

**Management Certificate**  
**(Texas Property Code Section 209.004)**

Name of Subdivision: HILLTOP TOWNHOMES SUBDIVISION, UNIT I

Subdivision Recording Data: The plat of the Subdivision recorded in Volume , Pages 54-55, and in Volume 35, Pages 52-53, respectively, of the Plat Records of Webb County, Texas

Declaration Recording Data: The Declaration recorded in Volume 36, Pages 59-60, of the Official Public Records of Webb County, Texas

Name of Association: HILLTOP TOWNHOMES HOA, INC.


Mailing Address of Association: 201 W. HILLSIDE RD., STE. 7, LAREDO, TEXAS 78041

Name of Person Managing Association or Association's Designated Representative: JAMES ARTHUR


Mailing Address of Person Managing Association or Association's Designated Representative: 201 W. HILLSIDE RD., STE. 7, LAREDO, TEXAS 78041

**EXHIBITS:**

- A: CERTIFICATE OF FORMATION OF ASSOCIATION
- B: BYLAWS OF ASSOCIATION
- C. ORGANIZATIONAL MINUTES OF MEETING AND CONSENT OF DIRECTORS
- D. COPY POLICY
- F. GUIDELINES FOR ALTERNATIVE PAYMENT PLAN

  
\_\_\_\_\_  
JAMES ARTHUR  
President

The undersigned hereby certifies that he is the duly elected and qualified President of HILLTOP TOWNHOMES HOA, INC., and that the foregoing certificate is true and correct.

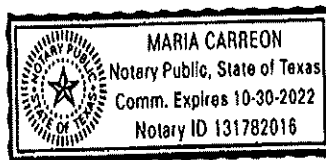
  
\_\_\_\_\_  
JAMES ARTHUR

STATE OF TEXAS       §

COUNTY OF WEBB       §

This instrument was acknowledged before me on the 25<sup>th</sup> day of July, 2019, by JAMES ARTHUR, President of HILLTOP TOWNHOMES HOA, INC., a Texas nonprofit corporation, on behalf of said nonprofit corporation.

  
\_\_\_\_\_  
Notary Public, State of Texas



**Records Production and Copying Policy**  
**Hilltop Townhomes HOA, Inc.**

Date: March 15, 2019

Subdivision: HILLTOP TOWNHOMES SUBDIVISION, UNIT 1, as per  
Plat recorded in Volume 36, Page 59, of the Plat Records of  
Webb County, Texas

Property Owners Association: HILLTOP TOWNHOMES HOA, INC., a Texas nonprofit  
corporation

Charges: Charges for examining and copying Property Owners  
Association information are set out in Exhibit A.

Except for information deemed confidential by law or court order, the Property Owners Association will make its books and records open to and reasonably available for examination by an owner of property in the Subdivision or a person designated in a writing signed by the owner as the owner's agent, attorney, or certified public accountant, in accordance with Texas Property Code section 209.005. Owners are also entitled to obtain copies of information in the Property Owners Association's books and records on payment of the Charges for the copies. To the extent the Charges in this policy exceed the charges in section 70.3 of title 1 of the Texas Administrative Code, the amounts in section 70.3 of title 1 of the Texas Administrative Code govern.

Information not subject to inspection by owners includes but is not limited to—

1. any document that constitutes the work product of the Property Owners Association's attorney or that is privileged as an attorney-client communication;
2. files and records of the Property Owners Association's attorney relating to the Property Owners Association, excluding invoices requested by an owner under Texas Property Code section 209.008(d); and
3. except to the extent the information is provided in the meeting minutes or as authorized by Texas Property Code section 209.005(f), (a) information that identifies the dedicatory instrument violation history of an individual owner; (b) an owner's personal financial information, including records of payment or nonpayment of amounts due the Property Owners Association; (c) an owner's contact information, other than the owner's address; and (d) information related to an employee of the Property Owners Association, including personnel files.

If a document in the Property Owners Association's attorney's files and records relating to the Property Owners Association would be subject to a request by an owner to inspect or copy Property Owners Association documents, the document will be produced by using the copy from the attorney's files and records if the Property Owners Association has not maintained a separate copy of the document.

## Procedures for Inspecting Information or Obtaining Copies

1. An owner or the owner's agent must submit a written request for access or information by certified mail, with sufficient detail describing the Property Owners Association's books and records requested, to the mailing address of the Property Owners Association or authorized representative as reflected on the most current management certificate filed with the county clerk of Webb County, Texas.

2. The request must include enough description and detail about the information requested to enable the Property Owners Association to accurately identify and locate the information requested. Owners must cooperate with the Property Owners Association's reasonable efforts to clarify the type or amount of information requested.

3. The request must contain an election either to inspect the books and records before obtaining copies or to have the Property Owners Association forward copies of the requested books and records and—

- a. if an inspection is requested, the Property Owners Association, on or before the tenth business day after the date the Property Owners Association receives the request, will send written notice of dates during normal business hours that the owner may inspect the requested books and records to the extent those books and records are in the possession, custody, or control of the Property Owners Association; or
- b. if copies of identified books and records are requested, the Property Owners Association will, to the extent those books and records are in the possession, custody, or control of the Property Owners Association, produce the requested books and records for the requesting party on or before the tenth business day after the date the Property Owners Association receives the request.

