

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

MANAGEMENT CERTIFICATE OF

UNIVERSITY GREEN TOWN HOME OWNER'S ASSOCIATION, INC.

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

Pursuant to Tex. Prop. Code chs. 202 and 209, including Tex. Prop. Code sec. 209.004(a-1), the undersigned officer of University Green Town Home Owner's Association, Inc., the property owners' association for University Green, a residential subdivision in Harris County, Texas, (the "Subdivision") submits this Management Certificate of University Green Town Home Owner's Association, Inc.

- 1. The name of the Subdivision is University Green.
- 2. The name of the association for the Subdivision is University Green Town Home Owner's Association, Inc. ("Association").

3. The plats for the Subdivision are recorded in the Official Public Records of Harris County, Texas, as follows:

University Green, Section One, recorded at Volume 228 Page 52, File Number E545781, Map Records of Harris County, Texas; and

University Green, Section Four, recorded at Volume 253 Page 25, File Number F200739, Map Records of Harris County, Texas.

4. The Subdivision presently consists of University Green, Section One, and University Green, Section Four.

6. The Declaration of Covenants, Conditions and Restrictions for University Green, Section One, is recorded in the Official Public Records of Harris County, Texas at File Number E888887, as amended by that certain Amendment to Declaration of Covenants, Conditions and Restrictions for University Green, Section One, recorded in the Official Public Records of Harris

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County, Texas at File Number F082786. The Declaration of Covenants, Conditions and Restrictions for University Green, Section Four, is recorded in the Official Public Records of Harris County, Texas at File Number F223201, as corrected by that certain Correction, recorded in the Official Public Records of Harris County, Texas at File Number F264829.

7. The mailing address of the Association is P.O. Box 580521, Houston, Texas 77258. The designated representative for the Association is Cynthia Johnson whose mailing address is P.O. Box 580521, Houston, Texas 77258, ugthoa.org. The transfer fees for the Association are \$200.00

8. A true and correct copy of the Articles of Incorporation of University Green Town Home Owner's Association, Inc. is attached to that certain Management Certificate recorded in the Official Public Records of Harris County, Texas at File Number 20140104267.

9. The Bylaws of University Green Town Home Owner's Association, Inc. attached to that certain Management Certificate recorded in the Official Public Records of Harris County, Texas at File Number 20140104267 are hereby revoked. A true and correct copy of the Amended and Restated By-laws of University Green Town Home Owner's Association, Inc. and Secretary's Certificate are attached hereto.

10. The Architectural Control Guidelines are attached to that certain UGTHOA Architectural Control Guidelines Resolution recorded in the Official Public Records of Harris County, Texas at File Number 20120269241.

11. The following documents of the Association are attached to that certain UGTHOA Policy Resolution recorded in the Official Public Records of Harris County, Texas at File Number 20120269242: Annual Budgeting Policy, Architectural Control Guidelines Policy, Bill Paying Policy, Board of Director Conflict of Interest Policy/Form, Check Writing Policy, Collection of Assessments Policy, Expenditure Policy, Parking Policy, Petty Cash Account Policy, Pool Keys and Rules Policy, Record Request Policy, Record Retention Policy and Resale Certificate Policy.

12. A true and correct copy of the current Bid Solicitation Policy, Deed Restriction Violation Dispute Resolution Policy, Sign and Flag Policy and Architectural Review Authority and Appeals Policy are attached hereto.

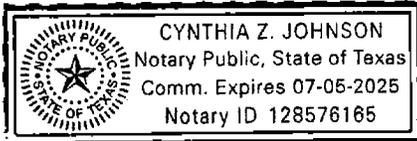
Signed this 2nd day of November, 2021.

UNIVERSITY GREEN TOWN HOME OWNER'S
ASSOCIATION, INC..

By: 
Name: Jason Fellis
Title: UGTHOA PRESIDENT

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This instrument was acknowledged before me on the 2nd day of November, 2021
by Jasen Fallis, N/A - President of University Green Town
Home Owner's Association, Inc., a Texas non-profit corporation, on behalf of said non-profit
corporation.



