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1st AMENDMENT TO THE MANAGEMENT CERTIFICATE FOR BROOKHOLLOW ALLEN RESIDENTIAL ASSOCIATION, INC.

This Management Certificate is recorded pursuant to Section 209.004 of the Texas Property Code.

State of Texas §

County of Collin §

- 1. Name of Subdivision: Brookhollow Allen Residential Association, Inc.
- 2. Subdivision Location: S. Allen and Bethany Road in Allen, TX
- 3. Name of Homeowners Association: Brookhollow Allen
- 4. Recording Data for Association: Document 2003-0053534, Pages 449-450 Volume 0
Filed in Collin County
- 5. Recording Data for Declaration: Declaration of Covenants, Conditions and Restrictions
Document 2003-08260001690290, Book 5489, pg. 4815,
Filed in Collin County.

First Amendment to the Declaration
Document 20090709000858200
Filed in Collin County on 7/9/2009.
- 6. Bylaws: Certified on 7/21/2003 filed 1/10/2011 under
Doc# 20110110000040270.
Articles of Incorporation: Filed with the Secretary of State of Texas filed 1/10/2011
under Doc# 20110110000040270.

Resolutions/Policies:
All policies are attached to and filed with this Certificate

Administrative Resolution No. 00012011
Collection Policy effective 1/1/2011
is attached to this Certificate.

Administrative Resolution No. 00022011
Violation Policy effective 1/1/2011 is
attached to this Certificate.

**Resolutions/Policies:
All policies are attached to and filed with this Certificate**

- Record Retention Policy
- Records Inspection Policy
- Payment Plan Policy
- Email Registration Policy
- Membership Voting Policy
- Collection Policy
- Architectural Guidelines

Guidelines:

All guidelines are attached to and filed with this Certificate

Architectural Guidelines for:

Solar Panels, Flag and Flag Poles, Roof Shingles, Rain Barrels and Religious Symbol displays

7. Mailing Address and Contact Information for the Association and the Managing Agent:
Spectrum Association Management, LP
555 Republic Drive
Plano, TX 75074
972-992-3444 Fax: 372-992-3440
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.

UNOFFICIAL

Signed this 22 day of November, 2011

Brookhollow Allen Residential Association, Inc.

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

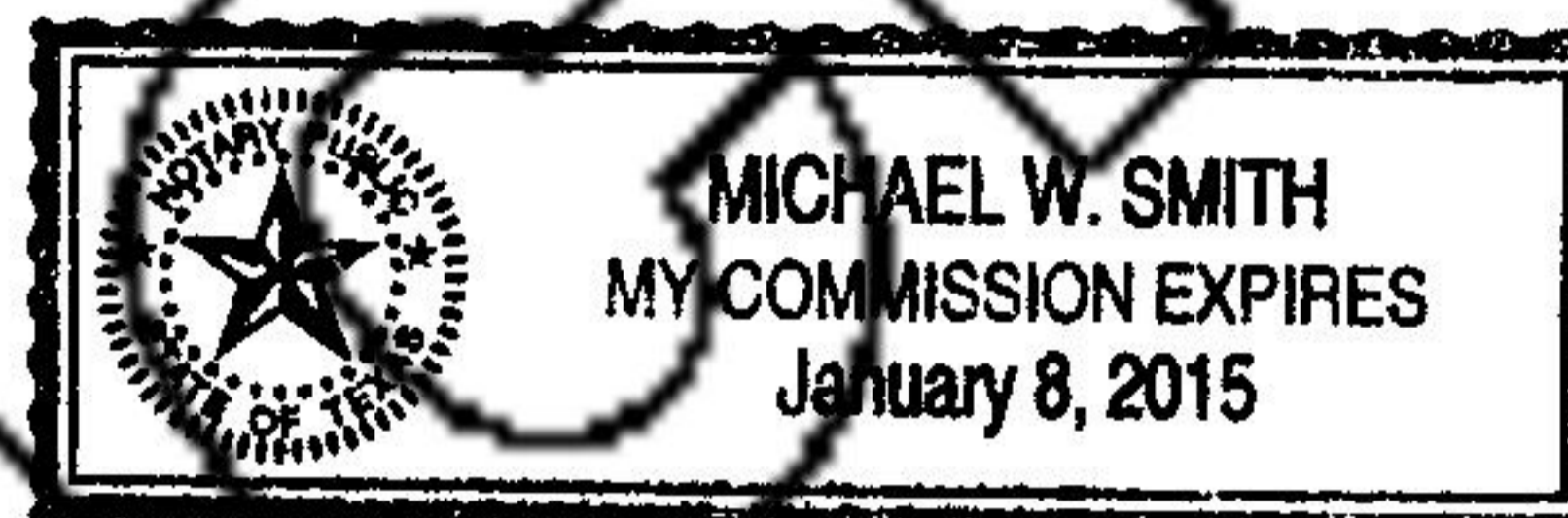
State of Texas §

County of Collin §

This Instrument was acknowledged and signed before me on 22, November, 2011 by Kathleen Able, representative of Spectrum Association Management, LP, the Managing Agent for Brookhollow Allen Residential 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

Michael W. Smith
Michael W. Smith Notary Public, State of Texas



UNOFFICIAL

Collection Resolution

Association Name:

Date:

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

ADMINISTRATIVE RESOLUTION NO.

RE: Collection Policy

WHEREAS:

- 1. The Association's economic well-being relies on the timely payment of assessments and other allowable charges.
- 2. It is the Board's duty to use its best efforts to collect funds owed to the Association.

BE RESOLVED THAT:

- 1. Amounts payable to the Association include, but are not limited to, regular assessments, special assessments, rules enforcement fees, repairs to the common area that are an owner's responsibility, the cost of collections including but not limited to late fees, collection fees, legal fees and other costs associated with collection of funds on behalf of the Association.
- 2. The procedures in the "Collection Resolution Schedule" shall be the collection policy of the Association and shall be enforced.

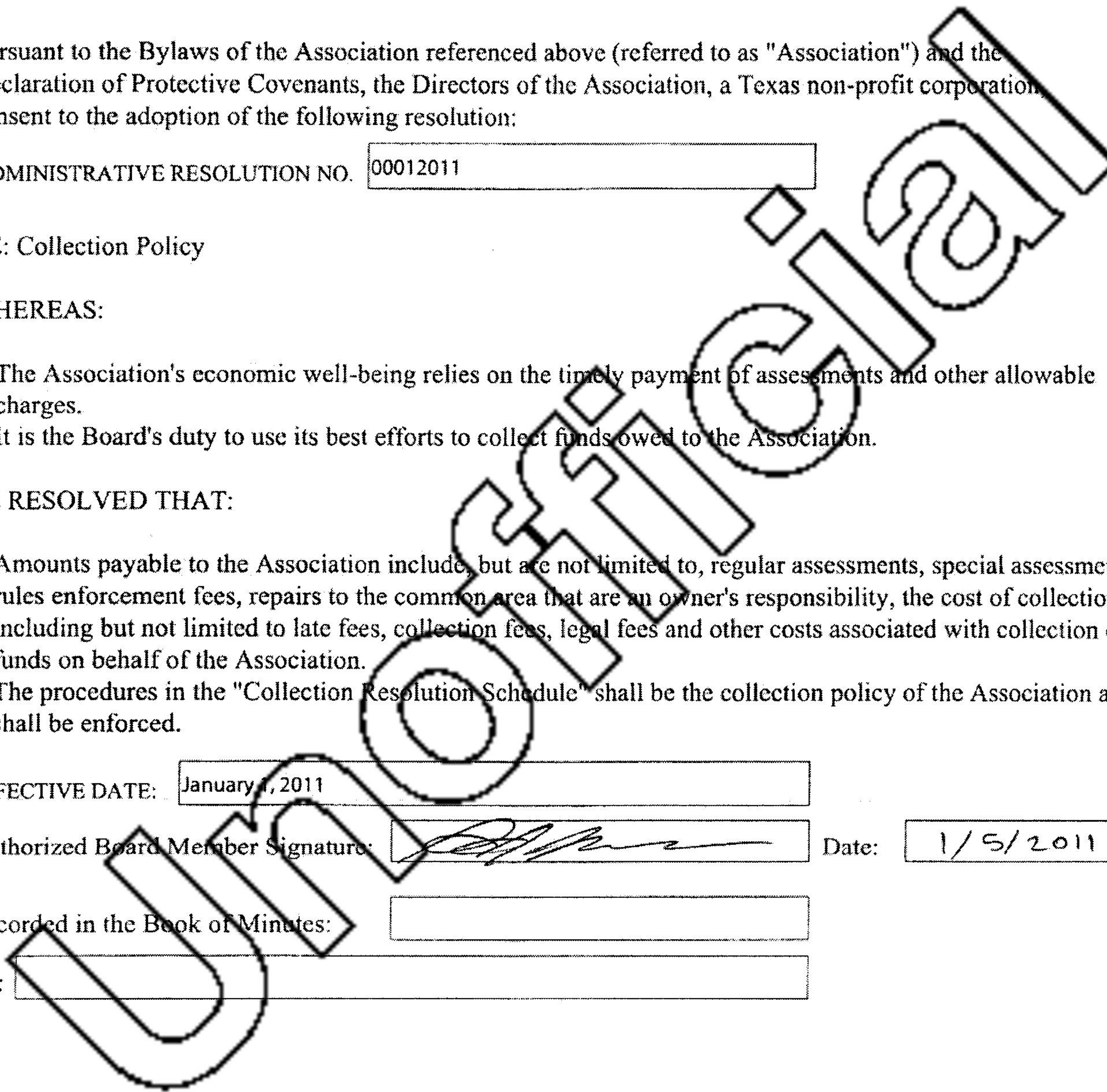
EFFECTIVE DATE:

Authorized Board Member Signature:

Date:

Recorded in the Book of Minutes:

By:



Collection Resolution Schedule

Association Name:

Collection Action*	Collection Action Description
Stage 1 1st Notice	Initial demand letter sent to the delinquent homeowner.
Stage 2 2nd Notice	The notice of intent to perform a title search is sent to the delinquent homeowner
Stage 3 3rd Notice	The notice that the title search was performed and notice that an attorney will prepare and file a notice of lien is sent to the delinquent homeowner.
Stage 4: Escalated Collection Stage 4th Notice	The demand letter stating that the notice of lien has been filed and notice of intent to send the account to the Association's attorney has been sent to the delinquent homeowner.
Stage 5 Sent to the attorney	The homeowner is responsible for all attorneys fees/court costs paid by and/or charged to the HOA

Collection Action*: The first collection notice is sent approximately thirty (30) days after the assessment due date. The second and subsequent notices are sent approximately thirty (30) days apart from each other. If a homeowner pays in full before the payment due date then collection action will cease on the homeowners account.

Payment Application: Payment on delinquent accounts shall be applied first to collection fees, second to attorney fees, third to late fees, fourth to all other fees, and fifth to any assessments.

General Policy: All fees/charges paid and/or charged to the Association in connection with the collection of a homeowner's account shall be reimbursed by the homeowner. "Non sufficient funds" (NSF) and/or "stop payment" checks shall be assessed a charge of twenty-five dollars (\$25.00) paid to the management company and reimbursed by the homeowner.

Each month a twenty dollar (\$20.00) collection fee is added to each homeowner account that has a delinquent balance. The collection fee is charged to the Association by the management company each month the account is delinquent, regardless whether the account is at the attorney's office or not, because of the work the management company performs on behalf of the Association each month. The management company has agreed to defer payment of the collection fee by the Association until the homeowner pays. The fifty dollar (\$50.00) property and title search fee is charged at stage three (3) and the one hundred and fifty dollar (\$150.00) escalated collection fee is charged to the Association at stage four (4) for the management company's time in researching the property ownership and title information and for doing a total account status review and file overview in preparation to turning an account over to the Association's attorney. At the escalated collection stage the management company will direct an attorney to, on behalf of the Association, prepare and file a notice of lien. These two fees are not deferred and are paid when the work has been completed.

