

# CONROE BAY CIVIC ASSOCIATION

## ASSOCIATION'S CURRENT ADMINISTRATIVE POLICIES REGARDING ARCHITECTURAL REVIEW AUTHORITY

[Recorded Pursuant to Section 209.00505, Title 11, Texas Property Code]

CONROE BAY CIVIC ASSOCIATION (the "Association") is a Texas Non-Profit Corporation and a property owners' association. The undersigned, being the Association's President and a Director of the Association, submits this instrument on behalf of the Association. This instrument supersedes only the portions of any prior Association instruments pertaining to the herein described matters filed by the Association. The Association certifies as to the following:

- I. The name of the Subdivision is CONROE BAY.
- II. The name of the Corporation is CONROE BAY CIVIC ASSOCIATION, sometimes referred to herein as the "Association."
- III. The recording data (i.e., Map or Plat reference) for each Section of the Subdivision is as follows:

**Map(s) or Plat(s) Records of Montgomery County, Texas:**

- (i) Conroe Bay Subdivision, a subdivision situated in Montgomery County, Texas, according to the map or plat thereof recorded in Volume 11, Page 60 of the Map Records of Montgomery County, Texas.

- IV. The recording data for the Declaration (which may be referred to as the "Declaration," the "Restrictions," the "Deed Restrictions," the "Covenants, Conditions and Restrictions," the "Restrictions and Covenants" or the "CC&Rs") for each Section of the Subdivision, including Amendments, Modifications and/or Supplements as applicable, is as follows:

**Declarations (Deed Records of Montgomery County, Texas):**

- (i) Covenants, Conditions and Restrictions for CONROE BAY Subdivision recorded under County Clerk's File No. 331854.
- (ii) A first "Amendment to Conroe Bay Restrictions" recorded under County Clerk's File No. 7826258.
- (iii) A second "Amendment to Conroe Bay Restrictions" recorded under County Clerk's File No. 7922484.
- (iv) A third "Amendment to Conroe Bay Restrictions" recorded under County Clerk's File No. 8004914.
- (v) The "Conroe Bay Restrictions August 18, 1994" (the fourth Amended Restrictions) recorded under County Clerk's File No. 9455519.
- (vi) A "Fifth Amendment to Restrictions for Conroe Bay Subdivision" recorded under County Clerk's File.

- V. The Association's architectural review authority may be referred to as "Architectural Control Committee," "Architectural Committee," "Architectural Review Committee," "Architectural Standards Committee," "Committee" or other similar name. The Association's current Administrative Policies regarding Architectural Review are as follows:



1. Effective September 1, 2021, a person may not be appointed or elected to serve on an architectural review authority if the person is: (1) a current Board member; (2) a current Board member's spouse; or (3) a person residing in a current Board member's household.
2. The members of the architectural review authority are appointed by the Association's Board of Directors (the "Board"). The members of the architectural review authority are subject to being removed or replaced by the Board at any time. A member of the architectural review authority may resign at any time in writing or by electronic communication, effective upon the Association's receipt of such resignation.
3. The architectural review authority shall report its actions to the Board on a regular basis as established by the Board. The Board may appoint a Director liaison for the architectural review authority so as to enhance communications between the architectural review authority and the Board.
4. Architectural standards and/or architectural guidelines are promulgated and implemented by the Board. The architectural review authority shall enforce any such Board approved standards/guidelines.
5. A decision by the architectural review authority denying an application or request by an owner for the construction of improvements in the subdivision may be appealed to the Board. A written notice of the denial must be provided to the owner by certified mail, hand delivery, or electronic delivery. The notice must: (1) describe the basis for the denial in reasonable detail and changes, if any, to the application or improvements required as a condition to approval; and (2) inform the owner that the owner may request a hearing before the Association's Board of Directors on or before the 30th day after the date the notice was mailed to the owner.
6. The Association's Board of Directors (the "Board") shall hold a hearing not later than the 30th day after the date the Board receives the owner's request for a hearing and shall notify the owner of the date, time and place of the hearing not later than the 10th day before the date of the hearing. Only one such hearing is required.
7. Pursuant to *Section 209.0051(h), Title 11, Texas Property Code*, an owner's appeal to the Board of a denial by an architectural review authority shall be heard in an open Board meeting for which prior notice was given to owners.
8. During a hearing, the Board or the designated representative of the property owners' association and the owner or the owner's designated representative will each be provided the opportunity to discuss, verify facts, and resolve the denial of the owner's application or request for the construction of improvements, and the changes, if any, requested by the architectural review authority in the notice provided to the owner.
9. Regarding an owner's appeal to the Board, the Board or the owner may request a postponement. If requested, a postponement shall be granted for a period of not more than 10 days. Additional postponements may be granted by agreement of the parties.
10. Regarding an owner's appeal to the Board, the property owners' association or the owner may make an audio recording of the meeting.

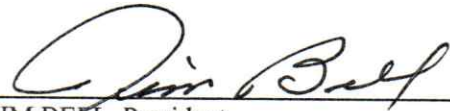


11. The Board may affirm, modify, or reverse, in whole or in part, any decision of the architectural review authority as consistent with the Subdivision's Declaration.

**CERTIFICATION**

"I, the undersigned, being the President of CONROE BAY CIVIC ASSOCIATION, hereby certify that the foregoing Association's Current Administrative Policies Regarding Architectural Review Authority were adopted by at least a majority of the Association's Board of Directors, and such Policies/Guidelines have never been modified or repealed, and are now in full force and effect."

**CONROE BAY CIVIC ASSOCIATION**

By:   
JIM BELL, President

**ACKNOWLEDGMENT**

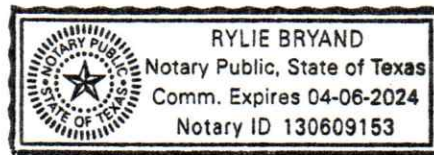
THE STATE OF TEXAS           §  
  §  
COUNTY OF MONTGOMERY   §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared JIM BELL, President of CONROE BAY CIVIC ASSOCIATION, a Texas Non-Profit Corporation, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn and declared that he executed same in the capacity and for the consideration therein expressed, and as the act and deed of such Corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 11<sup>th</sup> day of October, 2021.

  
NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS

After recording, return to:  
Conroe Bay Civic Association  
12948 Point Drive  
Willis, Texas 77318 ✓



CONROE BAY CIVIC ASSOCIATION  
Association's Current Administrative Policies Regarding Architectural Review Authority

FILED FOR RECORD  
10/12/2021 03:07PM



COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS,  
COUNTY OF MONTGOMERY

I hereby certify that this instrument was filed in the file number sequence on the date and time stamped herein by me and was duly RECORDED in the Official Public Records of Montgomery County, Texas.

10/12/2021



County Clerk  
Montgomery County, Texas