

## SUNBURY ESTATES COMMUNITY IMPROVEMENT ASSOCIATION

### ASSOCIATION'S CURRENT ADMINISTRATIVE POLICIES REGARDING ARCHITECTURAL REVIEW AUTHORITY [Recorded Pursuant to Section 209.00505, Title 11, Texas Property Code]

SUNBURY ESTATES COMMUNITY IMPROVEMENT 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:

1. The name of the Subdivision is POST WOOD, Section Five (5).
2. The name of the Corporation is SUNBURY ESTATES COMMUNITY IMPROVEMENT ASSOCIATION, sometimes referred to herein as the "Association."
3. 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 Harris County, Texas:

Post Wood, Section Five (5) - Harris County Clerk's File No. F959955 / Volume 285, Page 57; and corrected and re-recorded under Harris County Clerk's File No. G941180 / Volume 301, Page 116.

4. 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:

#### Deed Restrictions (Deed Records of Harris County, Texas):

Post Wood, Section Five (5) - County Clerk's File No. H693613 / Film Code No. 030-84-1460 through 030-84-1480.

- 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 SUNBURY ESTATES COMMUNITY IMPROVEMENT 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."

**SUNBURY ESTATES COMMUNITY IMPROVEMENT ASSOCIATION**

By: Kimberly Elder  
KIMBERLY ELDER, President

**ACKNOWLEDGMENT**

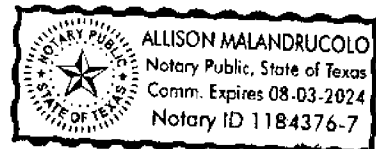
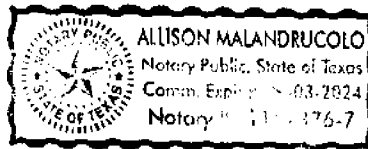
**THE STATE OF TEXAS** §  
§  
**COUNTY OF HARRIS** §

**BEFORE ME, A NOTARY PUBLIC**, on this day personally appeared KIMBERLY ELDER, President of SUNBURY ESTATES COMMUNITY IMPROVEMENT 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 she 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 day of August, 2021.

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

**After recording, return to:**  
Consolidated Management Services  
128 Vision Park Boulevard, Suite 110  
Shenandoah, Texas 77384



**SUNBURY ESTATES COMMUNITY IMPROVEMENT ASSOCIATION**  
Association's Current Administrative Policies Regarding Architectural Review Authority

RP-2021-501638

RP-2021-501638  
# Pages 4  
09/01/2021 02:32 PM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$26.00

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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