Payment Plan: Payment plans may be approved by management for extenuating circumstances and/or at managements discretion. Homeowner's may be required to sign an agreement and abide by it. If a homeowner does not abide by the agreement their account may be immediately turned over to the attorney's office for collection. Management may determine to waive the payment plan provision if there are extenuating circumstances. Management may also decide to place an account on hold for a reasonable period of time if circumstances warrant such action at managements or the Boards discretion.

Collection of Account by HOA Attorney: Once an account is turned over to the Association's attorney all methods of collection may be pursued. If the homeowner does not respond to the attorney's demand letter a lawsuit may be filed and a judgement obtained. If the homeowner fails to respond to the aforementioned action by making payment in full or by signing an approved payment plan then the home may be foreclosed in accordance with the governing documents and the current state law. Once the home is foreclosed the Association shall move to evict the residents, and/or collect payment for rent, and/or sell the home in accordance with state law.

Other: This policy may be amended and/or adjusted by the Board of Directors from time to time without notice. Homeowners are advised that they should contact the management company to request the most recent version of this policy if they have a question and/or need assistance in making payment arrangements.

**Resolution of the Board of Directors
for Brookhollow Allen Residential Association, Inc.**

January 1, 2011

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

ADMINISTRATIVE RESOLUTION No. 00022011

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: _____



Authorized Board Member

Date

1/5/2011

Recorded in the Book of Minutes _____, 2011

By: _____

UNOFFICIAL

Brookhollow Homeowners Association, Inc. Violation Procedure

Violation Procedure	Status	Action required
A. Send courtesy notice	1 st Report/Sighting	10 days to correct
B. Send thirty-day (30) notice (certified & regular mail)	Not repaired/No application for extension	30 days to correct, if not corrected then sent to attorney for assistance through legal system
C. Send account to attorney	Not repaired/ No application for extension	Attorney will work with homeowner 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 be referred to the Association's attorney.

Grass Violation Policy

For long grass violations a ten day letter requesting the homeowner cut the grass shall be mailed and shall contain a warning that if the homeowner does not comply that the Association, according to its governing documents, will enter the property and have the grass cut. If the homeowner does not comply management shall arrange for the grass to be cut on the property. Any charges incurred by the Association in the correction of said violation shall be billed to the homeowner and immediately become due. The amount due shall become subject to the collection policy of the Association.

Attorney Procedure

Once an account is turned over to the attorney's office they will send the homeowner a letter of representation. If the homeowner does not respond the attorney shall pursue all available action to cure the violation through the court/legal system. All attorneys' fees/court costs shall be the homeowner's responsibility and shall be charged to the homeowners account and the money due shall be subject to the collection policy. If the amount due is not paid the home shall be liened.

**Records Retention Policy for the
Brookhollow Allen Residential Association, Inc.**

STATE OF TEXAS §
 §
COUNTY OF COLLIN §

This Records Retention Policy for the Brookhollow Allen Residential Association, Inc. (the "Policy") is adopted by the Brookhollow Allen Residential Association, Inc. (the "Association"), a Texas Non-Profit Corporation.

WHEREAS, the Association adopted a Policy through resolution of the Brookhollow Allen Residential Association, Inc.'s Board of Directors (the "Board") on January 1, 2012.

NOW THEREFORE, the Association hereby adopts a Records Retention schedule as follows:

- 1.) Certificates of formation, articles of incorporation, bylaws, restrictive covenants and all amendments to certificates of formation, bylaws and covenants shall be retained permanently at the Association's principle office address, electronically or in a storage facility as deemed appropriate by the Board.
- 2.) Financial books and records shall be retained for seven years at the Association's principle office address, electronically or in a storage facility as deemed appropriate by the Board.
- 3.) Account records of current owners shall be retained for five years at the Association's principle office address, electronically or in a storage facility as deemed appropriate by the Board.
- 4.) Contracts with a term of one year or more shall be retained for four years after the expiration of the contract term at the Association's principle office address, electronically or in a storage facility as deemed appropriate by the Board.
- 5.) Minutes of meetings of the owners and the Board shall be retained for seven years at the Association's principle office address, electronically or in a storage facility as deemed appropriate by the Board.
- 6.) Tax returns and audit records shall be retained for seven years at the Association's principle office address, electronically or in a storage facility as deemed appropriate by the Board.

Documents not specifically listed above will be retained for the time period of the documents most closely related to those listed in the above schedule. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the identified time period.

The custodian of the records of the Association is responsible for the ongoing process of identifying the Association's records which have met the required retention period and overseeing their destruction. Destruction of any physical documents will be accomplished by shredding. Destruction of any electronic records of the Association shall be made via a reasonable attempt to remove the electronic records from all known electronic locations and/or repositories.

EFFECTIVE DATE: January 1, 2012

Authorized Board Member Signature: *Patricia A. Welch* Date: 11/15/11

Recorded in the Book of Minutes: Date: 11/16/11 By: *[Signature]*

**Payment Plan Policy for the
Brookhollow Allen Residential Association, Inc.**

STATE OF TEXAS §
 §
COUNTY OF COLLIN §

WHEREAS, The Brookhollow Allen Residential Association, Inc. (the "Association") is charged with administering and enforcing the Declaration of Protective Covenants (the "Declaration");

WHEREAS, Chapter 209 of the TEXAS PROPERTY CODE has been amended to add Section 209.0062 ("Section 209.0062"), effective January 1, 2012;

WHEREAS, Section 209.0062 requires that the Association adopt and record reasonable guidelines to establish an alternative payment schedule by which an owner may make partial payments to the Association for delinquent regular or special assessments or any other amount owed to the Association without accruing additional monetary penalties; and

WHEREAS, the Association's Board of Directors (the "Board") desires to establish guidelines consistent with Section 209.0062;

NOW, THEREFORE, the Board has duly adopted the following "Payment Plan Policy" (the "Policy"):

1.) Eligibility: Any owner who has not defaulted under a previous payment plan during the past two years from the date a payment plan request is received by the Association shall be eligible for a payment plan under this Policy (a "Payment Plan").

