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ADDITIONAL DEDICATORY INSTRUMENT

for

SETTLER'S PARK HOMEOWNERS ASSOCIATION, INC.

THE STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

BEFORE ME, the undersigned authority, on this day personally appeared Margaret R. Maddox, who, being by me first duly sworn, states on oath the following:

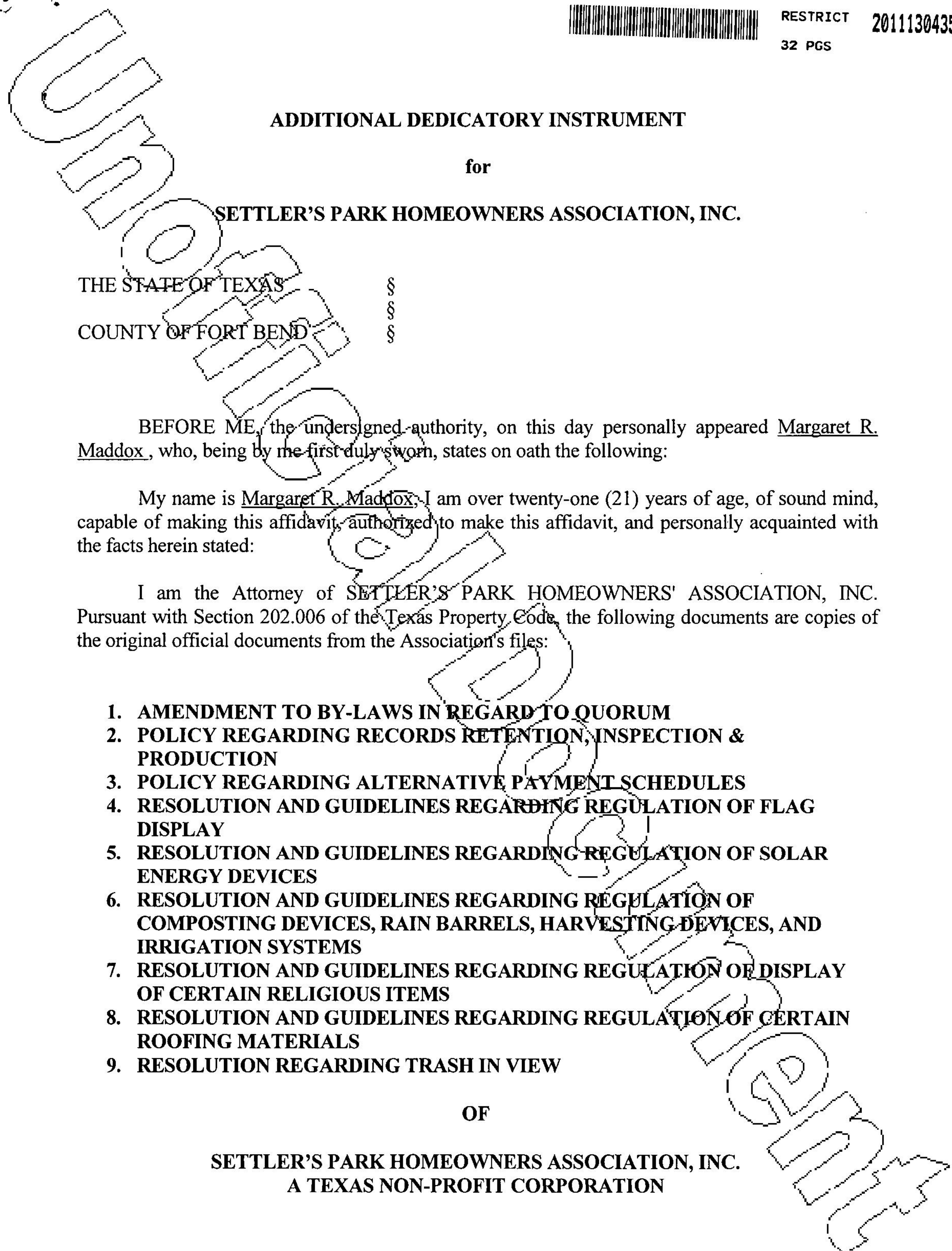
My name is Margaret R. Maddox; I am over twenty-one (21) years of age, of sound mind, capable of making this affidavit, authorized to make this affidavit, and personally acquainted with the facts herein stated:

