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**ADDITIONAL DEDICATORY INSTRUMENTS**  
for  
**VILLAGE OF OAK LAKE HOMEOWNERS ASSOCIATION, INC.**

THE STATE OF TEXAS                    §  
  
COUNTY OF FORT BEND                §

BEFORE ME, the undersigned authority, on this day personally appeared Trisha Taylor Farine, who, being by me first duly sworn, states on oath the following:

"My name is Trisha Taylor Farine, I am over twenty-one (21) years of age, of sound mind, capable of making this affidavit, authorized to make this affidavit, and personally acquainted with the facts herein stated:

"I am the attorney/agent for VILLAGE OF OAK LAKE HOMEOWNERS ASSOCIATION, INC. Pursuant with Section 202.006 of the Texas Property Code, the following documents are copies of the original official documents from the Association's files:

- 1. Second Amendment To By-Laws
- 2. Policy Regarding Records Retention, Inspection & Production
- 3. Policy Regarding Alternative Payment Schedules

DATED this 13<sup>th</sup> day of March, 2012.

VILLAGE OF OAK LAKE HOMEOWNERS ASSOCIATION, INC.

BY: Trisha Taylor Farine  
Trisha Taylor Farine, attorney/agent

SUBSCRIBED AND SWORN TO BEFORE ME by the said Trisha Taylor Farine, on this the 13<sup>th</sup> day of March, 2012.



Sharon Anne Woytek  
NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS

After recording return to:  
  
DAUGHTRY & JORDAN, P.C.  
17044 El Camino Real  
Houston, Texas 77058

**SECOND AMENDMENT TO  
BY-LAWS**

**OF**

**VILLAGE OF OAK LAKE HOMEOWNERS ASSOCIATION, INC.  
A TEXAS NON-PROFIT CORPORATION**

WHEREAS, the Amended By-laws of Village of Oak Lake Homeowners Association, Inc. (the "Association") are recorded under Fort Bend County Clerk's File Number 2003098653, and the First Amendment to Bylaws is recorded under Fort Bend County Clerk' File Number 2004031860 ;

WHEREAS, Section 209.00593(b) of the Texas Property Code provides that the board of a property owners association may amend the bylaws of the property owners' association to provide for elections to be held as required by Subsection (a); and

WHEREAS, it is the desire of the Board of Directors to amend the Bylaws to bring the Association in compliance with the provisions of the Texas Property Code which were passed by the Texas Legislature in 2011; and

NOW THEREFORE, Article III, Section 4 is hereby AMENDED to read as follows:

Section 4. Quorum.

(a) The presence at any meeting of Members (in person or by proxy) of one-tenth (1/10) or more of the votes of the membership shall constitute a quorum at any such meeting of Members for any action except as otherwise provided in the Articles of Incorporation, the Declaration or these Bylaws.

(b) If quorum is not present or represented, the meeting shall be adjourned without notice other than announcement at the meeting, and immediately reconvened for the sole purpose of election of directors. At the reconvened meeting, quorum shall be all those members counted as present whether in person or by proxy, absentee ballot, electronic ballot, or any other method of representative or delegated voting. Directors shall be elected by a majority of those votes.

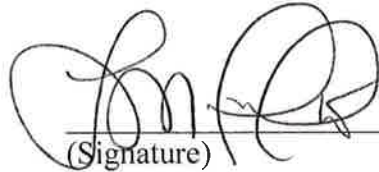
Nothing herein is intended to alter, modify or amend the Bylaws except as specifically provided hereinabove.

**CERTIFICATION**

I, the undersigned, am the duly elected and acting Secretary of VILLAGE OF OAK LAKE HOMEOWNERS ASSOCIATION, INC., a non-profit corporation, and I do hereby certify:

That the within and foregoing Second Amendment to Bylaws was properly adopted as of the 12 day of September, 2011, that same, in addition to the Bylaws and any amendments thereto, do now constitute the Bylaws of said corporation.

IN WITNESS WHEREOF, I have executed this Second Amendment to Bylaws to be effective as of the 1 day of January, 2012.

  
(Signature)

Laurentina Montalvo  
(Print Name)  
Secretary, Village of Oak Lake  
Homeowners Association, Inc.

**VILLAGE OF OAK LAKE HOMEOWNERS ASSOCIATION, INC.  
POLICY REGARDING RECORDS RETENTION, INSPECTION & PRODUCTION**

WHEREAS, Section 209.005(i) of the Texas Property Code requires property owners associations to adopt a records production and copying policy record it as a dedicatory instrument; and

WHEREAS, Section 209.005(m) requires property owners associations to adopt and comply with a document retention policy;

NOW THEREFORE, BE IT RESOLVED THAT:

The following POLICY REGARDING RECORDS RETENTION, INSPECTION & PRODUCTION is hereby adopted:

**RECORDS RETENTION:**

1. Certificates of Formation, Articles of Incorporation, Bylaws, restrictive covenants and any amendments thereto shall be retained permanently;
2. Financial books and records shall be retained for seven (7) years;
3. Account records of current owners shall be retained for five (5) years;
4. Contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term;
5. Minutes of meetings of the Owners and the Board shall be retained for seven (7) years; and
6. Tax returns and audit records shall be retained for seven (7) years.