2.) Duration & Terms

- a. A Payment Plan shall have a minimum term of not less than 3 months;
- b. A Payment Plan shall have a maximum term of 12 months, unless specifically approved by the Board;
- c. Despite the foregoing, the Association may not allow a Payment Plan for any amount that extends more than 18 months from the date of the owner's request for a Payment Plan;
- d. Any eligible owner with a delinquent balance of \$300.00 or less shall be allowed, without deliberation by the Board, to pay that balance in up to 6 equal consecutive monthly installments, with the first payment due within 30 days of the approval of the Payment Plan;
- e. Any eligible owner with a delinquent balance of more than \$300.00 shall be allowed, without deliberation by the Board, to pay that balance by paying: (1) a down payment of 25% of the balance within 30 days of the approval of the Payment Plan; and (2) paying the balance in up to 6 equal consecutive monthly installments.
- f. Any owner may submit a request for a Payment Plan that does not meet the foregoing guidelines, along with any other information they wish the Board to consider, and the Board may approve or disapprove such Payment Plan, in its sole discretion; and,
- g. If an owner who is not eligible to receive a Payment Plan asks for a Payment Plan, then the Board shall be entitled to approve or disapprove a Payment Plan, in its sole discretion.

3.) Execution

- a. All Payment Plans must be in writing and signed by the owner entering into said Payment Plan.

4.) Fees and Payment

**Payment Plan Policy for the
Brookhollow Allen Residential Association, Inc.**

- a. All payments shall be due by the date specified in the Payment Plan;
- b. Failure by an owner to make a payment by the time frame specified in the Payment Plan shall result in immediate default of said Payment Plan;
- c. Additional monetary penalties will not accrue during the term of the Payment Plan. Notwithstanding the foregoing, interest as allowed under the Declaration may continue to accrue during the term of the Payment Plan. The Association may provide an estimate of the amount of interest that will accrue during the term of the Payment Plan. Furthermore, the Association may charge an owner a reasonable cost for administering the Payment Plan (the "Administrative Costs"). Any Administrative Costs will be identified in the Payment Plan.

5.) Default

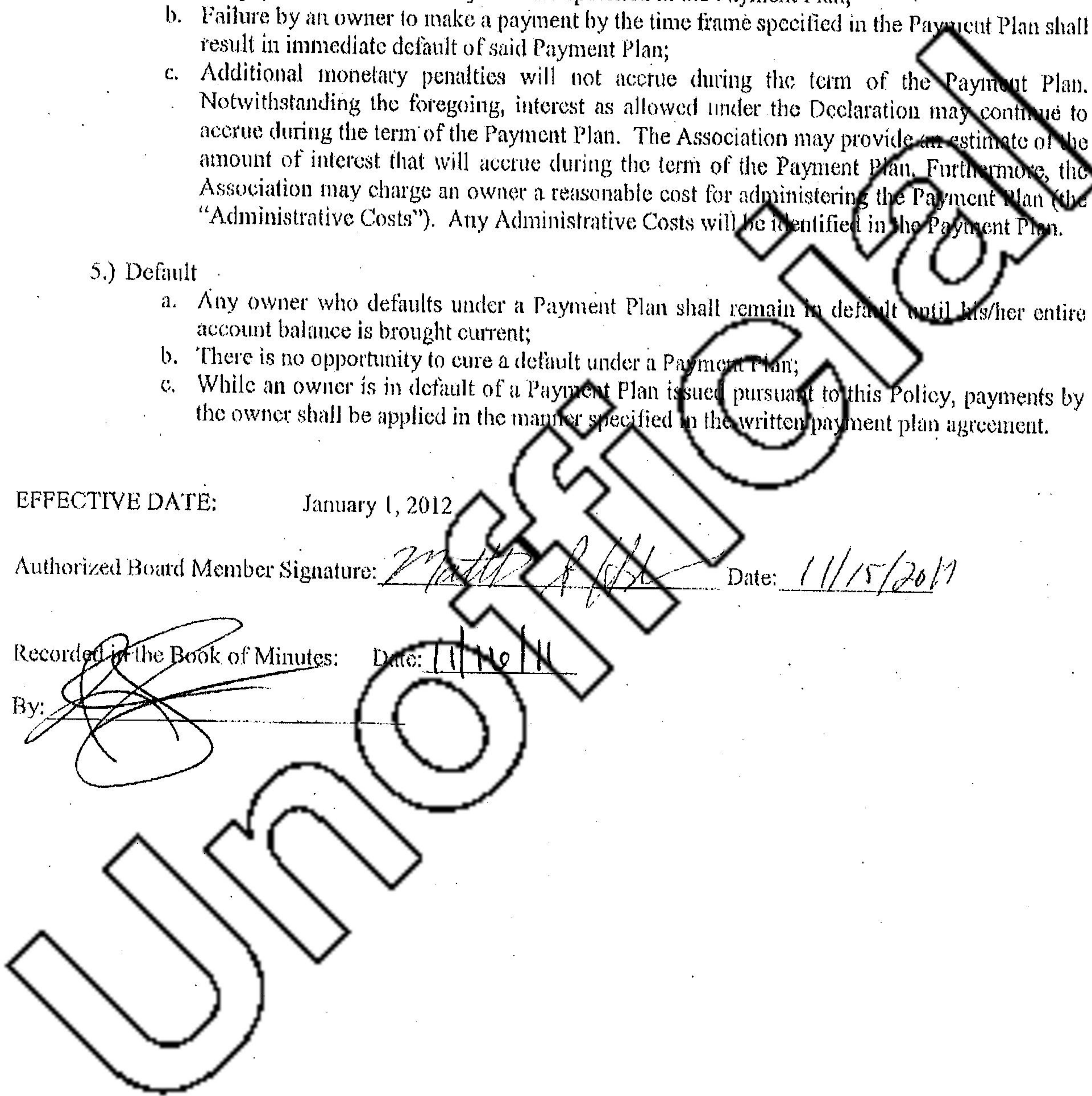
- a. Any owner who defaults under a Payment Plan shall remain in default until his/her entire account balance is brought current;
- b. There is no opportunity to cure a default under a Payment Plan;
- c. While an owner is in default of a Payment Plan issued pursuant to this Policy, payments by the owner shall be applied in the manner specified in the written payment plan agreement.