I am the Attorney of SETTLER'S PARK HOMEOWNERS' ASSOCIATION, INC. Pursuant with Section 202.006 of the Texas Property Code, the following documents are copies of the original official documents from the Association's files:

1. **AMENDMENT TO BY-LAWS IN REGARD TO QUORUM**
2. **POLICY REGARDING RECORDS RETENTION, INSPECTION & PRODUCTION**
3. **POLICY REGARDING ALTERNATIVE PAYMENT SCHEDULES**
4. **RESOLUTION AND GUIDELINES REGARDING REGULATION OF FLAG DISPLAY**
5. **RESOLUTION AND GUIDELINES REGARDING REGULATION OF SOLAR ENERGY DEVICES**
6. **RESOLUTION AND GUIDELINES REGARDING REGULATION OF COMPOSTING DEVICES, RAIN BARRELS, HARVESTING DEVICES, AND IRRIGATION SYSTEMS**
7. **RESOLUTION AND GUIDELINES REGARDING REGULATION OF DISPLAY OF CERTAIN RELIGIOUS ITEMS**
8. **RESOLUTION AND GUIDELINES REGARDING REGULATION OF CERTAIN ROOFING MATERIALS**
9. **RESOLUTION REGARDING TRASH IN VIEW**

OF

**SETTLER'S PARK HOMEOWNERS ASSOCIATION, INC.
A TEXAS NON-PROFIT CORPORATION**



DATED this 12th day of December, 2011.

**SETTLER'S PARK HOMEOWNERS'
ASSOCIATION, INC.**

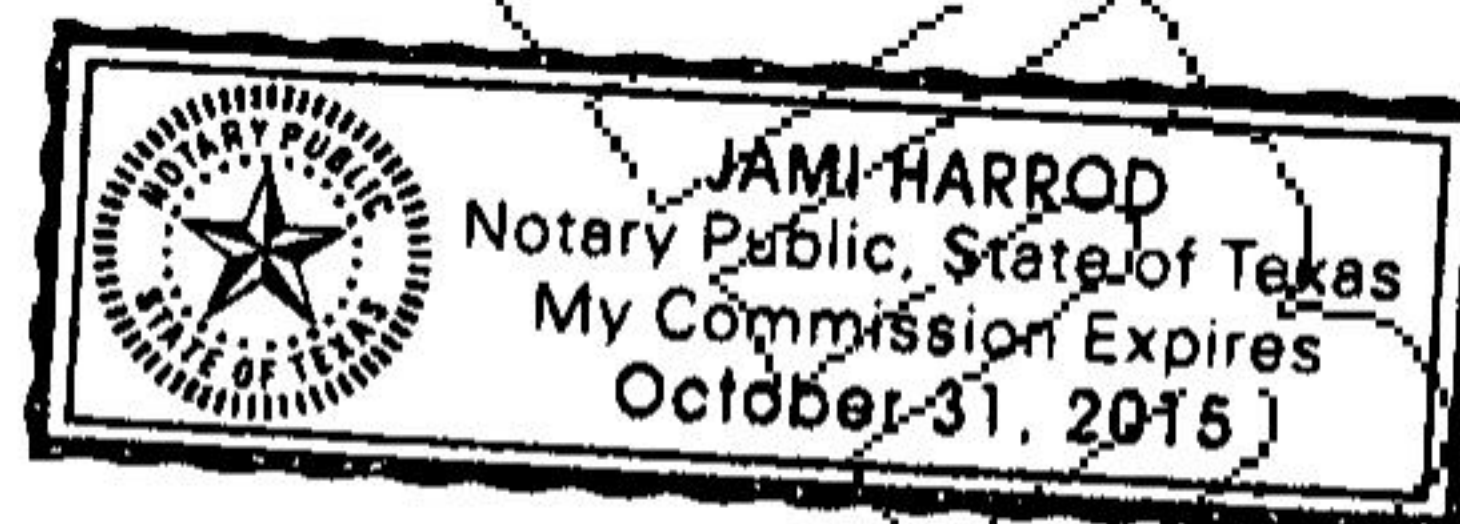
BY: Margaret R. Maddox
Margaret R. Maddox Attorney
(Printed Name)

THE STATE OF TEXAS

COUNTY OF FORT BEND

THIS INSTRUMENT was **acknowledged** before me on this the 12th day of December 2011 by the said Margaret R. Maddox, Attorney of **SETTLER'S PARK HOMEOWNERS ASSOCIATION, INC.**, a Texas non-profit corporation, on behalf of said corporation.

