

TEXAS PROPERTY CODE CHAPTER 209 HEARING POLICY
for
SPRING SHADOWS CIVIC ASSOCIATION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, Alexis Loving, Secretary of Spring Shadows Civic Association, certify that at a meeting of the Board of Directors of the Association duly noticed, and held on the 20th day of September, 2021, with at least a quorum of the Board members being present and remaining throughout, and being duly authorized to transact business, the following Texas Property Code Chapter 209 Hearing Policy was approved by not less than a majority of the Board members in attendance.

RECITALS:

1. The property encumbered by this Texas Property Code Chapter 209 Hearing Policy ("Policy") is all residential property under the jurisdiction of the Spring Shadows Civic Association ("Association") per the Association's Dedicatory Instruments [as that term is defined by Texas Property Code Section 209.002(4)] and any other property which may subsequently be annexed thereto and made subject to the authority of the Association.

2. Section 209.007 of the Texas Property Code ("Code") sets forth notice requirements to provide an Owner with an opportunity to cure a violation or delinquency, including providing the Owner with an opportunity to request a hearing with the Board.

3. The Board of Directors ("Board") of the Association desires to adopt a procedure for conducting a hearing that is consistent with Sections 209.006 and 209.007 of the Code and applicable provisions in the Dedicatory Instruments.

4. This Policy replaces and supersedes any previously recorded or implemented policy that addresses the subjects contained herein, if any, adopted by the Association.

RP-2021-576236

BOARD HEARING PARAMETERS

In the event that an Owner requests a Board Hearing pursuant to the Texas Property Code and/or Association's Dedicatory Instruments, the following parameters will govern the Board Hearing:

I. Definitions

- A. "ACC" means the Association's "architectural review authority" (i.e., the "Architectural Control Committee") as contemplated by Section 209.00505 of the Code.
- B. "ACC Notice" means the notice of ACC denial sent to the Owner by the Association pursuant to Section III(A) of this Policy.
- C. "Board Hearing" means any hearing before the Board pursuant to this Policy.
- D. "Code" means the Texas Property Code.
- E. "Common Area" means any property owned or controlled by the Association for the use and benefit of the Owners.
- F. "Dedicatory Instrument" has the meaning as defined by Section 209.002(4) of the Code.
- G. "Hearing Notice" means the notice of hearing sent to the Owner by the Association pursuant to Section II(B) of this Policy.
- H. "Hearing Packet" means the packet provided to the Owner by the Association pursuant to Section IV(B) of this Policy.
- I. "Owner" means the record owner(s) of any residential lot under the jurisdiction of the Association.

II. Rules Applicable to All Hearings

- A. The Board Hearing shall be held no later than the thirtieth (30th) day after the date the Board receives the Owner's request for a Board Hearing. The Board or the Owner may request a postponement and, if requested, a postponement shall be granted for a period of not more than ten (10) days. Notwithstanding the foregoing, the Board Hearing may be scheduled outside of these parameters by agreement of the parties.