EFFECTIVE DATE: January 1, 2012

Authorized Board Member Signature: *Matthew R. [Signature]* Date: 1/15/2012

Recorded in the Book of Minutes: Date: 1/16/12

By: *[Signature]*



**E-mail Registration Policy for the
Brookhollow Allen Residential Association, Inc.**

STATE OF TEXAS §
 §
COUNTY OF COLLIN §

WHEREAS, The Brookhollow Allen Residential Association, Inc., a Texas non-profit corporation (the "Association") is charged with administering and enforcing the Declaration of Protective Covenants (the "Declaration");

WHEREAS, Chapter 209 of the Texas Property Code has been amended to add Section 209.0051 ("Section 209.0051"), effective January 1, 2012;

WHEREAS, Section 209.0051(e)(2)(B) provides that the Association may send the required notice of a meeting of the Association's Board of Directors (the "Board") by e-mail to each owner who has registered an e-mail address with the Association;

WHEREAS, pursuant to Section 209.0051(f), it is an owner's duty to keep an updated e-mail address registered with the Association;

NOW THEREFORE, the Board has duly adopted the following "*E-mail Registration Policy*" (the "Policy"):

- 1.) An e-mail address shall be considered registered with the Association for the purposes of receiving notices pursuant to Section 209.0051(e)(2)(B) when: (1) the owner has completed the registration form available at www.spectrumam.com that is required to gain online access to the Association's website; and (2) the owner has received confirmation that said submission has been received and approved.
- 2.) For an owner to receive notices pursuant to Section 209.0051(e)(2)(B), the registration form must be completed and submitted after 1/1/2011.
- 3.) No other form of e-mail registration shall be accepted for the purpose of communicating notices under Section 209.0051(e)(2)(B) regardless of whether said e-mail address has been previously used for communications to or from the Association.

EFFECTIVE DATE January 1, 2012

Authorized Board Member Signature:  Date: 11/15/11

Recorded in the Book of Minutes: Date: 11/16/11 By: 

**Membership Voting Policy for the
Brookhollow Allen Residential Association, Inc.**

STATE OF TEXAS §
 §
COUNTY OF COLLIN §

This Membership Voting Policy for the Brookhollow Allen Residential Association, Inc. (the "Policy") is adopted by the Brookhollow Allen Residential Association, Inc. (the "Association") a Texas Not-For-Profit Corporation.

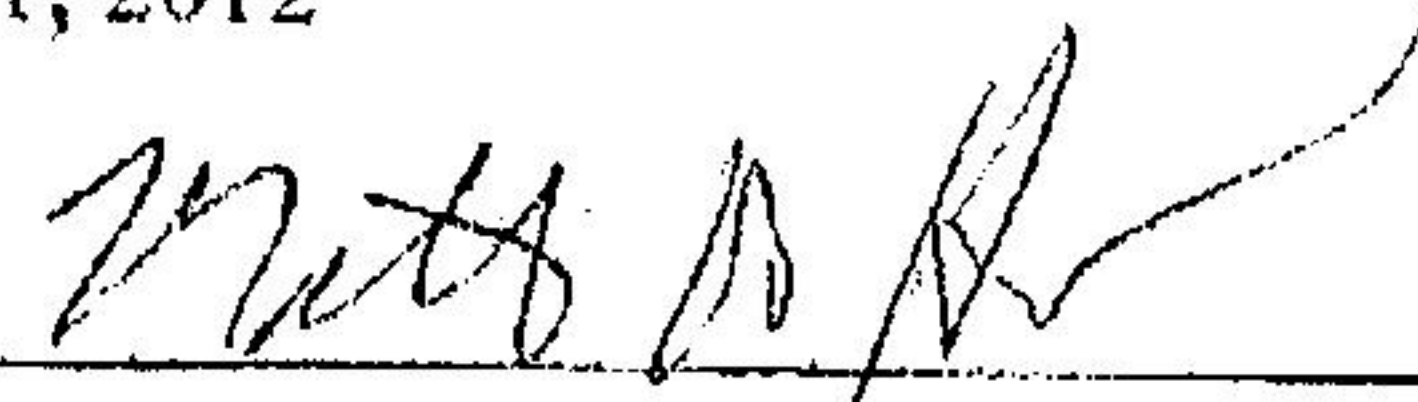
WHEREAS, membership voting is governed in whole or in part by Sections 209.0058, 209.0059, 209.00593 and 209.0054 of Texas Property Code (the "Voting Requirements"), and;

WHEREAS, the Association may adopt policies and rules to help facilitate the provisions outlined in the Voting Requirements.

NOW THEREFORE, the Association hereby adopts a Membership Voting Policy as follows:

- 1.) The Association shall have the sole authority to promulgate all ballots, absentee ballots, proxy forms or other instruments ("Voting Instruments") for use in Association wide votes or elections and the Association may not accept any other form of these instruments in connection with an Association vote or election.
- 2.) The Association may include copies of Voting Instruments for use in Association wide votes or elections in the notice of said meeting. Members shall otherwise be entitled to obtain from the Association copies of said unexecuted Voting Instruments.
- 3.) All Voting Instruments must be signed and dated by the member executing said instrument. Unsigned or undated instruments may be deemed invalid and may not be counted toward quorum and/or totals in a vote or election.
- 4.) Voting Instruments may be submitted to the Association electronically, by mail or in person not later than one business day prior to the election or vote to which they pertain. Voting Instruments may also be submitted at the meeting to which they pertain prior to the close of voting.
- 5.) Electronic submission of executed Voting Instruments may include e-mail submission or facsimile transmission of said Voting Instrument to the respective email address or fax number listed for such purpose on said instrument promulgated by the Association. Electronic submission of said Voting Instruments shall also include an electronic transmission made through a secured exchange available through the Association's website.
- 6.) Voting Instruments may also be mailed to the principal office address of the Association as listed on the Voting Instrument. If mailing, Voting Instruments must be received not later than one business day prior to the Election or Vote to which they pertain.
- 7.) Votes cast by proxy may only be cast in person by the proxy holder at the meeting for which said proxy is effective.