Jami Harrod
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS



After Recording Return To:
Daughtry & Jordan, P.C.
17044 El Camino Real
Houston, Texas 77058
ATTN: MRM

**AMENDMENT TO
BY-LAWS IN REGARD TO QUORUM**

OF

**SETTLERS PARK HOMEOWNERS ASSOCIATION, INC.
A TEXAS NON-PROFIT CORPORATION**

WHEREAS, the Bylaws of Settlers Park Homeowners Association, Inc. (the "Association") were executed on December 16, 1977;

WHEREAS, Section 209.00593(b) of the Texas Property Code provides that the board of a property owners association may amend the bylaws of the property owners' association to provide for elections to be held as required by Subsection (a);

WHEREAS, certain other newly added provisions of the Texas Property Code conflict with, and expressly void, the terms of the original Bylaws; and

WHEREAS, it is the desire of the Board of Directors to amend the Bylaws to bring the Association in compliance with the provisions of the Texas Property Code which were passed by the Texas Legislature in 2011; and

NOW THEREFORE, Article III, Section 4 is hereby AMENDED to read as follows:

Section 4. Quorum.

- (a) Quorum in General. The presence at any meeting of Members (in person or by proxy) of one-tenth (1/10) or more of the votes of the membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Restrictions, or these Bylaws.
- (b) Quorum for Association Business OTHER than Board of Director Elections: If, however, a quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than an announcement at the meeting, until a quorum shall be present or represented.
- (c) Quorum for Board of Director Elections: If quorum is not present or represented, the meeting shall be adjourned without notice other than announcement at the meeting, and immediately reconvened for the sole purpose of election of directors. At the reconvened meeting, quorum shall be all those members counted as present whether in person or by proxy, absentee ballot, electronic ballot, or any other method of representative or delegated voting. Directors shall be elected by a majority of those votes.

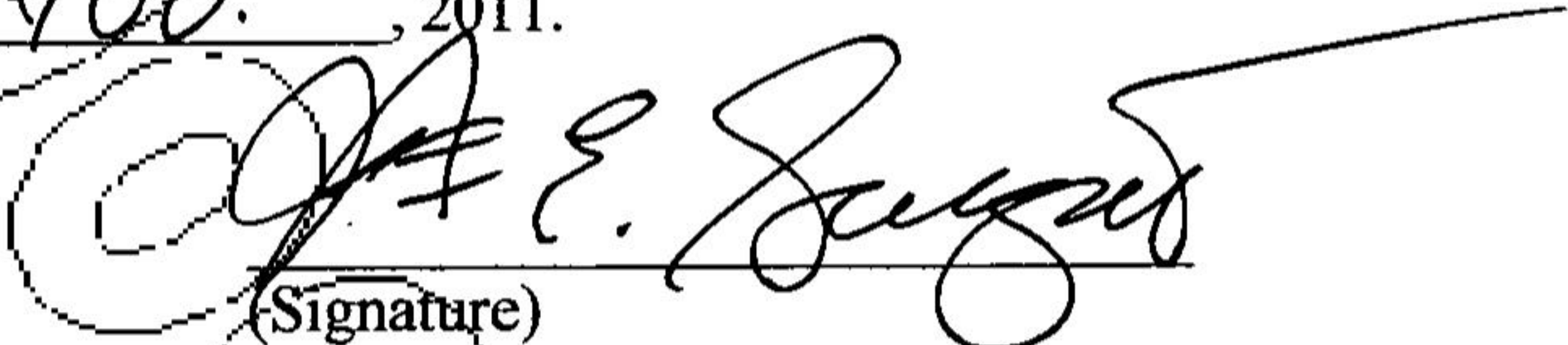
Nothing herein is intended to alter, modify or amend the Bylaws except as specifically provided hereinabove.

