

**FIFTH SUPPLEMENTAL AFFIDAVIT OF PROPERTY OWNERS' ASSOCIATION
PURSUANT TO THE TEXAS PROPERTY CODE, § 202.006
for
PINE VILLAGE NORTH ASSOCIATION**

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

The undersigned, being the Secretary of Pine Village North Association, a property owner's association as defined in Section 202.001 of the Texas Property Code ("the Association"), hereby supplements the "Affidavit of Property Owners' Association (Pursuant to Texas Property Code, Section 202.006)", "Supplemental Affidavit of Property Owners' Association Pursuant to the Texas Property Code, § 202.006", "Second Supplemental Affidavit of Property Owners' Association Pursuant to the Texas Property Code, § 202.006", "Third Supplemental Affidavit of Property Owners' Association Pursuant to the Texas Property Code, § 202.006" and "Fourth Supplemental Affidavit of Property Owners' Association Pursuant to the Texas Property Code, § 202.006" respectively filed of record in the Official Public Records of Real Property of Harris County, Texas under Harris County Clerk's File Nos. V277409, V605681, W626766, X944317 and 20100330043 ("Affidavit"), which Affidavit was filed of record for the purpose of complying with Section 202.006 of the Texas Property Code.

1. Other Dedicatory Instrument: In addition to the Restrictive Covenants identified in the Affidavit, the following documents are Dedicatory Instruments governing the Association which were previously recorded in the Official Public Records of Real Property of Harris County, Texas:
 - a. Documents.
 - (1) Certificate of Secretary of Pine Village North Association regarding Amendments to By-Laws of Pine Village North Association.
 - (2) Certificate of Secretary of Pine Village North Association regarding Amendment to Rules and Regulations.
 - b. Recording Information.
 - (1) Harris County Clerk's File No. 20110132335.
 - (2) Harris County Clerk's File No. 20110132336.

2. Additional Dedicatory Instrument. In addition to the Dedicatory Instruments identified in the Affidavit, 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 Pine Village North Association.
 - b. Payment Plan Policy for Pine Village North Association.
 - c. Records Retention Policy for Pine Village North Association.
 - d. Open Records Policy for Pine Village North Association.

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- e. Certificate of Secretary of Pine Village North Association regarding Amendments to By-Laws of Pine Village North Association.

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

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

Executed on this 3 day of August, 2012.

PINE VILLAGE NORTH ASSOCIATION

By: Deb Jacobsen
Deb Jacobsen, Secretary

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THE STATE OF TEXAS

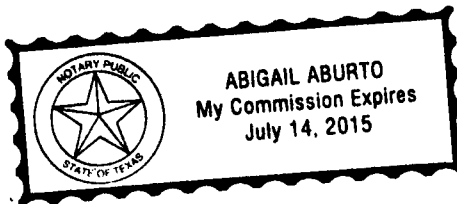
COUNTY OF HARRIS

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BEFORE ME, the undersigned notary public, on this 3rd day of August, 2012 personally appeared Deb Jacobsen, Secretary of Pine Village North 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.

Abigail Aburto
Notary Public in and for the State of Texas

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



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COUNTY CLERK
HARRIS COUNTY, TEXAS
Stan Stewart

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

for
PINE VILLAGE NORTH ASSOCIATION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, Deb Jacobsen, Secretary of Pine Village North 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 17th day of April, 2012, 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, also acting as the Association's Architectural Control Committee (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 of Pine Village North Association which, as of the effective date of these Guidelines, is comprised of the members of the Board of Directors of the Association.

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

a. Documents:

- (1) Declaration of Covenants, Conditions and Restrictions Pine Village North, Section One.
- (2) Amendment to Declaration of Covenants, Conditions and

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- (3) Restrictions Pine Village North, Section One.
- (3) Amendment to Declaration of Covenants, Conditions and Restrictions Pine Village North, Section One.
- (4) Amendment to Declaration of Covenants, Conditions and Restrictions Pine Village North, Section One.
- (5) Annexation of Pine Village North, Section Two.
- (6) Annexation of Pine Village North, Section Three.
- (7) Annexation of Pine Village North, Section Four.
- (8) Annexation of Pine Village North, Section Five.
- (9) Annexation of Pine Village North, Section Six.
- (10) Annexation of Pine Village North, Section Seven.

b. Recording Information:

- (1) Harris County Clerk's File No. D858488.
- (2) Harris County Clerk's File No. F865626.
- (3) Harris County Clerk's File No. F865627.
- (4) Harris County Clerk's File No. F865631.
- (5) Harris County Clerk's File No. E591138.
- (6) Harris County Clerk's File No. E945026.
- (7) Harris County Clerk's File No. F430153.
- (8) Harris County Clerk's File No. F476524.
- (9) Harris County Clerk's File No. G579920.
- (10) Harris County Clerk's File No. G773038.