Cynthia Z. Johnson
Notary Public in and for the State of Texas

After recording return to:
Carl Jay Quezada
Quezada Law Firm, P.C.
106 E. Willowick
Friendswood, Texas 77546

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BID SOLICITATION POLICY

University Green Town Home Owner's Association, Inc. ("Association") has adopted this Bid Solicitation Policy ("Policy") to provide guidance regarding the solicitation of bids applicable to this policy. This Policy is effective upon recording in the Real Property Records of Harris County, Texas.

Applicable Contracts

This policy is applicable to any and all contracts entered into by the Association after the adoption of this policy where the amount of the contracted services will costs more than \$50,000.

Solicitation Process

1. The Association shall attempt to solicit at least three bids requesting services where the expected cost of the services will exceed \$50,000.
2. The amount of time to receive bids pursuant to this policy shall not be less than 30 days from the date that the Association opens the bid solicitation process.
3. All bids submitted within the time frame provided by the Association shall be submitted for consideration at the next board meeting of the Association unless otherwise stated by the Board of Directors.
4. The Association may vote to accept a bid submitted if the proposed bid meets the requirements set by the Association for the services requested. The Association is not required to vote for or against a bid based solely on costs.
5. The board may reopen the bid process for a contract subject to this policy if the bids submitted are not satisfactory to the Association.

Extensions, Modifications and Renewals

The Association may, but is not required to, solicit new bids pursuant to this policy for any extension, modification or renewal of an existing contract for services that costs more than \$50,000.

No policy can apply to every circumstance, and no policy can anticipate every circumstance. Accordingly, to the extent allowed by law, the foregoing Policy is subject to change, and may be changed, set aside, contradicted or not followed, in appropriate circumstances as the Board of Directors deems reasonable and appropriate after due consideration. The Policy does not create any rights in or to any person, and does not create any obligations of any person. This Policy is intended to be for purposes of guidance and to create a general operating procedure for the Board of Directors, management company and Association attorney to follow. A failure to follow this policy shall not create a right in or to any person nor is any deviation or failure to follow actionable in any way or

create a defense to any obligation of a homeowner to satisfy his/her financial obligations to the Association. Any failure or decision not to enforce any of the foregoing on any given matter or in any given situation shall not constitute a waiver of any right to enforce the foregoing in any other matter or in any other situation, whether against the same owner or any other owner. The Board of Directors shall have the right to waive compliance with this policy as it deems appropriate.

Board of Director's Certificate

I hereby certify that the foregoing Bid Solicitation Policy was adopted by the Board of Directors of University Green Town Home Owner's Association, Inc. at a meeting duly called on this 23rd day of October, 2021.


Director Jason Folli - President

DEED RESTRICTION VIOLATION DISPUTE RESOLUTION POLICY

University Green Town Home Owner's Association, Inc. ("Association") has adopted this Deed Restriction Violation Dispute Resolution Policy ("Policy") to provide guidance for issues surrounding disputes regarding deed restriction violations. This Policy is effective upon recording in the Real Property Records of Harris County, Texas.

Request for Hearing

Except as provided below and only if the Lot owner is entitled to an opportunity to cure the violation, a Lot owner has the right to submit a written request for a hearing to discuss and verify facts and resolve the matter in issue before the board.

A request for hearing must be sent in writing to the management company for the Association clearly stating that a hearing is being requested.

Hearing Date

The Association shall hold a hearing after a properly submitted request is received by the Association within 30 days of the date the request is received. The Association shall notify the Lot owner of the date, time and place of the hearing within no less than 10 days from the date the hearing is scheduled.

The board or owner may request a postponement of the hearing. Any request for a postponement shall be granted for not more than 10 days unless otherwise agreed to by the parties.

Hearing Before the Board

Not later than 10 days before the Association holds a hearing as provided in this policy, the Association shall provide to an owner a packet containing all documents, photographs, and communications relating to the matter the Association intends to introduce at the hearing.

If the Association fails to provide the foregoing documents, the Lot owner is automatically entitled to a 15-day postponement of the hearing.

During the hearing, a member of the board or the Association's designated representative shall first present the Association's position regarding the violation. A Lot owner or the Lot owner's representative is entitled to present the Lot owner's information and issues relevant to the appeal or dispute only.

The Board shall take the matter into consideration and provide the Lot owner with a written notice of its decision after the conclusion of the appeal.

No policy can apply to every circumstance, and no policy can anticipate every circumstance. Accordingly, to the extent allowed by law, the foregoing Policy is subject to change, and may be changed, set aside, contradicted or not followed, in appropriate circumstances as the Board of Directors deems reasonable and appropriate after due consideration. The Policy does not create any

rights in or to any person, and does not create any obligations of any person. This Policy is intended to be for purposes of guidance and to create a general operating procedure for the Board of Directors, management company and Association attorney to follow. A failure to follow this policy shall not create a right in or to any person nor is any deviation or failure to follow actionable in any way or create a defense to any obligation of a homeowner to satisfy his/her financial obligations to the Association. Any failure or decision not to enforce any of the foregoing on any given matter or in any given situation shall not constitute a waiver of any right to enforce the foregoing in any other matter or in any other situation, whether against the same owner or any other owner. The Board of Directors shall have the right to waive compliance with this policy as it deems appropriate.

Board of Director's Certificate

I hereby certify that the foregoing Deed Restriction Violation Dispute Resolution Policy was adopted by the Board of Directors of University Green Town Home Owner's Association, Inc. at a meeting duly called on this 21st day of October, 2021.


Director Jason Ellis - President

SIGN AND FLAG POLICY

University Green Town Home Owner's Association, Inc. ("Association") has adopted this Political Sign Policy ("Policy") to provide guidelines for issues surrounding the display of political signs on Lots throughout the University Green subdivision.

Political Signs

Only temporary political signs shall be permitted on a Lot provided:

- 1) No such sign shall be erected more than ninety (90) days before the election date on which the office or proposition is to be determined and such signs shall be removed within ten (10) days following the election date, or run-off if applicable, on which the office or proposition is to be determined.
- 2) Only two signs shall be allowed per candidate or measure and no such sign shall be placed on any Lot without the permission of the Owner of such Lot or as otherwise provided for in Texas Elections Code section 259.002.
- 3) No such sign shall contain roofing material, siding, paving material, flora, one or more balloons, lights or any other building material or decorative component deemed to be a distraction to motorists.
- 4) No such sign shall contain language, graphics, or any display that would be considered to be offensive.
- 5) Political flags are strictly prohibited.

All other Signs:

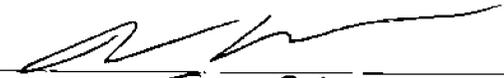
- 1) No signs nor advertisement may be placed in any window of any structure located on the lot.
- 2) Security notification yard signs are permitted only if they do not exceed two feet in height from the ground and do not exceed a maximum size of 12 by 18 inches.
- 3) No discriminatory or offensive language may be on any sign within the Subdivision.

Permitted Flags

- 1) Permitted Flags shall be defined as follows: one American, one flag of the State of Texas and one flag each of any branch of the United States armed forces.
- 2) All Permitted Flags must be displayed in a respectful manner in accordance with 4 U.S.C., Section 5-10, Texas Government Code, Section 3100.
- 3) Permitted Flags that are worn or tattered must be immediately replaced.
- 4) All other flags or signs strictly prohibited unless authorized by law or the Association's governing documents.

Board of Director's Certificate

I hereby certify that the foregoing Sign and Flag Policy was adopted by the Board of Directors of University Green Town Home Owner's Association, Inc. at a meeting thereof duly called and held on Oct 21st, 2021.

Director 
Susan Follis
President

ARCHITECTURAL REVIEW AUTHORITY AND APPEALS POLICY

University Green Town Home Owner's Association, Inc. ("Association") has adopted this Architectural Review Authority and Appeals Policy ("Policy") to provide guidance for issues surrounding the architectural review committee. This Policy is effective upon recording in the Real Property Records of Harris County, Texas.

