



**PROPERTY OWNERS' ASSOCIATION MANAGEMENT CERTIFICATE 2<sup>nd</sup> AMENDMEN  
FOR ARBORSTONE HOMEOWNERS ASSOCIATION, INC.**

This Management Certificate is recorded pursuant to Section 209.004 of the Texas Property Code.  
This amends all prior Management Certificates filed for this association

*Per Texas Property Code 209.004 (a-1) (effective September 1, 2013) "The County Clerk of each county in which a Management Certificate is filed as required by this section shall record the Management Certificate in the real property records of the county and index the document as a "Property Owners' Association Management Certificate"*

State of Texas §

County of Bexar §

1. Name of Subdivision: Arborstone
2. Subdivision Location: San Antonio, Texas
3. Name of Homeowners Association: Arborstone Homeowners Association, Inc.
4. Recording Data for Association: Plat filed at the county under Volume 9560, page 115.
5. Recording Data for Declaration: Declaration filed at the county under Volume 10822, pg 830.
6. Community Manual filed at the county under Doc. #20110233000, Book 15291, pg. 1156 and includes: (attached to this Certificate)  
Certificate of Formation or Articles of Incorporation  
Bylaws  
Solar Device and Energy Efficient Policy  
Rainwater Harvesting System Policy  
Flag Display and Flagpole Installation Policy  
Display of Certain Religious Items Policy  
Assessment Collection Policy  
Records Inspection, Copying, and Retention Policy  
Statutory Notice of Posting and Recordation of Association Governance Documents  
Statutory Notice of Annual Meetings, Elections, and Voting  
Statutory Notice of Conduct of Board Meetings

**Resolutions/Policies/Guidelines: All policies are attached to and filed under Book 16530, Page 1927**

- Collection Policy
- Violation Policy
- Record Retention Policy
- Records Inspection Policy
- Payment Plan Policy
- Email Registration Policy
- Membership Voting Policy
- Guidelines for Drought Resistant Landscaping and Natural Turf
- Conflict of Interest Policy
- Guidelines for Flag Display
- Religious Items Display Guidelines
- Solar Energy Device Guidelines
- Roofing Material Guidelines
- Rainwater Collection Guidelines
- Application of Payments Policy

**Force Mow and Maintenance Administrative Resolution N0. 2012002 is attached to and filed with this Certificate.**

7. Mailing Address and Contact Information for the Association and the Managing Agent:  
Spectrum Association Management, LP  
17319 San Pedro, Suite 318  
San Antonio, TX 78232  
(210) 494-0659 Fax: (210) 494-0887  
contact@spectrumam.com

8. Other information the Association considered appropriate for the governing, administration or operation of the subdivision and homeowners association:

Prospective purchasers are advised to independently examine the Declaration, Bylaws, and all other governing documents of Association, together with obtaining an official Resale Certificate and performing a comprehensive physical inspection of the lot/home and common areas, prior to purchase.

THE PURPOSE OF THIS CERTIFICATE IS TO PROVIDE INFORMATION SUFFICIENT FOR A TITLE COMPANY TO CORRECTLY IDENTIFY THE SUBDIVISION AND TO CONTACT ITS GOVERNING ASSOCIATION. THIS CERTIFICATE DOES NOT PURPORT TO IDENTIFY EVERY PUBLICLY RECORDED DOCUMENT AFFECTING THE SUBDIVISION, OR TO REPORT EVERY PIECE OF INFORMATION PERTINENT TO THE SUBDIVISION. NO PERSON SHOULD RELY ON THIS CERTIFICATE FOR ANYTHING OTHER THAN INSTRUCTIONS FOR CONTACTING THE ASSOCIATION IN CONNECTION WITH THE TRANSFER OF TITLE TO A HOME IN THE SUBDIVISION. THE REGISTERED AGENT FOR THE ASSOCIATION IS ON FILE WITH THE TEXAS SECRETARY OF STATE.

