

SUPPLEMENT

to
§202.006 CERTIFICATION OF DEDICATORY INSTRUMENTS
for
THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.

STATE OF TEXAS §
COUNTY OF HARRIS §

The undersigned, being the Secretary of The Sugar Hill Townhomes Association, Inc., a property owner's association as defined in Section 202.001 of the Texas Property Code ("the Association"), hereby supplements the "§202.006 Certification of Dedicatory Instruments for The Sugar Hill Townhomes Association, Inc." filed of record in the Official Public Records of Real Property of Harris County, Texas, under Harris County File Clerk's No. V646688, which Notice was filed of record for the purpose of complying with Section 202.006 of the Texas Property Code.

1. Additional Dedicatory Instruments. In addition to the Dedicatory Instruments identified in the Notice, the following documents are Dedicatory Instruments governing the Association.
 - a. Amended By-Laws of Sugar Hill Townhomes Association, Inc.
 - b. Resolution of the Board of Directors The Sugar Hill Townhome Association, Inc.

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.

THE SUGAR HILL TOWNHOMES
ASSOCIATION, INC.

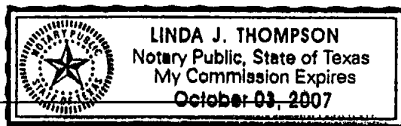
By:

Muriel Sharabba
Muriel Sharabba, Secretary

THE STATE OF TEXAS §
COUNTY OF HARRIS §

BEFORE ME, the undersigned notary public, on this day personally appeared Muriel Sharabba, Secretary of The Sugar Hill Townhomes Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purpose and in the capacity therein expressed.

SUBSCRIBED AND SWORN TO BEFORE ME on this the 6 day of October, 2004, to certify which witness my hand and official seal.



99375

Linda J Thompson

Notary Public in and for the State of Texas

Return to:
Butler & Hailey PC
1166 S. Voss Suite 500
Houston, TX 77057

RESOLUTION OF THE BOARD OF DIRECTORS
THE SUGAR HILL TOWNHOME ASSOCIATION, INC.

WHEREAS, at a regular meeting of the Board of Directors (the "Board") of The Sugar Hill Townhome Association, Inc., ("Association") said meeting being properly called and a quorum being present, came to be heard the matter of the imposition of Rules regarding the type of flooring that the Association will allow to be installed in upstairs units.

WHEREAS, Article VII, paragraph (8)(c) of the By-Laws of The Sugar Hill Townhome Association, Inc., states that "owners and occupants of units shall at all times exercise extreme care to avoid making or permitting to be made loud or objectionable noises..." Additionally, "no unit shall be used or occupied in such a manner as to obstruct or interfere with the use and enjoyment of occupants or other residents of adjoining units, nor shall any nuisance ... be permitted to occur in or on any unit or upon any part of the common elements of The Sugar Hill". Section 82.102(6) of The Texas Property Code allows the Association to "regulate the use, maintenance, repair, replacement, modification and appearance of the condominium". Additionally, Section 82.102(7) allows the Association to "adopt and amend rules regulating the use, repair, modification, and appearance of units and common elements, to the extent the regulated actions affect common elements or other units."

WHEREAS, the Board is of the opinion that it is necessary to adopt the following Resolution as set forth below;

BE IT RESOLVED that the following Rule regarding flooring of upstairs condominium Units be and is hereby adopted by the Board:

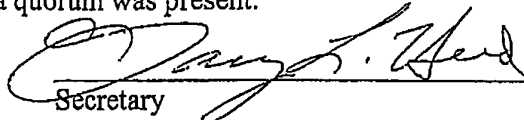
In order to reduce the level of noise transmitted through the structure as a result of hard surfaced floors, installation of non-carpeted floor surfaces will not be allowed in upstairs Units as of the date of this Resolution. For Units with hard surfaced floors already installed as of the date of this Resolution, if any, at least eighty percent (80%) of the floor area of all rooms in a Unit (other than kitchens and bathrooms) shall be required to be carpeted or covered by area rugs.

SIGNED and EXECUTED this 26th day of June, 2002.

Vasant Hariyani
President
Print Name: Vasant Hariyani

CERTIFICATE OF SECRETARY

I, GARY L. HERD, Secretary of The Sugar Hill Townhome Association, Inc., do hereby certify that the above Resolution was passed at a duly and properly noticed meeting of the Board of Directors of The Sugar Hill Townhome Association, Inc., on the ____ day of _____, 2002, at which a quorum was present.


Secretary
Print Name:

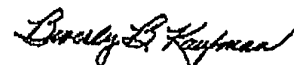
ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.
THE STATE OF TEXAS
COUNTY OF HARRIS
I hereby certify that this instrument was FILED in file number Sequence on the date and at the time stamped hereon by me, and was duly RECORDED. In the Official Public Records of Real Property of Harris County Texas on

OCT 15 2004

STATE OF TEXAS

COUNTY OF HARRIS




COUNTY CLERK
HARRIS COUNTY, TEXAS

BEFORE ME, the undersigned authority, on this day personally appeared GARY L. HERD, the Secretary of The Sugar Hill Townhome Association, inc., known by me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she/he executed the same for the purposes and consideration therein expressed and in the capacity therein expressed.