Any subsequent amendments and supplements thereof.

- 1.3. **Dedicatory Instrument (or dedicatory instrument)** - Each document governing the establishment, maintenance or operation of the properties within Pine Village North, 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 Pine Village North Association.
- 1.5. **Pine Village North** – shall mean the following:
 - Pine Village North, Section One, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded in Volume 205, Page 70 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.
 - Pine Village North, Section Two, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded in Volume 266, Page 92 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.
 - Pine Village North, Section Three, a subdivision in Harris County, Texas, according to the map or plat thereof, recorded in Volume 277, Page 60 of the Map Records of Harris County, Texas and all amendments to or replats of said maps or plats, if any.

- Pine Village North, Section Four as described in Exhibit "A" to the Annexation described in 1.2.a.(7) and 1.2.b.(7) above.
- Pine Village North, Section Five as described in Exhibit "A" to the Annexation described in 1.2.a.(8) and 1.2.b.(8) above.
- Pine Village North, Section Six as described in Exhibit "A" to the Annexation described in 1.2.a.(9) and 1.2.b.(9) above.
- Pine Village North, Section Seven as described in Exhibit "A" to the Annexation described in 1.2.a.(10) and 1.2.b.(10) above.

Other capitalized terms used herein have the same meanings as that ascribed to them in the Declaration.

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 Building Plot. 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 Building Plot 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 Pine Village North:

- 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 must be located on an Owner's Building Plot and is not permitted on a Building Plot between the front of the townhouse on the Building Plot 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 townhouse on the Owner's Building Plot; 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 townhouse on the Building Plot or at any other location on the Building Plot that is visible from a street, another Building Plot, or a common area, the rain barrel or rain harvesting system must comply with the following regulations:

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- 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 Building Plot, 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 townhouse, if any. 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 Building Plot, 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 Building Plot and there is a reasonably sufficient area on the Building Plot 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.

However, Section 202.010 of the Texas Property Code further provides that a property owner's association may enforce a provision in a dedicatory instrument that prohibits a solar energy device that is located on property owned or maintained by the property owner's association.

The Declaration obligates the Association to maintain, repair and replace the roofs of all buildings within Pine Village North. **Accordingly, Owners and occupants of townhouses CANNOT install solar energy devices on the roofs of the townhouses.**

The following Guidelines shall be applicable to other solar energy devices in Pine Village North:

- 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 Building Plot 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 Building Plot except in a fenced yard or patio within the Building Plot.
- 3.3. **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.
- 3.4. **Warranties.** A solar energy device shall not be installed on a Building Plot in a manner that voids material warranties.
- 3.5. **Limitations.** A solar energy device is not permitted on a Building Plot 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 who is otherwise authorized to install shingles on the roof of the Owner's property 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.

The Declaration obligates the Association to maintain, repair and replace the roofs of all buildings within Pine Village North. **Accordingly, Owners and occupants of townhouses CANNOT install storm or energy efficient shingles on the roofs of the townhouses.**

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. Section 202.011 of the Texas Property Code further provides that a property owners' association may prohibit an owner from locating a flag or flagpole on property owned or maintained by a property owners' association.

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.** The Declaration obligates the Association to maintain and repair all exterior building surfaces. **Accordingly, a flagpole may not be attached or mounted on an exterior wall of a townhouse without the prior written approval of the ACC.** Above-ground flagpole stands and/or footings and illumination under Section 5.6 must be approved by the ACC. Additionally, in all other instances in order to confirm a proposed flagpole conforms to the following standards, Owners are encouraged to apply to the ACC for prior approval in all instances. 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, if approved in writing by the ACC, flagpole attached to the townhouse or garage (on a permanent or temporary basis) is permitted on a Building Plot, which may not exceed five inches (5") 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 freestanding flagpole 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 townhouse on the Building Plot on which it is located.
 - d. A freestanding flagpole shall not be located in an easement or encroach into an easement.

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- e. A freestanding flagpole shall not be located nearer to a property line of the Building Plot than the applicable setbacks as either shown on the recorded plat or as set forth in the Declaration.
- f. A flagpole must be maintained in good condition; a deteriorated or structurally unsafe flagpole must be repaired, replaced or removed.
- g. An Owner is prohibited from locating a flagpole on property owned or maintained by the Association unless expressly approved in writing by the ACC.
- h. A freestanding flagpole must be installed in accordance with the manufacturer's guidelines and specifications.
- i. 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. Only the three (3) types of flags addressed in this Section shall be displayed on a freestanding flagpole. Other types of flags may be displayed on a wall-mounted flagpole as otherwise provided in architectural guidelines adopted by the Association or as otherwise permitted by the Association.
- b. Not more than two (2) of the permitted types of flags shall be displayed on a flagpole at any given time.
- c. 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 townhouse or garage shall be three (3) feet by five (5) feet.
- d. 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.
- e. A displayed flag must be maintained in good condition; a deteriorated flag must be replaced or removed.
- f. A flag must be displayed on a flagpole. A flag shall not be attached to the wall of the townhouse or other structure on a Building Plot or a fence, or be displayed in a window of the townhouse or other structure on a Building Plot.