4. If the Property Owners Association is unable to produce the books or records requested that are in its possession or custody on or before the tenth business day after the date the Property Owners Association receives the request, the Property Owners Association must provide to the requestor written notice that—

- a. informs the owner that the Property Owners Association is unable to produce the information on or before the tenth business day after the date the Property Owners Association received the request; and
- b. states a date by which the information will be sent or made available for inspection to the requesting party that is not later than the fifteenth business day after the date notice under this subsection is given.

5. If an inspection is requested or required, the inspection will take place at a mutually agreeable time during normal business hours, and the owner will identify the books and records for the Property Owners Association to copy and forward to the owner.

6. The Property Owners Association may produce copies of the requested information in paper copy, electronic, or other format reasonably available to the Property Owners Association.

7. Before starting work on an owner's request, the Property Owners Association must provide the owner with a written, itemized statement of estimated Charges for examining and copying records related to the owner's request, using amounts prescribed in this policy when the estimated Charges exceed \$40. Owners may modify the request in response to the itemized statement.

8. Within ten business days of the date the Property Owners Association sent the estimate of Charges, the owner must respond in writing to the written estimate, or the request is considered automatically withdrawn. The response must state whether the owner (a) accepts the estimate per the request, (b) modifies the request, or (c) withdraws the request.

9. Owners are responsible for Charges related to the compilation, production, and reproduction of the requested information in the amounts stated in this policy. The Property Owners Association may require advance payment of the estimated Charges of compilation, production, and reproduction of the requested information.

10. If the estimated Charges are less or more than the actual Charges, the Property Owners Association must submit a final invoice to the owner on or before the thirtieth business day after the date the information is delivered. If the final invoice includes additional amounts due from the owner, the additional amounts, if not reimbursed to the Property Owners Association before the thirtieth business day after the date the invoice is sent to the owner, may be added to the owner's account as an assessment. If the estimated Charges exceeded the final invoice amount, the owner is entitled to a refund, and the refund will be issued to the owner not later than the thirtieth business day after the date the invoice is sent to the owner.

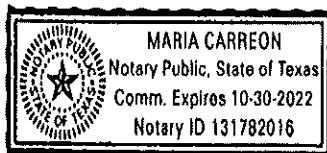
HILLTOP TOWNHOMES HOA, INC.

By   
JAMES ARTHUR, PRESIDENT

STATE OF TEXAS §

COUNTY OF WEBB §

This instrument was acknowledged before me on the 25<sup>th</sup> day of July, 2019, by JAMES ARTHUR, President of HILLTOP TOWNHOMES HOA, INC., a Texas nonprofit corporation, on behalf of said nonprofit corporation.



  
Notary Public, State of Texas

**Guidelines for Alternative Payment Plans  
Hilltop Townhomes HOA, Inc.**

Date: March 15, 2019

Property Owners Association: HILLTOP TOWNHOMES HOA, INC.

Property Owners Association's Address: 201 W. HILLSIDE ROAD, STE. 7, LAREDO,  
TEXAS 78041

Subdivision: HILLTOP TOWNHOMES SUBDIVISION, UNIT 1

Payment Plan Guidelines: Delinquent amounts will be repayable in equal  
monthly installments over a term of at least 3 but no  
more than 18 months from the date of the execution  
of a repayment plan, at the sole and absolute  
discretion of the Property Owners Association

Administrative Fee: \$150.00 - PAYABLE UPON EXECUTION OF A  
REPAYMENT PLAN AGREEMENT

Delinquency Charge: Greater of Ten Dollars (\$10.00) or ten percent (10%)  
of the amount of each assessment or installment not  
paid when due.

Annual Interest Rate: 12%

The Property Owners Association establishes these guidelines to allow owners who are delinquent in payment of a debt to the Property Owners Association to pay the debt in partial payments to avoid monetary penalties. However, delinquency in payment of a debt may result in nonmonetary penalties, such as loss of privileges.

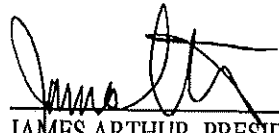
Payments under a payment plan will incur the Administrative Fee and interest at the Annual Interest Rate.

To be entitled to pay a debt under a payment plan, an owner who is delinquent on a debt must submit a written request to the Property Owners Association.

Owners can make no more than 2 requests for a payment plan within a twelve-month period. The Property Owners Association is not required to enter into a payment plan agreement with an owner who failed to honor the terms of a previous payment plan agreement during the two years following the owner's default under the previous payment plan agreement.

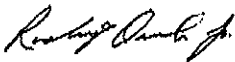
HILLTOP TOWNHOMES HOA, INC.

By

  
\_\_\_\_\_  
JAMES ARTHUR, PRESIDENT

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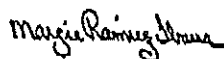


By: RODRIGO ORNELAS JR., DEPUTY  
MARGIE RAMIREZ IBARRA, COUNTY CLERK  
Fees: \$62.00

STATE OF TEXAS

COUNTY OF WEBB

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS  
FILED ON THE DATE AND AT THE TIME STAMPED  
HEREON BY ME AND WAS DULY RECORDED IN THE  
VOLUME AND PAGE OF THE OFFICIAL PUBLIC  
RECORDS OF WEBB COUNTY TEXAS AS STAMPED  
HEREON BY ME



COUNTY CLERK  
WEBB COUNTY, TEXAS