

VILLAGE AT MASON CREEK TOWNHOME ASSOCIATION, INC.

PRESIDENT'S CERTIFICATE

I, the undersigned, do hereby certify:

(1) I am the duly elected and acting President of Village at Mason Creek Townhome Association, Inc., a Texas non-profit corporation (the "Association"), and,

(2) Attached hereto is a true and correct copy of the General Rules for All Committees.

IN WITNESS WHEREOF, I have hereunto subscribed my name on this 7th day of December, 2016.

Village at Mason Creek Townhome Association, Inc.,
a Texas non-profit corporation

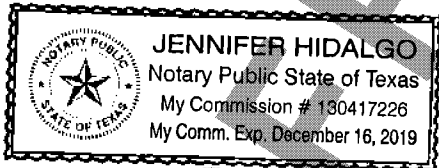
Abigail Crookson
Abigail Crookson, President

THE STATE OF TEXAS

COUNTY OF HARRIS

§
§
§

This instrument was acknowledged before me on this 1 day of December, 2016, by Abigail Crookson, President of Village at Mason Creek Townhome Association, Inc., a Texas non-profit corporation, on behalf of said corporation.



Jennifer Hidalgo
Notary Public, State of Texas

WHEN RECORDED, RETURN TO:

Hoover Slovacek LLP
Galleria Tower II
5051 Westheimer Rd., Suite 1200
Houston, TX 77056

RP-2016-567186

COPY

UNOFFICIAL

Village at Mason Creek Townhome Association, Inc.

To more clearly set forth the scope of responsibilities for all Committees of this Association, the Board of Directors has created these

General Rules for All Committees

1. All committee members are subject to and governed by the Documents of this Association, serve at the pleasure of, and under the direction of the Board of Directors of this Association.
2. Thirty (30) days prior to each annual meeting, each Committee will nominate a candidate for acceptance and approval by the Board of Directors to serve as the Committee Chairperson. Committee Chairpersons must be accepted and approved by the Board of Directors and their acceptance and approval made a permanent part of the minutes of a meeting of the Board of Directors.
3. A Chairperson accepted and approved by the Board of Directors will serve for a period of approximately twelve (12) months. The Chairperson and each Committee Member must sign these General Rules indicating their acceptance thereof. Within thirty (30) days of acceptance and approval by the Board of Directors, each Committee Chairperson shall submit in writing their Committee's goals and objectives for the coming term. Said goals and objectives require Board of Directors approval.
4. Neither the Chairperson, nor any of the members of any Committee, shall have any authority to enter into any oral or written agreements, contracts, or in any way bind the Association to any action not specifically authorized in writing by the Board of Directors of the Association.
5. A Chairperson may resign during their term by first giving written notice to the Board of Directors. Such resignation shall be effective as of the date specified in the resignation, or sooner at the discretion of the Board of Directors. Within thirty (30) days of the acceptance of the resignation, it shall be the responsibility of the Committee to nominate a replacement Chairperson to fill the unexpired portion of the term.

The replacement Chairperson must sign these General Rules indicating their acceptance, in addition to being accepted and approved by the Board of Directors. Board of Directors acceptance and approval of all nominated Chairpersons, or resigning or dismissed Chairpersons, shall be made a permanent part of the minutes of a meeting of the Board of Directors.
6. A written request to remove a Committee Chairperson may be submitted to the Board of Directors at any time. The written request must have the signatures of a majority of the Members of the Committee in order to be considered by the Board of Directors. See the second paragraph of rule 5, above.
7. The Chairperson, or Committee Secretary appointed by the Chairperson, is responsible for reporting at least quarterly to the Board of Directors on the activities and plans of the Committee. Committees must meet at least quarterly. A Committee member absent for three (3) consecutive meetings shall be referred to the Board of Directors by the Committee Chairperson for removal from the Committee. The Committee Chairperson should list any extenuating or mitigating circumstances for consideration by the Board of Directors.
8. Any Committee information intended for dissemination to the Association Membership through any communications medium, including but not limited to social media, newsletters, blogs, conference calls, video meetings, flyers or bulletin board postings must receive prior written approval from the Board of Directors.
9. Needs, requirements, assistance and funding requests must be submitted to the Board of Directors not later than seven days before the next scheduled meeting of the Board of Directors.
10. It is the responsibility of all Committee Chairpersons and Committee Members to ensure that their Committees operate in accordance with their Committee Goals and Objectives and that they are familiar with the Association Documents, particularly as they relate to the functions of their Committee; (2) that they keep the Board of Directors informed relative to the Committee's general operations and future plans; and (3) that they strive to create an atmosphere of mutual respect and cooperation among all residents. We are all neighbors. Our mutual goal is to make this a highly desirable place to live.

ACCEPTED AND AGREED TO, this _____ day of _____, 201__

Print Name of Chairperson, Committee

Signature of Chairperson

Print Name of Member

Signature of Member

Print Name of Member

Signature of Member

Print Name of Member

Signature of Member

RP-2016-567186

UNOFFICIAL

RP-2016-567186
Pages 3
12/20/2016 07:37 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
STAN STANART
COUNTY CLERK
Fees \$20.00

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.



Stan Stanart

COUNTY CLERK
HARRIS COUNTY, TEXAS

COPY

RP-2016-567186