Committee Members

Notwithstanding any current members that are serving out their terms as board members, the Architectural Review Authority ("ARA") shall consist of not more than three committee members that shall be appointed by the Board of Directors of University Green Town Home Owner's Association, Inc. At any time the committee consists of less than three members, for any reason, any decision of the current members shall not be considered void or invalid.

Qualifications: committee members may not be a current board, a current board members spouse or a person residing in a current board members household and must be in compliance with the Association's governing documents.

The Association may solicit applications for persons interested in being appointed to the ARA committee. All members of the ARA committee shall be held to the same standard of care and liability as a member of the board of directors in enforcing and following the Association's governing documents while acting in their capacity as a committee member.

Denial of Application

A decision by the ARA denying a properly submitted application by an owner for the construction, modification or replacement of an improvement in the subdivision may be appealed to the board of directors.

Written notice of a denial must be provided to the owner by certified mail, hand delivery or electronic mail. The notice must: (1) describe the basis for the denial in reasonable detail, (2) include changes to the application required as a condition to approval, if applicable, (3) inform the owner that the owner may request a hearing on or before the 30th day after the date the notice was sent to the owner, (4) describe the method of submitting a request for a hearing.

A request for hearing must be sent in writing to the management company for the Association clearly stating that a hearing is being requested.

Hearing

The board of directors shall hold a hearing under this policy not later than the 30th day after the date the board of directors receives the request.

The board of directors shall notify the owner of the date, time, and place of hearing not later than the 10th day before the date of the hearing. Prior to the commencement of the hearing the board of directors and the owner may request a postponement of the hearing. A postponement shall be

granted for a period of not more than 10 days. An owner is only allowed one hearing under this policy per requested improvement.

During the hearing, the board and owner (or any designated representative thereof) will each be provided the opportunity to discuss, verify facts, and resolve the denial of the owners application for the construction or placement of an improvement, and the changes, if any, requested by the ARA in the notice provided to the owner. Any party to the hearing may make any audio recording of the hearing.

Board of Directors

The Board of Directors may affirm, modify, or reverse, in whole or in part, any decision of the architectural review authority committee as consistent with the subdivision's governing documents. The Board of Directors may appoint a board liaison to oversee the ARA and ensure compliance with the Association's governing documents.

Nothing provided for herein shall prohibit the ARA from seeking guidance and confirmation from the Board of Directors regarding any application submitted nor shall it prohibit the Board of Directors from providing further direction and guidance on the process of approving or denying applications.

No policy can apply to every circumstance, and no policy can anticipate every circumstance. Accordingly, to the extent allowed by law, the foregoing Policy is subject to change, and may be changed, set aside, contradicted or not followed, in appropriate circumstances as the Board of Directors deems reasonable and appropriate after due consideration. The Policy does not create any rights in or to any person, and does not create any obligations of any person. This Policy is intended to be for purposes of guidance and to create a general operating procedure for the Board of Directors, management company and Association attorney to follow. A failure to follow this policy shall not create a right in or to any person nor is any deviation or failure to follow actionable in any way or create a defense to any obligation of a homeowner to satisfy his/her financial obligations to the Association. Any failure or decision not to enforce any of the foregoing on any given matter or in any given situation shall not constitute a waiver of any right to enforce the foregoing in any other matter or in any other situation, whether against the same owner or any other owner. The Board of Directors shall have the right to waive compliance with this policy as it deems appropriate.

Board of Director's Certificate

I hereby certify that the foregoing Architectural Review Authority and Appeals Policy was adopted by the Board of Directors of University Green Town Home Owner's Association, Inc. at a meeting duly called on this 21st day of October, 2021.


Director Jason Follis - President

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Pages 12
11/19/2021 03:32 PM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$58.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

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.



Teneshia Hudspeth
COUNTY CLERK
HARRIS COUNTY, TEXAS

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