

**LEASING INFORMATION POLICY for the
ROYAL RIDGE PATIO HOMES ASSOCIATION, INC.**

STATE OF TEXAS §
 §
COUNTY OF BEXAR §

WHEREAS, all of the property located in the Royal Ridge Unit VI Subdivision (the “Subdivision”) is subject to that certain Declaration of Covenants, Conditions and Restrictions recorded as Document No. 681627, and as amended, in the Official Public Records of Bexar County, Texas, (the “Declaration”);

WHEREAS, in accordance with the Declaration, the Royal Ridge Patio Homes Association, Inc., a Texas nonprofit corporation (the “Association”) was created to administer the terms and provisions of the Declaration. Unless the Declaration or applicable law expressly provides otherwise, the Association acts through a majority of its board of directors (the “Board”);

WHEREAS, the Association is empowered to enforce the restrictive covenants, bylaws, or similar instruments governing the administration or operation of the Association (collectively, the “Dedictory Instruments”);

WHEREAS, Section 209.016 of the Texas Property Code was amended effective September 1, 2021, regarding the regulation of residential leases or rental agreements; and

WHEREAS, the Board of the Association desires to hereby establish a Leasing Information Policy consistent with the provisions of Section 209.016 and to provide clear and definitive guidance to its members.

NOW THEREFORE, the Board has duly adopted the following *Leasing Information Policy* (the “Policy”):

LEASING INFORMATION POLICY

1. All tenants residing in the Subdivision shall otherwise comply with the terms of the Declaration.
2. A property owner that is currently, or intends to, lease/rent their property to tenant(s) must provide the Association with the following information for each person above the age of eighteen (18) residing at the property:
 - (a) Name(s);
 - (b) Mailing address(s);
 - (c) Phone number(s); and
 - (d) E-mail address(s).

3. In addition to the foregoing information, a property owner must also provide the Association with the commencement date and term of the lease for all current and/or future leases.
4. A property owner must provide the Association with the above information within thirty (30) days of the effective date of this Policy for leases already in effect, or within thirty (30) days of the commencement date of future leases.
5. The foregoing information shall be provided to the Association through the property manager as reflected on the Association's most current Management Certificate filed in the Official Public Records of Bexar County, Texas.
6. Miscellaneous.
 - a. Amendment. This Policy may be revoked or amended from time to time by the Board. This Policy will remain effective until the Association records an amendment to this Policy in the Official Public Records of Bexar County, Texas.
 - b. Conflict. In the event of any conflict between this Policy and any Dedicatory Instrument of the Association, this Policy controls.
 - c. Effective Date. This Policy is effective upon recordation in the Official Public Records of Bexar County, Texas.