

CROWN RIDGE TOWNHOUSE ASSOCIATION, INC.

EMAIL REGISTRATION POLICY

This Email Registration Policy ("EMAIL REGISTRATION POLICY") is adopted under the requirements of Texas Property Code Section 209.0042 for the adoption of a policy for the registration of email addresses of members requesting notice of meetings of the ASSOCIATION or the Board of Directors of ASSOCIATION and other business of the ASSOCIATION requiring notice to members.

The Policy for email registration of an ASSOCIATION member is as follows:

1. All members of the ASSOCIATION are entitled to receive notices of:
 - A. The date, hour, place and general subject of a regular or special ASSOCIATION and board meeting, including a general description of any matter to be brought up for deliberation in executive session;
 - B. An election of the Board of Directors;
 - C. Any vote to be taken at a meeting or otherwise of the Members of the Association;
 - D. Before the Association may suspend a member's right to use of a common area, file a suit against a member other than a suit to collect a regular or special assessment or foreclose under an association's lien, charge a member for property damage, or levy a fine for a violation of the restrictions or bylaws or rules of the association;
 - E. The sale of the member's property at a foreclosure sale advising of the date and time of sale and the member's right to redeem the property; and
 - F. such other matters or actions of the ASSOCIATION pursuant to Texas Property Code Chapter 209.
2. To receive email notices, a member of the ASSOCIATION shall register the member's email address with the ASSOCIATION by completing and delivering the Promulgated Email Registration Form in person, by certified mail, return receipt requested or first class mail to:

Crown Ridge Townhouse Association, Inc.
6714 Crown Ridge Drive
San Antonio, Texas 78239

Or

Return Registration Form by email to: crtasatx@gmail.com

3. By submitting an email registration form, the member is affirmatively opting to allow the ASSOCIATION to use the alternative method of providing notice to provide to the member notices for which another method is prescribed by law.

4. The ASSOCIATION shall provide a receipt of registration of the member's email address by email within ten (10) days of receipt of the Promulgated Email Registration Form. If member fails to receive a receipt within ten (10) days, member shall notify ASSOCIATION of the failure to receive the receipt. If the receipt is not delivered to member by ASSOCIATION, the presumption shall be ASSOCIATION does not have a valid registered email address. Proof of delivery of the Promulgated Email Registration Form shall be the responsibility of the member of the ASSOCIATION. If the member of the ASSOCIATION can produce no evidence of delivery, the failure to do so shall be evidence per se that registration by the member of the ASSOCIATION was not completed as required herein and the ASSOCIATION shall have no duty to deliver an email notice pursuant to the Policy or otherwise.

5. No other form of email registration shall be accepted by the ASSOCIATION for the purpose of notices regardless of whether said email address has been used for communications to or from the ASSOCIATION previously.

6. It is the member of the ASSOCIATION'S duty to keep an updated email address registered with the ASSOCIATION for purposes of notification of Board of Directors meetings. To change or update an email address the member of the ASSOCIATION must submit a new Promulgated Email Registration Form.

7. This POLICY is effective upon recordation in the Public Records of Bexar County, Texas and supersedes any prior policy for email registration. Except as affected by Tex. Prop. Code Section 209.0042, all other provisions contained in the ASSOCIATION'S Governing Documents or dedicatory instruments shall remain in full force and effect.

OFFICER'S CERTIFICATE

I hereby certify as President of the Crown Ridge Townhouse Association, Inc., that the foregoing Email Registration Policy was approved at a regularly scheduled meeting of the Board of Directors on the 18 day of May, 2018, in which a quorum was present. I further certify as President of the Crown Ridge Townhouse Association, Inc. that pursuant to Tex. Prop. Code Section 202.006, the foregoing Email Registration Policy is a dedicatory instrument that applies to the operation of Crown Ridge Townhouse Subdivision, a subdivision in Bexar County, Texas.

By:

Name: Carol Lynne Hoffman

President, Crown Ridge Townhouse
Association, Inc.

**CROWN RIDGE TOWNHOUSE ASSOCIATION, INC.
PROMULGATED EMAIL REGISTRATION FORM**

The undersigned hereby requests the Association provide all notifications to which an owner is entitled pursuant to the Governing Documents of the Association or the Texas Property Code by email to the email address registered herein.