5.6. Illumination. Illumination of a flag is permitted but the lighting must be 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 Building Plot or a street adjacent to the Building Plot and does not otherwise unreasonably affect an adjacent Building Plot.

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.

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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 Pine Village North:

- 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 Building Plot except on the entry door or door frame of the townhouse. 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.** 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 townhouse 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 Building Plot, and (ii) these Guidelines shall not prohibit or apply to temporary seasonal decorations related to religious holidays.

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 3 day of August, 2012.

PINE VILLAGE NORTH ASSOCIATION

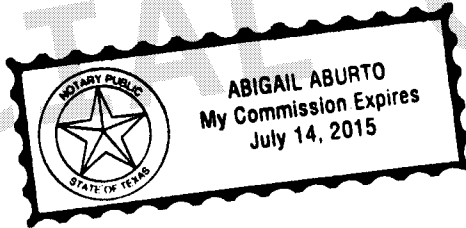
By: Deborah Jacobsen
Deb Jacobsen, Secretary

THE STATE OF TEXAS §
 §
COUNTY OF Harris §

BEFORE ME, the undersigned notary public, on this 3rd day of August, 2012 personally appeared Deb Jacobsen, Secretary of Pine Village North 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.

Abigail Aburto
Notary Public in and for the State of Texas

Return to:
Butler | Hailey
8901 Gaylord, Suite 100
Houston, Texas 77024
211554



PP 083-46-1378

PAYMENT PLAN POLICY
for
PINE VILLAGE NORTH ASSOCIATION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, Deb Jacobsen, Secretary of Pine Village North 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 17th day of April, 2012, 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) became 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 minimum of three (3) months and a maximum of six (6) months. The Owner shall determine whether the payment plan shall be for the maximum term of six (6) months or a shorter term.
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. **Interest.** 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 3 day of August, 2012.

PINE VILLAGE NORTH ASSOCIATION

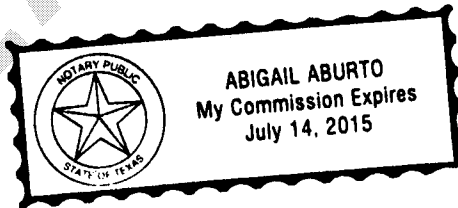
By: Deb Jacobsen
Deb Jacobsen, Secretary

THE STATE OF TEXAS §
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COUNTY OF Harris §

BEFORE ME, the undersigned notary public, on this 3 day of August, 2012 personally appeared Deb Jacobsen, Secretary of Pine Village North 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.

Abigail Aburto
Notary Public in and for the State of Texas

Return to:
Butler | Hailey
8901 Gaylord, Suite 100
Houston, Texas 77024
211549



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RECORDS RETENTION POLICY
for
PINE VILLAGE NORTH ASSOCIATION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, Deb Jacobsen, Secretary of Pine Village North 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 17th day of April, 2012, 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 became 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. Provided, however, at the option of the Board of Directors, documents may be retained for a longer period of time. 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. To the extent that the Association does not currently have copies of Association records for the time periods described in this policy, this policy shall only be applicable to Association records created after the date this policy is adopted.

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

2012-04-16 13:32

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

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 3 day of August, 2012.

PINE VILLAGE NORTH ASSOCIATION

By: Deb Jacobsen
Deb Jacobsen, Secretary

THE STATE OF TEXAS

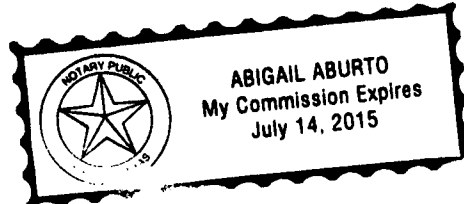
COUNTY OF Harris

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BEFORE ME, the undersigned notary public, on this 3rd day of August, 2012 personally appeared Deb Jacobsen, Secretary of Pine Village North 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.

Abigail Aburto
Notary Public in and for the State of Texas

Return to:
Butler | Hailey
8901 Gaylord, Suite 100
Houston, Texas 77024
211552



PP 083-46-1384

OPEN RECORDS POLICY
for
PINE VILLAGE NORTH ASSOCIATION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, Deb Jacobsen, Secretary of Pine Village North 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 17th day of April, 2012, 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 became 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.