Signed this 19 day of November, 2014

Arborstone Homeowners Association, Inc.

By: Kathleen S. Able  
Kathleen S. Able (of Spectrum Association Management) Managing Agent

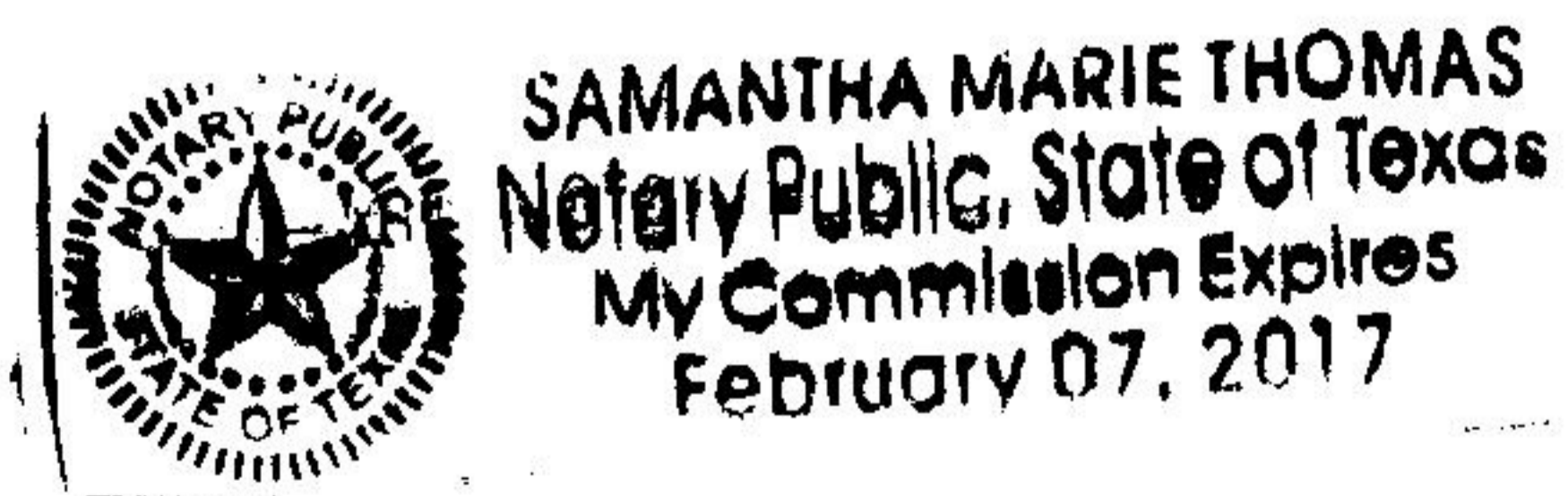
State of Texas §

County of Bexar §

This Instrument was acknowledged and signed before me on 19, November, 2014 by Kathleen S. Able, representative of Spectrum Association Management, LP, the Managing Agent for Arborstone Homeowners Association, Inc. on behalf of said Association.

After Recording Return To:  
Spectrum Association Management, LP  
Attn: K Able  
17319 San Pedro, #318  
San Antonio, TX 78232

Samantha Thomas Notary Public, State of Texas



# Arborstone Homeowners Association

17319 San Pedro, Suite 318  
San Antonio TX, 78232  
(210)494-0659 Phone  
(210)494-0887 Fax

October 3, 2014

Re: Implementation of Forced Mow and Maintenance Policy

Dear Homeowner:

The Board Directors of the Arborstone Homeowners Association has determined that it is time to address a few issues that have proven to be a problem in the community. Many residents have shared their frustration over the maintenance of lots (landscape to be specific) and the Board of Directors has been working to resolve this issue. It is time to step forward and enforce the Covenants, Conditions and Restrictions to their fullest extent.