EFFECTIVE DATE: January 1, 2012

Authorized Board Member Signature:  Date: 11/15/11

Recorded in the Book of Minutes: Date: 11/16/11

By: 

**Architectural Guidelines for the
Brookhollow Allen Residential Association, Inc.**

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

RE: Architectural Guidelines for flag poles, solar panels, rain barrels and religious displays.

WHEREAS:

1. The Association's Covenants provide architectural guidelines for lot owners and home owners concerning requirements for improvements of the lots within the subdivision;
2. The Covenants are not inclusive with regards to changing laws pertaining to allowable improvements in the Association;
3. The Covenants empower the Architectural Committee with the authority to clarify and enforce the overall interpretation of the rules.

BE IT RESOLVED THAT:

1. The Architectural Guidelines for flag poles, solar panels, rain barrels and religious displays provides clarification and specific guidelines that can be more easily understood by owners within the Association;
2. These architectural guidelines shall be the policy of the Association and the Architectural Control Committee and shall be enforced.

EFFECTIVE DATE: January 1, 2012

Authorized Board Member Signature: [Signature] Date: 11/15/11

Recorded in the Book of Minutes. Date: 11/16/11 By: [Signature]

Architectural Guidelines for the Brookhollow Allen Residential Association, Inc.

Solar Panels

Solar panels may be approved by the architectural review committee, but prior to installation you must obtain written approval from the architectural review committee. Unless there is supplied documentation stating that the energy production of the solar panel will be compromised by more than ten percent the solar panel must be placed on the rear facing portion of the roof, or may be placed on the rear facing portion of another approved structure. The solar panel may not be higher or wider than any flat portion of the roof with where it is attached. The top edge of the solar panel must be parallel with the roofline, or if the roofline is at an angle it must be parallel with the bottom portion of the roof. The solar panel must also conform to the slope of the roofline. If the solar panel will be located anywhere on the lot other than a roof of the home or other approved structure the solar panel must be located below the fence line. The color of the solar panel frames, brackets, wires and pipes must be included with the improvement request.

Roof Shingles

Certain types of roof shingles are designed to prevent wind and hail damage, provide heating and cooling efficiencies, or provide solar generation capabilities. Prior to installation of these types of roof shingles, you must obtain written approval from the architectural review committee. To comply with these guidelines the roof shingles must resemble the shingles used on other properties within the subdivision. The shingles must also be more durable than and are of equal or greater quality to the shingles used on other properties within the subdivision. The shingles must match the aesthetics of other properties surrounding the owner's property.

Flags and Flagpole guidelines

Those members wishing to fly the American Flag, Texas Flag or flag from one of the United States armed services are encouraged to do so. These flags may be flown from wall mounted poles or ground mounted flagpoles. The installation of all flagpoles must be approved by the committee for height and location. The location and intensity of lights used to illuminate a displayed flag must also be approved by the architectural review committee.

The Association has adopted the following list of rules pertaining to flags and flagpoles in the community.

1. United States Flags must be displayed in accordance with 4 U.S.C. Sections 5-10.
2. The Texas Flag must be displayed in accordance with Chapter 3100 of the Texas Government Code.
3. A flagpole, whether attached to a dwelling or freestanding, must be constructed of permanent, long-lasting materials with a finish appropriate to the materials used in the construction of the flagpole and harmonious with the dwelling.
4. The flag display must conform to all setbacks, easements, and zoning ordinances.
5. Flags and flagpoles must be maintained in good condition; flags and poles that are deteriorating or represent an unsafe condition must be repaired, replaced or removed.
6. Flagpoles are limited to one per lot, not to exceed 20 feet in height.
7. Flag size is limited to 3' x 5'.
8. An owner can only place a flagpole or flag on their own property and no other property.
9. You must abate any noise that is caused by the external halyard of a flagpole.

Architectural Guidelines for the Brookhollow Allen Residential Association, Inc.

Solar Panels

Solar panels may be approved by the architectural review committee, but prior to installation you must obtain written approval from the architectural review committee. Unless there is supplied documentation stating that the energy production of the solar panel will be compromised by more than ten percent the solar panel must be placed on the rear facing portion of the roof, or may be placed on the rear facing portion of another approved structure. The solar panel may not be higher or wider than any flat portion of the roof with where it is attached. The top edge of the solar panel must be parallel with the roofline, or if the roofline is at an angle in must be parallel with the bottom portion of the roof. The solar panel must also conform to the slope of the roofline. If the solar panel will be located anywhere on the lot other than a roof of the home or other approved structure the solar panel must be located below the fence line. The color of the solar panel frames, brackets, wires and pipes must be included with the improvement request.

Roof Shingles

Certain types of roof shingles are designed to prevent wind and hail damage, provide heating and cooling efficiencies, or provide solar generation capabilities. Prior to installation of these types of roof shingles, you must obtain written approval from the architectural review committee. To comply with these guidelines the roof shingles must resemble the shingles used on other properties within the subdivision. The shingles must also be more durable than and are of equal or greater quality to the shingles used on other properties within the subdivision. The shingles must match the aesthetics of other properties surrounding the owner's property.

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1. United States Flags must be displayed in accordance with 4 U.S.C. Sections 5-10.
2. The Texas Flag must be displayed in accordance with Chapter 3100 of the Texas Government Code.
3. A flagpole, whether attached to a dwelling or freestanding, must be constructed of permanent, long-lasting materials with a finish appropriate to the materials used in the construction of the flagpole and harmonious with the dwelling.
4. The flag display must conform to all setbacks, easements, and zoning ordinances.
5. Flags and flagpoles must be maintained in good condition; flags and poles that are deteriorating or represent an unsafe condition must be repaired, replaced or removed.
6. Flagpoles are limited to one per lot, not to exceed 20 feet in height.
7. Flag size is limited to 3' x 5'.
8. An owner can only place a flagpole or flag on their own property and no other property.
9. You must abate any noise that is caused by the external halyard of a flagpole.

**Architectural Guidelines for the
Brookhollow Allen Residential Association, Inc.**

Religious Displays

The Association will allow owners to display one or more religious items on their entry door or door frame. The display must be motivated by the owner or resident's sincere religious belief.

