



Joint Maintenance & Cost-Sharing Agreement

HOA Name: STJ1702 HOA

Property Address: 1702 W St Johns Ave., Unit A, Austin, TX 78757 & 1702 W St Johns Ave., Unit B, Austin, TX 78757

Parties: Karen M Smith (Owner of Unit A) (Chair of STJ1702 HOA) & Kamrul Hakim (Co-Owner of Unit B) (Co-Chair of STJ1702 HOA)

1. Purpose

The parties wish to simplify the management of their shared property by self-managing all common elements and sharing costs equally (50/50), bypassing the need for a formal third-party management company.

2. Shared Expenses (The "Common Elements")

The owners agree to share costs for the following items (check all that apply):

- ☐ **Structure:** Roof, foundation, and exterior siding is the responsibility of each individual unit. There are no shared walls, roof, siding or foundation
- ☐ **Landscaping:** Each unit is responsible for its own landscaping and yard maintenance. The tree that has branches extending to both properties must be maintained by each side as they see fit to prevent damage to their individual property.
- ☐ **Insurance:** Each unit is responsible for their own insurance.
- ☐ **Utilities:** All utilities are separate.
- ☒ **Driveway/Fencing:** Repair and maintenance of shared perimeter fences if damaged or if mutually agreed by both parties to replace.

3. Decision Making & Disputes

- **Mutual Consent:** No major repair exceeding \$500 shall be performed without the written consent of both owners. This would only apply to communal areas like the mailbox or fence.
- **Dispute Resolution:** If the owners cannot agree, they agree to seek mediation in Austin, Texas, before filing any legal action.
- **HOA Annual Meeting:** In keeping with Texas law, these parties will hold one meeting of membership per year and will add others if needed on an ad hoc basis.

4. Financial Management

- **Monthly Contribution:** There will be no contributions.
- **Texas Franchise Tax/Public Information Report:** Every year by May 15 (even if \$0 are owed in taxes) this needs to be filed with the Texas Comptroller to keep the HOA in good standing. The cost of filing this will be split evenly between both parties.

- **Federal Tax Return (Form 1120-H):** This needs to be filed annually with the IRS. Both parties will be responsible for complying with this.

5. Insurance Requirement

Each owner must provide the other with proof of insurance annually to prove both buildings are covered.

6. Right to Sell

Either owner may sell their unit without the approval of the other; however, the new buyer **must** agree to the terms of this Joint Maintenance Agreement as a condition of the sale.

Signatures

Unit A Owner: Karen Mary Smith Date: 01/26/2026

Printed Name: Karen Smith

Commonwealth of Virginia
County of Chesapeake



April Ridley-Cutts

REGISTRATION NUMBER
00358833
COMMISSION EXPIRES
July 31, 2026

My Commission expires: 07/31/2029

Notarized By: April Ridley-Cutts 00358833 Date: 01/26/2026

The foregoing instrument was acknowledged before me on 01/26/2026 by April Ridley-Cutts
Notarized remotely online using communication technology via Proof.

Unit B Co-Owner: Kamrul Hakim Date: 01/22/2026

Printed Name: Kamrul Hakim

Commonwealth of Virginia
County of Prince William County, VA



The foregoing instrument was acknowledged before me
on 01/22/2026 by Kamrul Hakim.

Notarized By: Mark Christopher Hantz 8049360 Date: 01/22/2026

My commission expires: 02/28/2027
Notarized remotely online using communication technology via Proof.

Unit B Co-Owner: Abdullah Nazma Nowroz Date: 01/22/2026

Printed Name: Abdullah Nowroz

Commonwealth of Virginia
County of Prince William County, VA



The foregoing instrument was acknowledged before me
on 01/22/2026 by Abdullah Nazma Nowroz.

Notarized By: Mark Christopher Hantz 8049360 Date: 01/22/2026

My commission expires: 02/28/2027
Notarized remotely online using communication technology via Proof.

RETURN

KAREN MARY SMITH
1702 W SAINT JOHNS AVE #A
AUSTIN, TX 78757



FILED AND RECORDED
OFFICIAL PUBLIC RECORDS

Dyana Limon-Mercado

Dyana Limon-Mercado, County Clerk
Travis County, Texas

2026009017

Jan 28, 2026 02:24 PM

Fee: \$33.00

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