- RP-2021-576236
- B. The Board shall provide a Hearing Notice setting forth the date, time, and place of the Board Hearing, to the Owner not later than ten (10) days before the date of the Board Hearing. The Board Hearing may be held by virtual or telephonic means, in which case the access information for the virtual or telephonic Board Hearing shall be the "place" of the Board Hearing for purposes of the Notice.
 - C. Owners are expected to provide copies of any documentary evidence the Owner intends to introduce at the Board Hearing to the Board no later than five (5) days before the Board Hearing.
 - D. The Board is not required to deliberate or reach a determination during the Board Hearing. Rather, all information gleaned from the Board Hearing may be taken under advisement by the Board. The Association or its managing agent may inform the Owner of the Board's decision in writing within thirty (30) days of the date of the hearing. If there is no written communication from the Association or the managing agent within this timeframe, the violation will remain standing.
 - E. The Board may set a time limit for the Board Hearing (to be determined at the Board's sole and absolute discretion) by considering factors including, but not limited to, the complexity of the issues and the number of exhibits. The Board may communicate the time limitation in any manner to the Owner and will make every effort to communicate the time limitation to the Owner in advance of the date of the hearing. The time limitation will be strictly adhered to and is intended to strike a balance between: (i) allowing the Association ample time to present its case; (ii) allowing the Owner ample time to present the Owner's response; (iii) the Board's finite amount of time available to consider such issues.
 - F. All parties participating in the Board Hearing are expected to treat each other professionally and respectfully. The Board reserves the right to terminate a Board Hearing if the Board, in its sole and absolute discretion, determines the Board Hearing has become unproductive and/or contentious. The Board, in its sole and absolute discretion, reserves the right to reconvene any Board Hearing that is terminated pursuant to this Section II(F).
 - G. Either party may make an audio recording of the Board Hearing.
 - H. This Policy does not apply to instances where the Association files a suit seeking a temporary restraining order, or temporary injunctive relief, or files a suit that includes foreclosure as a cause of action. Further, this Policy does not apply to a temporary suspension of a person's right to use Common Area that is the result of a violation that occurred in a Common Area and involved a significant and immediate risk of harm to others in the community. The temporary suspension is effective until the Board makes a final determination on the suspension action after following the procedures prescribed by this Policy.

- I. Owners are entitled to one hearing unless the Board, in its sole and absolute discretion, agrees to allow additional hearings.
- J. In accordance with Section 209.007(e) of the Code, an Owner or the Board may use alternative dispute resolution services.

III.

Additional Rules Applicable to Hearings in Connection with Denial of an AC Application

- A. In accordance with Section 209.00505(d) of the Code, a decision by the ACC denying an application or request by an Owner for the construction of improvements in the subdivision may be appealed to the Board. An ACC Notice of the denial must be provided to the Owner by certified mail, hand delivery, or electronic delivery. The ACC Notice must:
 - a. 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
 - b. inform the Owner that the Owner may request a hearing on or before the thirtieth (30th) day after the date the notice was mailed to the Owner.
- B. During the Board Hearing, the Board (or a designated representative of the Association) and the Owner (or the Owner's designated representative) will each be provided the opportunity to verify facts and discuss the resolution of the denial of the Owner's application or request for the construction of improvements, and the changes, if any, requested by the ACC in the notice provided to the Owner under Section 209.004(d) of the Code.
- C. Following the Board Hearing, the Board may affirm, modify, or reverse, in whole or in part, any decision of the ACC as consistent with the Association's Dedicatory Instruments.

IV.

Additional Rules Applicable to Other Hearings

- A. Subject to the exceptions set forth in Section II(H) of this Policy, this Section IV shall apply to Board Hearings in connection with:
 - a. the levying of fines for violations of the Dedicatory Instruments;
 - b. suspension of an Owner's right to use the Common Area;
 - c. the filing of a lawsuit against an Owner other than a suit to collect regular or special assessments or foreclosure under the Association's lien;

- d. charging an Owner for property damage; or
 - e. reporting of any delinquency of an Owner to a credit reporting service.
- B. The Board shall include with the Notice, a Hearing Packet containing all documents, photographs, and communications relating to the matter which the Board intends to introduce at the Board Hearing.
- C. If the Board fails to provide the Hearing Packet to the Owner at least ten (10) days before the Board Hearing, the Owner is entitled to an automatic fifteen (15) day postponement of the Board Hearing.
- D. During the Board Hearing, a member of the Board or the Association's designated representative shall first present the Association's case against the Owner. An Owner, or an Owner's designated representative is then entitled to present the Owner's information and issues relevant to the dispute. The Board may ask questions of the Owner or designated representative.

I hereby certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing Texas Property Code Chapter 209 Hearing Policy was approved by a majority vote of the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Harris County, Texas.

SPRING SHADOWS CIVIC ASSOCIATION

By: Alexis Loring

Printed: Alexis Loring
Its: Secretary

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THE STATE OF TEXAS

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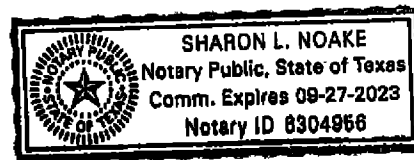
COUNTY OF HARRIS

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BEFORE ME, the undersigned notary public, on this 20th day of September
2021, personally appeared Alexis Louing as Secretary of
Spring Shadows Civic Association, known to me to be the person whose name is
subscribed to the foregoing instrument, and acknowledged to me that s/he executed the
same for the purpose and in the capacity therein expressed.