**RECORDS INSPECTION & PRODUCTION:**

1. An Owner, or a person designated in a writing signed by the Owner as the Owner's agent, attorney or certified public accountant, may make a request to access the books and records of the Association, provided that such Owner or designated agent submit a written request by certified mail, return receipt requested, which contains sufficient detail to identify the records being requested.
2. The Association may require advance payment of the estimated costs of compilation, production and reproduction of the requested information. If such advance payment is required, the Association shall notify the requesting owner in writing of the cost.
3. The Association will respond to the Owner's request in writing within ten (10) business days of receiving the request. If the Association is unable to produce the information within ten (10) business days, the Association must provide the requestor written notice that: (1) informs the requestor that the Association is unable to produce the information before the 10th business day; and (2) states a date by which the information will be sent or made available for inspection to the requesting party that is not later than the 15th business day after the date of the original response from the Association.
4. Absent a court order or the express written approval of the owner whose records are the subject of the request, the Association will not allow inspection or copying of any records that identify the violation history of an individual owner, an owner's personal financial information, including records of payment or nonpayment of amounts due the Association, an owner's contact

information (other than the owners' address), or information relating to an employee of the Association, including personnel files.

5. The Association hereby adopts the following SCHEDULE OF CHARGES for the production and copying of records:

- Copies: \$.10 per page for standard paper copies; \$.50 per page for oversize paper
- Electronic Media: \$1.00 for each CD; \$3.00 for each DVD
- Labor: \$15.00 per hour for actual time to locate, compile and reproduce records (no charge for requests for 50 or fewer pages)
- Overhead: 20% of the total Labor charge (no charge for requests for 50 or fewer pages)
- Miscellaneous: The Association may charge for actual costs incurred in responding to the request, including costs for labels, boxes, folders, postage and/or shipping.

Adopted this 12 day of September, 20 11, by the Board of Directors of Village of Oak Lake Homeowners Association, Inc.

VILLAGE OF OAK LAKE HOMEOWNERS  
ASSOCIATION, INC.

  
\_\_\_\_\_  
Signature of Secretary

Print Name: Laurentina Montalvo

**VILLAGE OF OAK LAKE HOMEOWNERS ASSOCIATION, INC.  
POLICY REGARDING ALTERNATIVE PAYMENT SCHEDULES**

WHEREAS, Section 209.0062 of the Texas Property Code requires property owners associations to adopt reasonable guidelines to establish an alternative payment schedule by which an owner can make partial payments to the association for delinquent, regular or special assessments or any other amount owed to the association without accruing additional penalties; and

WHEREAS, Section 209.0062(d) requires property owners associations to file the association's guidelines in the real property records of the county where the subdivision is located.

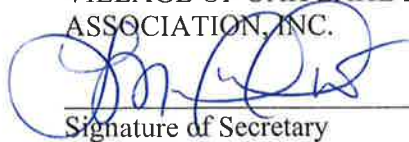
NOW THEREFORE, BE IT RESOLVED THAT:

The following POLICY REGARDING ALTERNATIVE PAYMENT SCHEDULES is hereby adopted:

1. Owners may enter into a payment plan or alternative payment schedule, provided they have not defaulted on a previous payment plan in the preceding 24 month period. If a default has occurred in the previous 24-month period, then the Board of Directors shall use its discretion as whether to allow any additional payment plans.
2. All payment plans must be in writing using a form promulgated by the Association or its agent or attorney, and signed by the Owner. No partial payments will be accepted without an approved written payment plan agreement. Notwithstanding, any acceptance by the Association of a partial payment from an Owner without a signed payment plan agreement does not in any way indicate acceptance or approval of a payment plan or alternative payment schedule.
3. Payment plans shall be no shorter than three (3) months, nor longer than eighteen (18) months. Payment plans will require either a down payment and monthly installments, or equal monthly installments.
4. For the duration of a payment plan or alternative payment schedule, and so long as payments are made timely, the Association shall refrain from charging additional late fees or other monetary penalties. However, the Association may charge interest at the rate contained in its governing documents, in addition to costs or fees associated with administration of the payment plan.

Adopted this 12 day of September, 2011, by the Board of Directors of Village of Oak Lake Homeowners Association, Inc.

VILLAGE OF OAK LAKE HOMEOWNERS  
ASSOCIATION, INC.

  
\_\_\_\_\_  
Signature of Secretary

Print Name: Laurentina Montalvo

RET: DAUGHTRY + JORDAN PC  
17044 EL CAMINO REAL  
HOUSTON TX 77058

**FILED AND RECORDED**

OFFICIAL PUBLIC RECORDS

*Dianne Wilson*

2012 Mar 19 10:15 AM

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DP \$31.00

Dianne Wilson COUNTY CLERK

FT BEND COUNTY TEXAS