According to the Covenants, Conditions and Restrictions Article VII for the Arborstone Homeowners Association, grass, weeds and vegetation on each lot must be kept mowed at regular intervals so as to maintain the property in a neat and attractive manner. Additionally, each owner shall maintain the exterior of all buildings, fences, walls and other improvements on his lot in good condition and repair.

**Refer to Article VII, Maintenance in the Covenants, Conditions and Restrictions which can be found on [www.spectrumam.com](http://www.spectrumam.com). Log in and click on Documents and then pick Governing Documents from the drop down menu.**

**Section 7.1 Property and Lot Maintenance page number 17**

**Section 7.2 Maintenance of Improvements page number 17**

In the event that a homeowner elects to not bring their landscaping to an acceptable standard, the Covenants, Conditions and Restrictions allow for the Association or its agents to have the Lot maintained at the cost of the homeowner. Please see the included procedure for the letters and timeline allowed for each violation to be cured.

Please be advised that effective December 1, 2014, the Board will begin enforcing this policy.

This action is being taken to help resolve an issue which is negatively affecting many of the residents of our Association and the overall look of the community. Your cooperation is greatly appreciated.

If you have any questions, please do not hesitate to email [contact@spectrumam.com](mailto:contact@spectrumam.com) or call 210-494-0659.

Regards,

Board of Directors of the Arborstone Homeowners Association

**Forced Mow and Maintenance Resolution  
of the Board of Directors  
for Arborstone Homeowners Association**

STATE OF TEXAS           §  
  §  
COUNTY OF BEXAR       §

October 3, 2014

Pursuant to the Bylaws of Arborstone Homeowners Association (referred to as "Association") and the Declaration of Protective Covenants, the Directors of Arborstone Homeowners Association, a Texas non-profit corporation, consent to the adoption of the following resolution:

ADMINISTRATIVE RESOLUTION No. 2012002

RE:                   Violation Policy

WHEREAS:

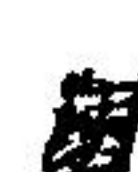
1. One of the Association's functions is to enforce the rules set forth in its governing documents
2. It is the Board's duty to use its best efforts to assure that said enforcement occurs

BE RESOLVED THAT:

1. All rules of the Association shall be enforced
2. The Violation Procedure (attached) shall be the Association's policy of enforcement.

EFFECTIVE: 11-6-2014

  
Authorized Board Member

 11-6-2014  
Date

Recorded in the Book of Minutes November 6, 2014

By: Breannah Davis

## Arborstone Homeowners Association Forced Maintenance Procedure

Violation Procedure	Status	Action required
Send ten day (10) courtesy notice of the violation to include, but not limited to grass, weeds, gutters, siding, improvements, vegetation, fences & other violations within the CC&R's. The notice will request violation be resolved by Homeowner within ten (10) days.	1 <sup>st</sup> Report/Sighting	10 days to correct
Send ten day (10) certified notice of the violation to include, but not limited to grass, weeds, gutters, siding, improvements, vegetation, fences & other violations within the CC&R's. The notice will be sent with the intent to send a contractor to resolve the violation if not resolved by the Homeowner within ten (10) days.	Violation Unresolved 2 <sup>nd</sup> Report/Sighting	10 days to correct

### General Policy

If a homeowner contacts management with the intent to correct a violation and asks for an extension, management shall grant such extension if it deems such extension reasonable. If the homeowner does not cure the violation after the extension period the homeowner shall immediately receive a maintenance fee as described above.

Any provision herein which restricts the sale, or use of the described real property because of race is invalid and unenforceable under Federal law  
STATE OF TEXAS, COUNTY OF BEXAR  
I hereby Certify that this instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Real Property of Bexar County, Texas on:

**NOV 21 2014**

Doc# 20140201632 Fees: \$42.00  
11/21/2014 12:45PM # Pages 5  
Filed & Recorded in the Official  
Public Records of BEXAR COUNTY  
GERARD C. RICKHOFF COUNTY CLERK



*Gerard Rickhoff*  
COUNTY CLERK BEXAR COUNTY, TEXAS