Sharon L. Noake

Notary Public in and for the State of Texas



RP-2021-576236
Pages 20
10/06/2021 01:17 PM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$90.00

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

RP-2021-576236

SUPPLEMENTAL NOTICE OF DEDICATORY INSTRUMENTS
for
SPRING SHADOWS CIVIC ASSOCIATION

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

The undersigned, being the authorized representative of Spring Shadows Civic Association, a property owners' association as defined in Section 202.001 of the Texas Property Code (the "Association"), hereby supplements instruments entitled "Notice of Dedicatory Instruments for Spring Shadows Civic Association", "Supplemental Notice of Dedicatory Instrument for Spring Shadows Civic Association", "Supplemental Notice of Dedicatory Instrument for Spring Shadows Civic Association", "Supplemental Notice of Dedicatory Instruments for Spring Shadows Civic Association", "Supplemental Notice of Dedicatory Instruments for Spring Shadows Civic Association", "Supplemental Notice of Dedicatory Instruments for Spring Shadows Civic Association", "Supplemental Notice of Dedicatory Instruments for Spring Shadows Civic Association" and "Supplemental Notice of Dedicatory Instruments for Spring Shadows Civic Association", respectively, recorded in the Official Public Records of Harris County, Texas under Clerk's File Nos. U171810, 20080031621, 20090087751, 20120254638, RP-2016-23752, RP-2019-541649, RP-2021-401541 and RP-2021-576236 ("Notice"), which Notice was filed of record for the purpose of complying with Section 202.006 of the Texas Property Code.

Additional Dedicatory Instruments. In addition to the Dedicatory Instruments identified in the Notice, the following documents are Dedicatory Instruments governing the Association:

- **Bid Solicitation Policy for Spring Shadows Civic Association.**
- **Certificate of Secretary of Spring Shadows Civic Association regarding Board Resolution adopting Patrol Service Guidelines.**

True and correct copies of such Dedicatory Instruments are attached to this Supplemental Notice.

This Supplemental Notice is being recorded in the Official Public Records of Real Property of Harris County, Texas for the purpose of complying with Section 202.006 of the Texas Property Code. I hereby certify that the information set forth in this Supplemental Notice is true and correct and that the copies of the Dedicatory Instruments attached to this Supplemental Notice are true and correct copies of the originals.

RP-2021-641357

Executed on this 5th day of November, 2021.

SPRING SHADOWS CIVIC ASSOCIATION

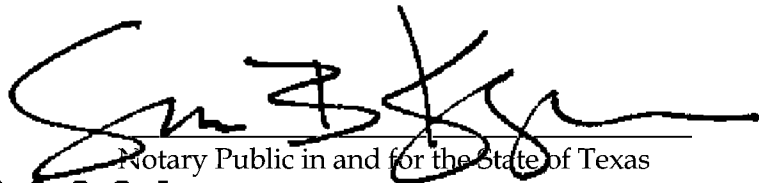
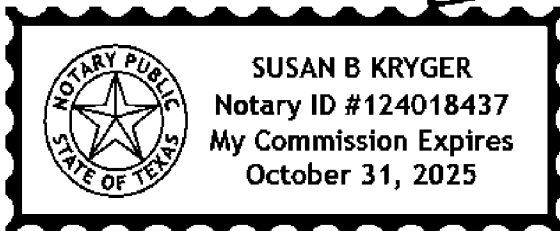
By:



Cliff Davis, authorized representative

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned notary public, on this 5th day of November, 2021 personally appeared Cliff Davis, authorized representative of Spring Shadows Civic Association, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and in the capacity therein expressed.


