

# CHARTERWOOD COMMUNITY IMPROVEMENT ASSOCIATION

## ASSOCIATION'S CURRENT ADMINISTRATIVE POLICIES REGARDING ARCHITECTURAL REVIEW AUTHORITY [Recorded Pursuant to Section 209.00505, 209.00506 and 209.00507, Title 11, Texas Property Code]

CHARTERWOOD 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:

- I. The name of the Subdivision(s) is/are CHARTERWOOD, Sections One (1), Two (2), Three (3), Four (4) and Five (5), inclusive.
- II. The name of the Corporation is CHARTERWOOD COMMUNITY IMPROVEMENT 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 Harris County, Texas:

- (i) Charterwood, Section One (1) : Volume 213, Page 71 of the Map Records of Harris County, Texas;
- (ii) Charterwood, Section Two (2) : Volume 258, Page 96 of the Map Records of Harris County, Texas;
- (iii) Charterwood, Section Three (3): Volume 258, Page 103 of the Map Records of Harris County, Texas;
- (iv) Charterwood, Section Four (4): Volume 236, Page 44 of the Map Records of Harris County, Texas; and
- (v) Charterwood, Section Five (5): Volume 296, Page 78 of the Map Records of Harris 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:

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

- (i) Charterwood, Section One (1) : County Clerk's File No. E123669; and Amendment County Clerk's File No. E379130;
- (ii) Charterwood, Section Two (2) : County Clerk's File No. F481480; and Amendment County Clerk's File No. F605221;
- (iii) Charterwood, Section Three (3): County Clerk's File No. F481481; and Amendment County Clerk's File No. F605222;

(iv) Charterwood, Section Four (4): County Clerk's File No. G217242; and  
(v) Charterwood, Section Five (5): County Clerk's File No. G594407; Amendment County Clerk's File No. M935359; and Amendment County Clerk's File No. M935360.

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. Except as provided by "5" below, 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. Except as provided by "5" below, a person may not be appointed or elected to serve on an architectural review authority unless the person timely notifies the Association of the person's interest in serving on the authority.
5. If a vacancy remains on the architectural review authority after each person eligible under "1" above who timely notifies the Association in accordance with "6" below, is appointed or elected to the authority, the Association may appoint any person to fill the vacancy, including a person not otherwise eligible under "1" above.
6. Solicitation of candidates for Architectural Review Authority. Not later than the 10th day before the date the Association or the Board takes action to elect or appoint or meets to elect or appoint a person to serve on the architectural review authority, the Association must provide notice to the Association members soliciting persons interested in serving on the architectural review authority. The solicitation notice must (1) be provided: (A) by mail to each owner; or (B) by: (i) posting the notice in a conspicuous manner reasonably designed to provide notice to Association members: (a) in a place located on the Association's common property or, with the property owner's consent, on other conspicuously located privately owned property within the subdivision; or (b) on any Internet website maintained by the Association or other Internet media; and (ii) sending the notice by e-mail to each owner who has registered an e-mail address with the Association; and (2) contain instructions for a person to notify the Association of the person's interest in serving on the architectural review authority, including the date by which the person's notification must be received by the Association. The date established by the Association by which notification of a person's interest in serving on the architectural review authority must be received by the Association may not be a date earlier than the 10th day after the date the Association provides the notice described herein.

7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. Regarding an owner's appeal to the Board, the property owners' association or the owner may make an audio recording of the meeting.
14. 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.

**(Date, Certification, Signature and Acknowledgment are Contained on Page 4 Hereof)**

**CERTIFICATION**

"I, the undersigned, being the President of CHARTERWOOD 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."

**CHARTERWOOD COMMUNITY IMPROVEMENT  
ASSOCIATION**

By: Kathy Goedecke  
KATHY GOEDECKE, President

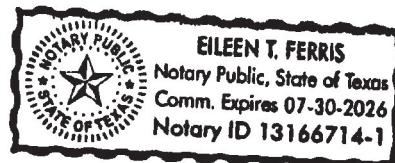
**ACKNOWLEDGMENT**

THE STATE OF TEXAS      §  
                                  §  
COUNTY OF HARRIS      §

**BEFORE ME, A NOTARY PUBLIC**, on this day personally appeared KATHY GOEDECKE, President of CHARTERWOOD 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 20 day of August, 2025.

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



CHARTERWOOD COMMUNITY IMPROVEMENT ASSOCIATION  
Association's Current Administrative Policies Regarding Architectural Review Authority

RP-2025-514536

RP-2025-514536  
# Pages 5  
12/31/2025 11:42 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$37.00

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.



*Tenesha Hudspeth*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS