

WILLOW FOREST HOMES ASSOCIATION, INC.

CERTIFIED MAIL ADMINISTRATIVE COST POLICY

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

WHEREAS, Willow Forest Homes Association. (the "Association"), a Texas nonprofit corporation is the governing entity for Willow Forest, Sections 1 and 2, additions in Harris County, Texas, according to the maps or plats thereof, filed for record in the Real Property Records of Harris County, Texas, under Clerk's File Nos. 911537, G276185, along with any amendments, replats and supplements thereto (hereinafter the "Subdivision"); and

WHEREAS, the Subdivision is subject to the Declaration of Covenants, Conditions and Restrictions For Willow Forest Section 1 and Willow Forest Section 2, recorded in the Real Property Records of Harris County, Texas, under Clerk's File No. E377676 and J043866 respectively, along with any amendments, annexations, or supplements thereto (the "Declaration"); and

WHEREAS, the Declaration and various provisions of the Texas Property Code applicable to the Association and Subdivision provide that, in certain scenarios relating to the enforcement of deed restrictions, the Association is required to provide a Certified Mail notice to owners of rights, obligations and procedures related to said enforcement action; and,

WHEREAS, the Association necessarily incurs costs and charges in relation to complying with said requirements; and,

WHEREAS, the Declaration and Texas Property Code Chapter 204.010 provides that, if notice and an opportunity to be heard are given, an Association may collect reimbursement of reasonable costs incurred by the property owners' association relating to violations of the Subdivision's restrictions; and,

WHEREAS, the Association's Board of Directors desires to establish a policy to address reimbursement for those administrative costs necessarily incurred in providing the above-referenced notices; and,

NOW THEREFORE, pursuant to the foregoing, and as evidenced by the Certification hereto, the Association, through its Board of Directors, hereby adopts, establishes and imposes on the Subdivision, the following:

1. In each instance wherein the Association sends or causes to be sent thereto by Certified Mail, return receipt requested, a required notice related to enforcement of the Declaration or rules and regulations adopted pursuant thereto, an administrative charge in the amount of **\$65.00** shall be applied to the Association account associated with the Property at which said violation exists/occurred.

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2. The amount of the administrative charge set forth in this policy may be changed by the Board of Directors from time to time as the charges for services related to providing such notices may change.

CERTIFICATION

"I, the undersigned, being a Director of Willow Forest Homes Association, Inc., hereby certify that the foregoing instrument was approved by at least a majority of the Association Board of Directors, at an open Board of Directors meeting, properly noticed and at which a quorum of the Board of Directors was present."

By: Nancy Robbins

Print Name: Nancy Robbins Title: President

ACKNOWLEDGEMENT

STATE OF TEXAS

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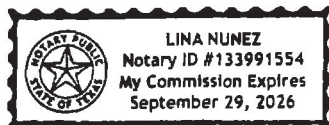
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COUNTY OF HARRIS

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BEFORE ME, the undersigned authority, on this day, personally appeared the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same as the act of the Association for the purpose and consideration therein expressed and in the capacity therein stated.

Given under my hand and seal of office this 25 day of April, 2023.



[Signature]
Notary Public, State of Texas

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Pages 3
06/02/2023 03:36 PM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$22.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically
and any blackouts, additions or changes were present
at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or
use of the described real property because of color or
race is invalid and unenforceable under federal law.
THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in
File Number Sequence on the date and at the time stamped
hereon by me; and was duly RECORDED in the Official
Public Records of Real Property of Harris County, Texas.



Teneshia Hudspeth
COUNTY CLERK
HARRIS COUNTY, TEXAS

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