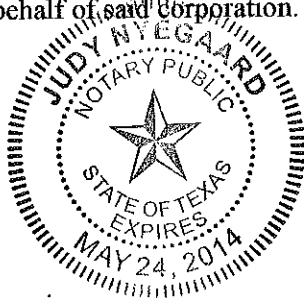


Ryan Haley, President

ACKNOWLEDGEMENT

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on December 29th, 2011, by Ryan Haley, President, Cresmere Place-West Ormond Place Civic Association, a Texas non-profit corporation, on behalf of said corporation.



Judy Nyegaard
Notary Public in and for the
State of Texas

My commission expires:

5/24/2014

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.

DEC 30 2011



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

2011 DEC 30 PM 1:58

FILED