


**CORPORATE CERTIFICATE
CONROE BAY CIVIC ASSOCIATION**

The undersigned certifies that he is the Attorney-in-Fact for Conroe Bay Civic Association (the "Association"). The Association is the property owners' association for Conroe Bay, a subdivision in Montgomery County, Texas, according to the maps or plats thereof recorded in the Map Records of Montgomery County, Texas.

The Association is a Texas non-profit corporation, and attached to this certificate is a true and correct copy of the Association's **POLICY REGARDING CHARGE-BACK OF DEED RESTRICTION ENFORCEMENT COSTS.**

Signed this 3rd day of March, 2015.

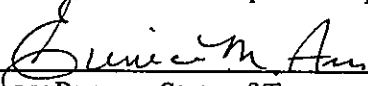


**BRYAN P. FOWLER, Attorney-in-Fact for
the Association**

STATE OF TEXAS §

COUNTY OF MONTGOMERY §

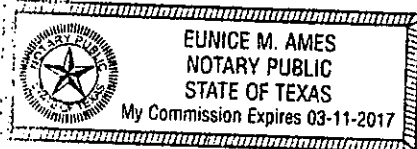
SWORN TO AND SUBSCRIBED BEFORE ME on the 3rd day of March, 2015, by **BRYAN P. FOWLER, Attorney-in-Fact for CONROE BAY CIVIC ASSOCIATION**, a Texas non-profit corporation.




NOTARY PUBLIC, State of Texas

THE STATE OF TEXAS §

COUNTY OF MONTGOMERY §

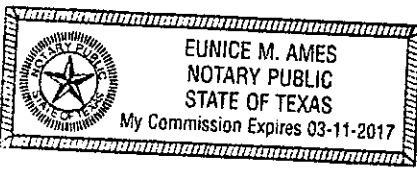


This instrument was acknowledged before me on the 3rd day of March, 2015, by **BRYAN P. FOWLER, Attorney-in-Fact for CONROE BAY CIVIC ASSOCIATION**, a Texas non-profit corporation, on behalf of said corporation.



NOTARY PUBLIC, State of Texas

AFTER RECORDING RETURN TO:
The Fowler Law Firm
300 West Davis, Suite 510
Conroe, Texas 77301



PI145-2015022257-4

CONROE BAY CIVIC ASSOCIATION

P. O. Box 465
Willis, Texas 77378

POLICY REGARDING CHARGE-BACK OF DEED RESTRICTION ENFORCEMENT COSTS

- I. The name of the Subdivision is CONROE BAY.
- II. The name of the Association is CONROE BAY CIVIC 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:

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 (sometimes referred to as the Restrictions or the Deed Restrictions) for each Section of the Subdivision 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 No. 9620426.

- V. Policy Regarding Charge-Back of Deed Restriction Enforcement Costs: The following Policy Regarding Charge-Back of Deed Restriction Enforcement Costs was approved by at least a majority vote of the Board of Directors of CONROE BAY CIVIC ASSOCIATION (the "Board"), at a duly called Meeting of the Board, at which Meeting a quorum was present:


RESOLVED that, relative to deed restriction enforcement by the Association, the "violation letter" preparation, mailing and/or delivery is a recoverable expense by the Association. As such, a homeowner or resident receiving a demand letter is legally responsible for paying any expenses associated with preparation mailing and/or delivery of those demand letters and will be billed for that expense. If a **second** violation letter is required, a \$25.00 fee will be assessed. If the violation is not resolved in the allotted time given and a **third** letter has to be sent, there will be an additional \$25.00 assessed. Generally, the **fourth** letter will be sent from the Association's legal counsel and the attorney's fees incurred by the Association are also assessed to the property owner. Pursuant to the Subdivision Deed Restrictions and

pursuant to Texas statutory law, all such fees are charged back to an owner's assessment account. Further, all such fee charge backs shall be due and payable from the property owner to the Association immediately upon invoicing thereof (See Section VII, Items E, F, and G of the Conroe Bay Deed Restrictions and applicable provisions of *Chapters 204 and 209, Title 11 of the Texas Property Code*).

CERTIFICATION

"I, the undersigned, being the President of CONROE BAY CIVIC ASSOCIATION, hereby certify that the foregoing Policy Regarding Charge-Back of Deed Restriction Enforcement Costs was adopted by at least a majority of the Association's Board of Directors, and such Records Retention Policy Resolution has never been modified or repealed, and is now in full force and effect."

**CONROE BAY CIVIC ASSOCIATION
(a Texas Non-Profit Corporation)**

By: 
JAMES D. BELL, President

ACKNOWLEDGMENT

THE STATE OF TEXAS §
 §
COUNTY OF MONTGOMERY §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared JAMES D. 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 ___ day of _____, 2014.

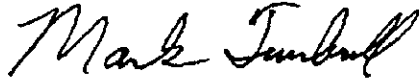
**NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS**

After recording, return to:
Conroe Bay Civic Association
P. O. Box 465
Willis, Texas 77378

Conroe Bay Civic Association / Policy Regarding Charge-Back of Deed Restriction Enforcement Costs

FILED FOR RECORD

03/12/2015 2:03PM



COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS
COUNTY OF MONTGOMERY

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

03/12/2015



County Clerk
Montgomery County, Texas