CERTIFICATION

I, the undersigned, am the duly elected and acting Secretary of SETTLERS PARK HOMEOWNERS ASSOCIATION, INC., a non-profit corporation, and I do hereby certify:

That the within and foregoing Amendment to Bylaws in Regard to Quorum of Settlers Park Homeowners Association, Inc. was properly adopted as of the 16 day of NOV., 2011, that same, in addition to the original Bylaws, do now constitute the Bylaws of said corporation

IN WITNESS WHEREOF, I have executed this Amendment to Bylaws in Regard to Quorum to be effective as of the 16 day of NOV., 2011.


(Signature)

Wm. E. SARGENT
(Print Name)

Secretary, Settlers Park
Homeowners Association, Inc.

Settler's Park Homeowners' Association, Inc.

POLICY REGARDING RECORDS RETENTION, INSPECTION & PRODUCTION

THE STATE OF TEXAS

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§
§

KNOW ALL PERSONS BY THESE PRESENTS:

COUNTY OF FORT BEND

WHEREAS, Settler's Park Homeowners Association, Inc. (the "Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (collectively referred to as the "Declarations");

WHEREAS, Section 209.005(j) of the Texas Property Code requires property owners associations to adopt a records production and copying policy record it as a dedicatory instrument; and

WHEREAS, Section 209.005(m) requires property owners associations to adopt and comply with a document retention policy;

NOW THEREFORE, BE IT RESOLVED THAT:

The following **POLICY REGARDING RECORDS RETENTION, INSPECTION & PRODUCTION** is hereby adopted:

RECORDS RETENTION:

1. Certificates of Formation, Articles of Incorporation, Bylaws, restrictive covenants and any amendments thereto shall be retained permanently;
2. Financial books and records shall be retained for seven (7) years;
3. Account records of current owners shall be retained for five (5) years;
4. Contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term;
5. Minutes of meetings of the Owners and the Board shall be retained for seven (7) years; and
6. Tax returns and audit records shall be retained for seven (7) years.
7. Ballots from elections and member votes shall be retained for one (1) year after the date of the meeting at which the votes were taken, or for votes taken by written consent, for one (1) year after the election or vote results were announced.
8. Account records of former owners shall be retained as a courtesy to that former owner for one (1) year after they no longer have an ownership interest in the property.
9. Decisions of the Architectural Control Committee (ACC) or Board regarding applications, variances, waivers or related matters associated with individual properties shall be retained for seven (7) years from the decision date.

RECORDS INSPECTION & PRODUCTION:

1. An Owner, or a person designated in a writing signed by the Owner as the Owner's agent, attorney or certified public accountant, may make a request to access the books and records of the Association, provided that such Owner or designated agent submit a written request by certified mail, return receipt requested, which contains sufficient detail to identify the records being requested.
2. The Association may require advance payment of the estimated costs of compilation, production and reproduction of the requested information. If such advance payment is required, the Association shall notify the requesting owner in writing of the cost.
3. The Association will respond to the Owner's request in writing within ten (10) business days of receiving the request. If the Association is unable to produce the information within ten (10) business days, the Association must provide the requestor written notice that: (1) informs the requestor that the Association is unable to produce the information before the 10th business day; and (2) 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 15th business day after the date of the original response from the Association.
4. Absent a court order or the express written approval of the owner whose records are the subject of the request, the Association will not allow inspection or copying of any records that identify the violation history of an individual owner, an owner's personal financial information, including records of payment or nonpayment of amounts due the Association, an owner's contact information (other than the owners' address), or information relating to an employee or contractor of the Association, including personnel files.
5. The Association hereby adopts the following SCHEDULE OF CHARGES for the production and copying of records:
 - Copies: \$.10 per page for standard paper copies; \$.50 per page for oversize paper
 - Electronic Media: \$1.00 for each CD; \$3.00 for each DVD
 - Labor: \$15.00 per hour for actual time to locate, compile and reproduce records (no charge for requests for 50 or fewer pages)
 - Overhead: 20% of the total Labor charge (no charge for requests for 50 or fewer pages)
 - Miscellaneous: The Association may charge for actual costs incurred in responding to the request, including costs for labels, boxes, folders, postage and/or shipping.