The Association has adopted the following list of rules pertaining to the display of religious items.

1. The religious item cannot threaten public health or safety.
2. The religious item cannot violate the law.
3. The religious item cannot contain language, graphics or other display that is patently offensive to a passerby.
4. The religious item must be located on the entry door or entry door frame and cannot extend past the outer edge of the door frame of the dwelling.
5. The maximum space allotted to a religious item or combination of religious items shall be no more than 25 square inches.
6. The Association may remove any item that does not conform to the statute.

Rain Barrels

The Association will allow owners to install rain barrels or water harvesting systems on their own property. The Association has adopted the following list of rules pertaining to the installation of rain barrels and water harvesting systems.

1. The barrels or system must be of a color that is consistent with the color scheme of the owner's home.
2. The barrels or system cannot be located between the front of the owner's home and an adjoining or adjacent street.
3. The barrels or system must not display any language or other content that is not typically included on the item when it is manufactured.
4. The Association may regulate the size, type, materials and manner of screening for barrels and systems that are visible from the street, another lot, or common area.
5. There must be sufficient areas on the owner's property to install the barrels or system.

**Collection Policy for the
Brookhollow Allen Residential Association, Inc.**

STATE OF TEXAS §
 §
COUNTY OF COLLIN §

Pursuant to the Bylaws of the Brookhollow Allen Residential Association, Inc. referenced above (referred to as "Association") and the Declaration of Protective Covenants, the Directors of the Brookhollow Allen Residential Association, Inc., a Texas non-profit corporation, consent to the adoption of the following resolution:

RE: Collections Policy


WHEREAS:

1. The Association's economic well-being relies on the timely payment of assessments and other allowable charges.
2. It is the Board's duty to use its best efforts to collect funds owed to the Association.

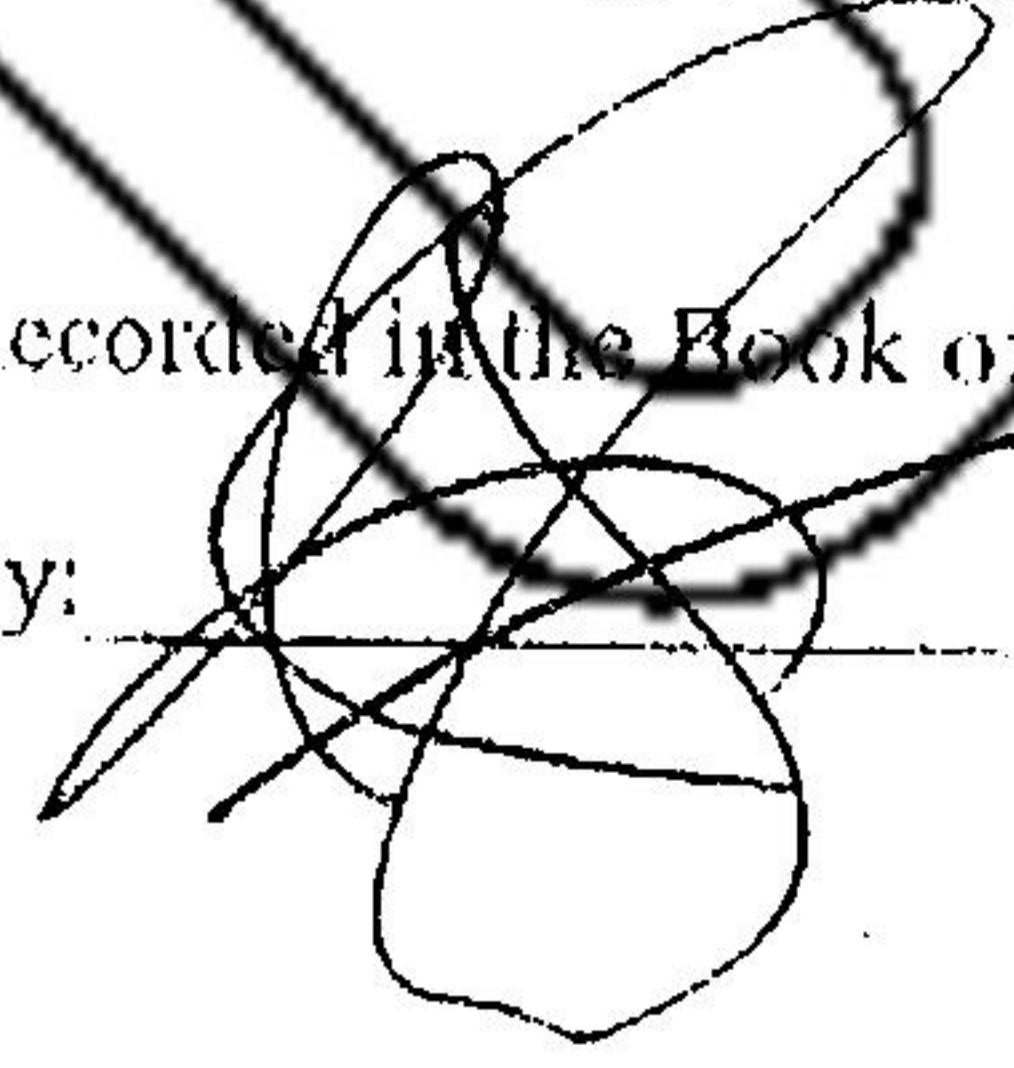
BE RESOLVED THAT:

1. Amounts payable to the Association include, but are not limited to, regular assessments, special assessments, rules enforcement fees, repairs to the common areas that are an owner's responsibility, the cost of collection including but not limited to late fees, collection fees, legal fees and other costs associated with collection of funds on behalf of the Association.
2. The procedures in the "Collection Resolution Schedule" shall be the collection policy of the Association and shall be enforced.

EFFECTIVE DATE: January 1, 2012

Authorized Board Member Signature:  Date: 11/15/11

Recorded in the Book of Minutes: Date: 11/16/11

By: 

**Collection Resolution Schedule for the
Brookhollow Allen Residential Association, Inc.**

Collection Action	Late Charge	Collection Fee	Other Fees
1 st Notice: Courtesy Notice	Per governing documents	\$20 monthly fee	N/A
2 nd Notice: Notice of Intent to perform a title search.	Per governing documents	\$20 monthly fee	N/A
3 rd Notice: Notice that title search was performed & fee charged (sent certified mail).	Per governing documents	\$20 monthly fee	\$50 Title Search Fee charged to owner's account.
4 th Notice: Notice that account has progressed to escalated collections & fee charged.	Per governing documents	\$20 monthly fee	\$150 Escalated Collection Fee charged to owner's account.
5 th Notice: Notice of intent to perform skip trace (sent certified mail).	Per governing documents	\$20 monthly fee	N/A
6 th Notice: Notice that skip trace was performed & fee charged (sent certified mail).	Per governing documents	\$20 monthly fee	\$25 Skip Trace Initiation Fee charged to owner's account.
7 th Notice: Hand delivery of Notice of Default & fee charged.	Per governing documents	\$20 monthly fee	\$60 Hand Delivery Fee charged to owner's account.
8 th Notice: Notice that skip trace was performed & fee charged.	Per governing documents	\$20 monthly fee	\$40 Skip Trace Fee charged to owner's account.
9 th Notice: Notice of intent to progress account to serious collections	Per governing documents	\$20 monthly fee	N/A
10 th Notice: Notice that skip trace was performed & fee charged	Per governing documents	\$20 monthly fee	\$40 Skip Trace Fee charged to owner's account.
11 th Notice: Notice of Final Settlement Offer.	Per governing documents	\$20 monthly fee	N/A
Final Notice: Preparation of legal work order (sent by certified mail).	Per governing documents	\$20 monthly fee	N/A
File turned over to the Association's attorney	Per governing documents	\$20 monthly fee	Fees are based on the attorney's agreement.

Collection Action: The first notice is sent after the late date per the governing documents. The second and subsequent are sent roughly twenty-five to thirty days apart from each other each requiring a payment due date before the next step in the collection schedule takes place. If an owner pays in full before the payment due date then collection action will cease on that owner's account.

General Policy: All fees/charges paid by the Association in connection with the collection of an owner's account shall be reimbursed by the owner. "Non sufficient funds" (NSF) and/or "stop payment" checks shall be assessed a charge of \$25.00 paid to Managing Agent and reimbursed by the owner.

Payment Plans: Payment plans shall be approved as per the Association's approved payment plan policy. Owners shall be required to sign an agreement and abide by it. If an owner does not abide by the agreement, then the owner's account shall move forward in accordance with the collections schedule.

Collection of Account by Attorney: Once an account is turned over to the association's attorney all methods of collection shall be pursued. If the owner does not respond to the attorney's demand letter a lawsuit may be filed and a judgment obtained. If the owner fails to respond to the aforementioned action by making payment in full or by signing an approved payment plan then the property may be foreclosed upon in accordance with the governing documents and the current state law. Once the property is foreclosed the Association shall move to evict the residents, collect payment for rent, and/or sell the property in accordance with state law.

**Records Inspection Policy for the
Brookhollow Allen Residential Association, Inc.**

STATE OF TEXAS §
 §
COUNTY OF COLLIN §

This Records Inspection Policy for the Brookhollow Allen Residential Association, Inc. (the "Policy") is adopted by the Brookhollow Allen Residential Association, Inc. (the "Association") a Texas Non-Profit Corporation.

WHEREAS, the Association adopted a Policy through resolution of the Brookhollow Allen Residential Association, Inc.'s Board of Directors (the "Board") on January 1, 2012.

NOW THEREFORE, the Association hereby adopts a Records Inspection Policy as follows:

- 1.) Persons who may request to inspect records or purchase copies of records of the Association, other than members of the Board, are limited to:
 - a. A member of the Association as evidenced by a deed, deed of trust, or provision within the declaration or;
 - b. The agent, attorney, or certified public accountant designated in writing signed by the owner as the owner's agent (an "Agent") of a member of the Association, upon receipt by the Association of an instrument signed by both the owner and Agent designating said Agent as such.
- 2.) To inspect or obtain copies of Association records a valid request must be sent to the Association. To be valid, a request to inspect or purchase copies of records must:
 - a. Be submitted in writing by certified mail, return receipt requested, to the mailing address of the Association or to the authorized representative of the Association as reflected on the most current management certificate filed under Sec. 209.004 of Texas Property Code;
 - b. Describe in detail each record requested including the fiscal year to which said record relates;
 - c. Contain an election to inspect records before obtaining copies or purchase copies of the same.
- 3.) The estimated cost of production of records shall be due from the requestor to the Association in advance of their production.
 - a. The cost for production of records shall include reasonable costs for labor, transportation of records, copies, or other mediums used for their production. Said costs shall not exceed the cost for an item under 1 T.A.C. Section 70.3.
 - b. The difference between the estimated cost of production and the actual final cost shall be settled within 30 days from the date the records were delivered.
 - c. If the estimated cost was lesser or greater than the actual costs, the Association shall submit a final invoice to the owner on or before the 30th 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 Association before the 30th 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 costs exceeded the final invoice amount, the owner is entitled to a refund, and the refund shall be issued to the owner not later than the 30th business day after the date the invoice is sent to the owner.
- 4.) The Association may, at its option, produce the records in hard copy or electronic format for an owner requesting to obtain copies.
- 5.) Types of records available for inspection shall include all responsive records identified in the Association's Records Retention policy.
- 6.) The Association may not release any records that indicate the violation history or payment history of a particular owner of the community without written consent from said owner.

**Records Inspection Policy for the
Brookhollow Allen Residential Association, Inc.**

EFFECTIVE DATE: January 1, 2012

Authorized Board Member Signature: Matthew A. Wolf Date: 11/15/11

Recorded in the Book of Minutes: Date: 11/16/11

By: [Signature]

Unofficial

Filed and Recorded
Official Public Records
Stacey Kemp, County Clerk
Collin County, TEXAS
11/28/2011 04:32:03 PM
\$92.00 DLAIRD
20111128001282270



Stacey Kemp