Email Address:
(print legibly)

First Name:

Last Name:

**Crown Ridge Townhouse
Property Address:**

Mailing Address:

City and State:

Zip:

NOTICE:

THE ASSOCIATION SHALL PROVIDE A RECEIPT OF REGISTRATION OF THE MEMBER'S EMAIL ADDRESS BY EMAIL WITHIN TEN (10) DAYS OF RECEIPT OF THE PROMULGATED EMAIL REGISTRATION FORM. IF MEMBER FAILS TO RECEIVE A RECEIPT WITHIN TEN (10) DAYS, MEMBER SHALL NOTIFY ASSOCIATION OF THE FAILURE TO RECEIVE THE RECEIPT. IF THE RECEIPT IS NOT DELIVERED TO MEMBER BY ASSOCIATION, THE PRESUMPTION SHALL BE ASSOCIATION DOES NOT HAVE A VALID REGISTERED EMAIL ADDRESS. PROOF OF DELIVERY OF REGISTRATION FORM TO THE ASSOCIATION IS THE RESPONSIBILITY OF MEMBER.

NO OTHER FORM OF EMAIL REGISTRATION SHALL BE ACCEPTED BY ASSOCIATION. BY SUBMITTING AN EMAIL REGISTRATION FORM, THE MEMBER IS AFFIRMATIVELY OPTING TO ALLOW THE ASSOCIATION TO USE THE ALTERNATIVE METHOD OF PROVIDING NOTICE TO PROVIDE TO THE MEMBER NOTICES FOR WHICH ANOTHER METHOD IS PRESCRIBED BY LAW.

AFFIDAVIT IN COMPLIANCE WITH TEX. PROP. CODE § 202.006

THE STATE OF TEXAS §

COUNTY OF BEXAR §

BEFORE ME, the undersigned authority, on this day personally appeared CAROL LYNNE HOFFMAN, who, being by me duly sworn according to law, stated the following under oath:

"My name is CAROL LYNNE HOFFMAN. I am fully competent to make this Affidavit. I have personal knowledge of the facts stated herein, and they are all true and correct.

I am the President of Crown Ridge Townhouse Association, Inc., a Texas non-profit corporation (the "ASSOCIATION"). I am also a custodian of the records for the ASSOCIATION and I have been authorized by the ASSOCIATION'S Board of Directors to sign this Affidavit.

The ASSOCIATION is a property owners' association as that term is defined in *TEX. PROP. CODE* § 202.001. The ASSOCIATION'S jurisdiction includes, but may not be limited to, the property in Bexar, County, Texas and described as:

That certain subdivision known as Crown Ridge Townhouse Subdivision, being the property identified and referenced in the Declaration of Covenants, Conditions, and Restrictions, recorded in Volume 8391, page 1114 of the Official Public Records of Bexar County, Texas.

Attached hereto are the originals of, or true and correct copies of, the following dedicatory instruments, including known amendments or supplements thereto, governing the ASSOCIATION, which instruments have not previously been recorded:

*Crown Ridge Townhouse Association, Inc.
Certificate of Filing of Restated Certificate of Formation*

*First Restated Bylaws of
Crown Ridge Townhouse Association, Inc.*

*First Amended and Restated Declaration of Covenants, Conditions & Restrictions
For Crown Ridge Townhouse Subdivision*

*Email Registration Policy
With Promulgated Email Registration Form*

The documents attached hereto are subject to being supplemented, amended or changed by the ASSOCIATION. Any questions regarding the dedicatory instruments of the ASSOCIATION may be directed to the ASSOCIATION at:

Crown Ridge Townhouse Association, Inc.
6714 Crown Ridge Drive
San Antonio, Texas 78239
Phone: 210-653-4447
Fax: 210-670-7049
Email: crtasatx@gmail.com

SIGNED on this the 13 day of November, 2018.

CROWN RIDGE TOWNHOUSE ASSOCIATION, INC.

By:

Carol Lynne Hoffman
CAROL LYNNE HOFFMAN

Its:

President

ACKNOWLEDGMENT

THE STATE OF TEXAS

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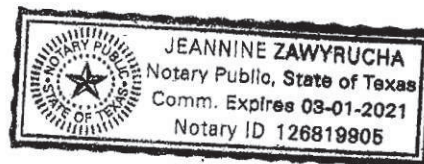
COUNTY OF BEXAR

BEFORE ME, the undersigned authority, on this day personally appeared CAROL LYNNE HOFFMAN, President of the CROWN RIDGE TOWNHOUSE ASSOCIATION, INC. who, after being duly sworn, acknowledged and stated under oath that he has read the above and foregoing Affidavit and that every factual statement contained therein is within his personal knowledge and is true and correct.