Notary Public in and for the State of Texas

RP-2021-641357

BID SOLICITATION POLICY
for
SPRING SHADOWS CIVIC ASSOCIATION

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, Alexis Loving, Secretary of Spring Shadows Civic Association, do hereby certify that at a meeting of the Board of Directors of the Association duly called and held on the 20th day of September, 2021, with at least a quorum of the Board members being present and remaining throughout, and being duly authorized to transact business, the following Bid Solicitation Policy was duly approved by at least a majority vote of the members of the Board:

RECITALS:

1. The property encumbered by this Bid Solicitation Policy ("Policy") is the property under the jurisdiction of the Spring Shadows Civic Association ("Association") per the Association's Dedicatory Instruments [as that term is defined by Texas Property Code Section 209.002(4)] and any other property which may subsequently be annexed thereto and made subject to the authority of the Association.
2. Texas Property Code Section 209.0052(c) was added to provide an association the right to establish a procedure to solicit bids or proposals for services that will be in an amount in excess of \$50,000.00.
3. The Board of Directors ("Board") of the Association desires to adopt this Policy to establish a systematic procedure for soliciting bids or proposals from contractors who the Association may desire to contract with for Services (as defined below).
4. This Policy replaces and supersedes any previously recorded or implemented policy that addresses the subjects contained herein, if any, adopted by the Association.

POLICY:

For purposes of this Policy, "Services" include, by way of illustration and not limitation, landscaping services, patrol services, accounting and legal services, and any other service which the Association may deem to be necessary to or desirable for the administration and maintenance of the Association.

1. **Applicability.** This Policy shall only apply to contracts for Services to be performed by third-party service providers (hereinafter referred to as "Contractors") in exchange for payment by the Association of an amount greater than fifty-thousand dollars (\$50,000.00) over the term of the contract. This Policy shall not apply to any contract for the performance of Services in exchange for payment by the Association of an amount less than or equal to fifty-thousand dollars (\$50,000.00) over the term of the contract, regardless of whether such contract automatically renews resulting in total payment by the Association of an amount greater than fifty-thousand dollars (\$50,000.00).

2. **Bid Solicitation.** In the event the Association proposes to contract for Services that are subject to this Policy, the Board shall solicit bids or proposals using the bid process established below.

3. **Bid Process.**

a. **Solicitation.** The Board, or the Board's designee, shall notify potential bidders of an opportunity to submit a bid for Services. Such notification may consist of an invitation to bid, a request for proposals, the submission of a master services agreement, or such other method that the Board, in its sole discretion, may deem appropriate for the solicitation of the Services sought (the "Solicitation").

The Board shall obtain multiple bids for the Services sought, provided there are multiple Contractors who offer the Services available. Notwithstanding the foregoing, the Board shall determine, in its sole discretion, the number of bids to seek for the Services. If there is only one qualified bidder for the Services sought, there shall be no requirement to solicit multiple bids.

The Board may implement deadlines by which Contractors must respond to a Solicitation for a bid, which deadlines, if implemented, will be stated in the Solicitation. The Board has the right, but not the obligation, to remove from consideration any Contractor who fails to respond to the Solicitation by the deadline, if implemented.

b. **Evaluation.** The Board shall determine the method and criteria by which each bid received will be evaluated. In conducting its evaluation, the Board may rely on factors such as, by way of illustration and not limitation, the scope of services, pricing and payment terms, insurance available to the Contractor, Contractor warranties and indemnification obligations, references obtained and past experiences with the Contractor. The Board shall have the sole discretion to determine which bid to select, and the Board shall not be obligated to select the lowest bid if the Board determines that a

higher bid will better meet the needs of the Association.

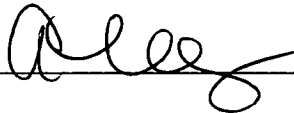
c. Selection and Notification. The Board shall notify the Contractor whose bid was successful of its selection within a reasonable time period after the date of the Board's decision, which time period shall be determined in the sole discretion of the Board. Such notification may be sent by certified mail, via email, or by any other method that the Board determines that the notification may be received by the selected Contractor. The Board may, but is not obligated to, notify Contractors whose bids were not selected of the rejection of their bid. Notwithstanding any language to the contrary herein, The Board retains the ability to reject any or all of the bids for any reason.

d. Frequency of Solicitation. Regarding Services subject to this Policy that are an ongoing need in the community (by way of illustration, patrol services), at least two (2) months prior to the expiration of the term of a contract for such Services, the Association shall follow the bid process set forth in this Policy. The Board, in its sole discretion, may determine which Services constitute an ongoing need within the community.

e. Board Discretion. Notwithstanding anything contained in this Policy to the contrary, the Board has the authority to suspend the Solicitation requirements herein for any particular contract for Services as it deems necessary in its sole discretion.