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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 Title 1 of the Texas Administrative Code, Section 70.3 ("Section 70.3"), 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. Should the rates set forth in Section 70.3 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 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 bluebar)	\$0.50 per page
Specialty papers (blue print and maps)	actual cost

* 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.

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

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:
- identify the history of violations of dedicatory instruments of an individual Owner;
 - disclose an Owner's personal financial information, including records of payment or nonpayment of amounts due the Association;
 - disclose an Owner's contact information, other than the Owner's address; or

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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 3 day of August, 2012.

PINE VILLAGE NORTH ASSOCIATION

By: Deb Jacobsen
Deb Jacobsen Secretary

THE STATE OF TEXAS

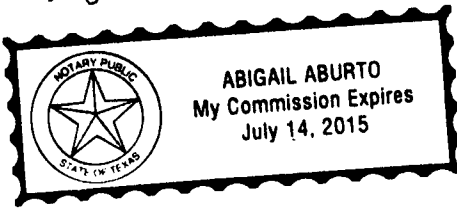
COUNTY OF Harris

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BEFORE ME, the undersigned notary public, on this 3 day of August, 2012 personally appeared Deb Jacobsen, Secretary of Pine Village North 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.

Abigail Aburto
Notary Public in and for the State of Texas

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



211551

PP 089-46-1388

**CERTIFICATE OF SECRETARY
of
PINE VILLAGE NORTH ASSOCIATION
regarding
AMENDMENTS
to**

BY-LAWS OF PINE VILLAGE NORTH ASSOCIATION

STATE OF TEXAS

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COUNTY OF HARRIS

The undersigned, being the duly elected, qualified and acting Secretary of Pine Village North Association, a Texas non-profit corporation ("Association"), does hereby certify the following amendments to the By-Laws of the Association ("By-Laws") were approved by a majority of the members of the Association that were present in person or by proxy at the Special Meeting of the members of the Association held on the 18th day of July, 2012, at which the requisite quorum was present. The By-Laws were amended as set forth below:

1. Article IV, Section 5 of the By-Laws has been deleted in its entirety.
2. Article VI, Section 2 of the By-Laws has been amended to read as follows:

Section 2. Special Meetings. Special meeting of the Board of Directors shall be held when called by the President of the Association, or by any three (3) Directors, after not less than seventy-two (72) hours notice to each Director.
3. Article VII, Section 1(a) of the By-Laws has been amended to read as follows:

(a) adopt and publish rules and regulations governing the use of the Properties, including the Common Area and facilities and Building Plots and to establish penalties for the infraction thereof; the Board of Directors must present the schedule of fines to the Members at least thirty (30) days notice before the fines are effective. Any future changes and/or additions to the fine schedule must also be presented to the members at least thirty (30) days before implementing the changed or additional fines;
4. Article VII, Section 1(b) of the By-Laws has been amended to read as follows:

(b) suspend the right to use of any facilities owned or operated by the Association by a member during any period in which such member shall be in default in the payment of any assessment levied by the Association. Such rights may also be suspended after notice and hearing, for a period not to exceed 60 days for infraction of published rules and regulations;
5. Article VII, Section 2(c)(3) of the By-Laws has been amended to read as follows:

(3) foreclose the lien against any property for which assessments are

not paid after the due date or to bring an action at law against the owner personally obligated to pay the same;

6. Article IX of the By-Laws has been amended to read as follows:

The Board of Directors shall appoint a Nominating Committee as provided in these By-Laws. In addition, the Board of Directors shall appoint such other committees as deemed appropriate and necessary.

7. Article X of the By-Laws has been amended to read as follows:

The books, records and papers of the Association shall be subject to inspection and copying by any member in accordance with the "Open Records Policy of Pine Village North Association" adopted by the Board in accordance with Section 209.005 of the Texas Property Code.

All other provisions of the By-Laws of the Association shall remain in full force and effect.

TO CERTIFY WHICH WITNESS my hand on this 3 day of August, 2012.

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.

PINE VILLAGE NORTH ASSOCIATION

By: Deborah Jacobsen

Printed: Deborah Jacobsen

Its: Secretary

AUG 10 2012



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

THE STATE OF TEXAS

COUNTY OF HARRIS

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BEFORE ME, the undersigned notary public, on this 3 day of August, 2012 personally appeared Deborah Jacobsen, Secretary of Pine Village North 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.

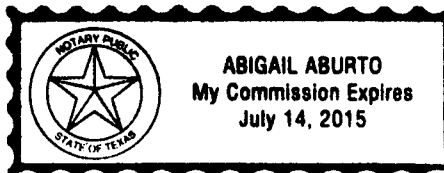
Abigail Aburto
Notary Public in and for the State of Texas

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

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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.



PP 083-46-1390