13 ACKNOWLEDGED, SUBSCRIBED AND SWORN TO BEFORE ME, a Notary Public, on this the day of November, 2018.

Jeannine Zawyrucha
NOTARY PUBLIC, STATE OF TEXAS

After Recording, Return To:
Michael B. Thurman
Thurman & Phillips, P.C.
4093 De Zavala Road
Shavano Park, Texas 78249





Office of the Secretary of State

CERTIFICATE OF FILING OF

CROWN RIDGE TOWNHOUSE ASSOCIATION, INC.
28887001

The undersigned, as Secretary of State of Texas, hereby certifies that a Restated Certificate of Formation for the above named domestic nonprofit corporation has been received in this office and has been found to conform to the applicable provisions of law.

ACCORDINGLY, the undersigned, as Secretary of State, and by virtue of the authority vested in the secretary by law, hereby issues this certificate evidencing filing effective on the date shown below.

Dated: 11/05/2018

Effective: 11/05/2018



Rolando B. Pablos
Secretary of State

Form 414
(Revised 09/13)

Submit in duplicate to:
Secretary of State
P.O. Box 13697
Austin, TX 78711-3697
512 463-5555
FAX: 512/463-5709
Filing Fee: See instructions



**Restated Certificate of
Formation
With New Amendments**

This space reserved for office use.

FILED
In the Office of the
Secretary of State of Texas
NOV 05 2018
Corporations Section

Entity Information

The name of the filing entity is:

CROWN RIDGE TOWNHOUSE ASSOCIATION, INC.

State the name of the entity as currently shown in the records of the secretary of state. If the amendment changes the name of the entity, state the old name and not the new name.

The filing entity is a: (Select the appropriate entity type below.)

- | | |
|---|---|
| <input type="checkbox"/> For-profit Corporation | <input type="checkbox"/> Professional Corporation |
| <input checked="" type="checkbox"/> Nonprofit Corporation | <input type="checkbox"/> Professional Limited Liability Company |
| <input type="checkbox"/> Cooperative Association | <input type="checkbox"/> Professional Association |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Limited Partnership |

The file number issued to the filing entity by the secretary of state is: 28887001

The date of formation of the filing entity is: April 1, 1971

Statement of Approval

Each new amendment has been made in accordance with the provisions of the Texas Business Organizations Code. The amendments to the certificate of formation and the restated certificate of formation have been approved in the manner required by the Code and by the governing documents of the entity.

Required Statements

The restated certificate of formation, which is attached to this form, accurately states the text of the certificate of formation being restated and each amendment to the certificate of formation being restated that is in effect, and as further amended by the restated certificate of formation. The attached restated certificate of formation does not contain any other change in the certificate of formation being restated except for the information permitted to be omitted by the provisions of the Texas Business Organizations Code applicable to the filing entity.

Effectiveness of Filing (Select either A, B, or C.)

- A. ☒ This document becomes effective when the document is filed by the secretary of state.
- B. ☐ This document becomes effective at a later date, which is not more than ninety (90) days from the date of signing. The delayed effective date is: _____
- C. ☐ This document takes effect upon the occurrence of the future event or fact, other than the passage of time. The 90th day after the date of signing is: _____
- The following event or fact will cause the document to take effect in the manner described below:

Execution

The undersigned affirms that the person designated as registered agent in the restated certificate of formation has consented to the appointment. The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized under the provisions of law governing the entity to execute the filing instrument.

Date: 9/19/2018

CROWN RIDGE TOWNHOUSE ASSOCIATION,
INC.

Name of entity (see Execution instructions)

Carol Lynne Hoffman

Signature of authorized individual (see instructions)

Carol Lynne Hoffman, President

Printed or typed name of authorized individual

Attach the text of the amended and restated certificate of formation to the completed statement form. Identify the attachment as "Restated Certificate of Formation of [Name of Entity]."

File Information

**eFILED IN THE OFFICIAL PUBLIC eRECORDS OF BEXAR COUNTY
GERARD C. RICKHOFF, BEXAR COUNTY CLERK**

Document Number: 20180222981
Recorded Date: November 13, 2018
Recorded Time: 12:09 PM
Total Pages: 53
Total Fees: \$230.00

**** THIS PAGE IS PART OF THE DOCUMENT ****

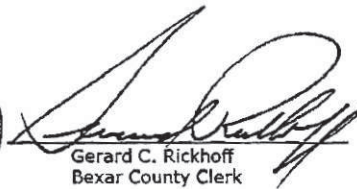
**** Do Not Remove ****

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 eFILED in File Number Sequence on this date and at the time stamped hereon by me and was duly eRECORDED in the Official Public Record of Bexar County, Texas on: 11/13/2018 12:09 PM




Gerard C. Rickhoff
Bexar County Clerk