I hereby certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing Bid Solicitation Policy was approved by a at least a majority vote of the Board of Directors present and voting at the Board of Directors meeting at which this Policy was approved as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Harris County, Texas.

SPRING SHADOWS CIVIC ASSOCIATION

By: 

Printed: Alexis Loving
Its: Secretary

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THE STATE OF TEXAS

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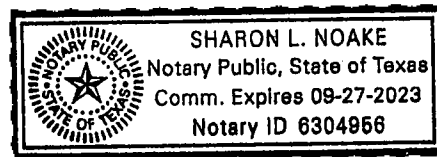
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COUNTY OF HARRIS

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BEFORE ME, the undersigned notary public, on this 20th day of September, 2021, personally appeared Alexis Loving, as Secretary of Spring Shadows Civic Association, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that s/he executed the same for the purpose and in the capacity therein expressed.

Sharon L. Noake
Notary Public in and for the State of Texas



CERTIFICATE OF SECRETARY
of
SPRING SHADOWS CIVIC ASSOCIATION
regarding
BOARD RESOLUTION
adopting
PATROL SERVICE GUIDELINES

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

I, Alexis Loving, Secretary of Spring Shadows Civic Association, do hereby certify that at a meeting of the Board of Directors of the Association duly called and held on the 20th day of September, 2021, with at least a quorum of the Board members being present and remaining throughout, and being duly authorized to transact business, the following Patrol Service Guidelines was duly approved by at least a majority vote of the members of the Board:

RECITALS:

1. The property encumbered by these Patrol Service Guidelines ("Guidelines") is the property under the jurisdiction of the Spring Shadows Civic Association ("Association") per the Association's Dedicatory Instruments [as that term is defined by Texas Property Code Section 209.002(4)] and any other property which may subsequently be annexed thereto and made subject to the authority of the Association.
2. The Board of Directors ("Board") of the Association desires to adopt these Guidelines to establish the requirements for soliciting bids or proposals from vendors who the Association may desire to contract with for patrol services for the Association.
3. These Guidelines replace and supersede any previously recorded or implemented policy that addresses the subjects contained herein, if any, adopted by the Association.

PATROL SERVICE GUIDELINES

1. The Association shall only seek patrol service contract bids from law enforcement agencies licensed by the State of Texas.

2. All Association patrol services shall be provided by personnel that are fully trained and licensed by the Texas Commission on Law Enforcement.
3. The patrol service provider must maintain a centralized dispatch that operates twenty-four (24) hours a day, seven (7) days a week, and be able to provide backup personnel.
4. The Association's patrol service contract shall provide for a minimum of one (1) sergeant (or similarly ranked or higher ranking commanding officer) and four (4) deputies/officers.
5. The Association's patrol service contract shall provide for minimum eighty percent (80%) coverage for properties under the jurisdiction of the Association.
6. These Patrol Service Guidelines may be amended or modified by the Board of Directors.

SPRING SHADOWS CIVIC ASSOCIATION

By: *Alexis*
Its: Secretary

Name Printed: Alexis Loving

THE STATE OF TEXAS §
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COUNTY OF HARRIS §

BEFORE ME, the undersigned notary public, on this 20th day of September, 2021, personally appeared Alexis Loving, as Secretary of Spring Shadows Civic Association, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

Sharon L. Noake
Notary Public in and for the State of Texas
SHARON L. NOAKE
Notary Public, State of Texas
Comm. Expires 09-27-2023
Notary ID 6304956

RP-2021-641357
Pages 9
11/05/2021 03:32 PM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$46.00

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

RP-2021-641357