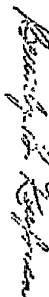
 GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 26th day of June, 2004




Notary Public - State of Texas

AFTER RECORDING RETURN TO:

Tamara L. Simion
Roberts, Markel, Folger & Guerry, L.L.P.
2500 City West Boulevard, Suite 1350
Houston, Texas 77042
File 1140-001


COUNTY CLERK
HARRIS COUNTY, TEXAS
04 OCT 15 PM 3:23
FILED

4
notice

20130290963
06/13/2013 RP2 \$28.00

CERTIFICATION

STATE OF TEXAS

§

§

COUNTY OF HARRIS

§

I, the undersigned, pursuant to §202.006 of the Texas Property Code, do hereby certify, as follows:

(1) I am an Agent for The Sugar Hill Townhomes Association, Inc. a Texas non-profit corporation;

(2) An Instrument titled: "Resolution of the Board of Directors (regarding flooring of upstairs units)" is attached hereto;

(3) The property affected by the said Instrument is described as, to wit:

SUGAR HILL, a condominium project containing 4.2249 acres, being all of Lot 38 of Post Oak Gardens as recorded in Volume 16, Page 1, of the Map Records of Harris County, Texas, in the Charles Sage Survey, A-697, City of Houston, Harris County, Texas and as fully described in the Condominium Declaration under Clerk's File No. F384926

(4) The attached Instrument is a true and correct copy of the original;

IN WITNESS WHEREOF, I have subscribed my name on this 7th day of June, 2013.

By:

[Signature]
Luke P. Tollett, Attorney for The Sugar Hill Townhomes Association, Inc.

STATE OF TEXAS

§

§

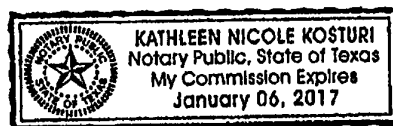
COUNTY OF HARRIS

§

BEFORE ME, the undersigned authority, on the day personally appeared Luke P. Tollett, Attorney for The Sugar Hill Townhomes Association, Inc., and known by me to be the person whose name is subscribed to the foregoing document and being by me first duly sworn, declared that he is the person who signed the foregoing document in his representative capacity and that the statements contained therein are true and correct.

Given under my hand and seal of office this the 7th day of June, 2013.

After recording return to:
HOLT & YOUNG, P.C.
9821 Katy Freeway, Ste. 350
Houston, Texas 77024



[Signature]
Kathleen Kosturi
Notary Public, State of Texas

RESOLUTION OF THE BOARD OF DIRECTORS
THE SUGAR HILL TOWNHOME ASSOCIATION, INC.

WHEREAS, at a regular meeting of the Board of Directors (the "Board") of The Sugar Hill Townhome Association, Inc., ("Association") said meeting being properly called and a quorum being present, came to be heard the matter of the imposition of Rules regarding the type of flooring that the Association will allow to be installed in upstairs units.

WHEREAS, Article VII, paragraph (8)(c) of the By-Laws of The Sugar Hill Townhome Association, Inc., states that "owners and occupants of units shall at all times exercise extreme care to avoid making or permitting to be made loud or objectionable noises..." Additionally, "no unit shall be used or occupied in such a manner as to obstruct or interfere with the use and enjoyment of occupants or other residents of adjoining units, nor shall any nuisance ... be permitted to occur in or on any unit or upon any part of the common elements of The Sugar Hill". Section 82.102(6) of The Texas Property Code allows the Association to "regulate the use, maintenance, repair, replacement, modification and appearance of the condominium". Additionally, Section 82.102(7) allows the Association to "adopt and amend rules regulating the use, repair, modification, and appearance of units and common elements, to the extent the regulated actions affect common elements or other units."

WHEREAS, the Board is of the opinion that it is necessary to adopt the following Resolution as set forth below;

BE IT RESOLVED that the following Rule regarding flooring of upstairs condominium Units be and is hereby adopted by the Board:

In order to reduce the level of noise transmitted through the structure as a result of hard surfaced floors, installation of non-carpeted floor surfaces will not be allowed in upstairs Units as of the date of this Resolution. For Units with hard surfaced floors already installed as of the date of this Resolution, if any, at least eighty percent (80%) of the floor area of all rooms in a Unit (other than kitchens and bathrooms) shall be required to be carpeted or covered by area rugs.

SIGNED and EXECUTED this 26th day of June, 2002.

Vasant Hariyani
President

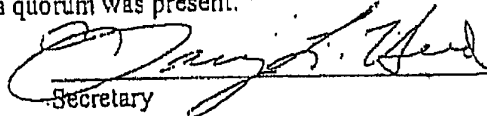
Print Name:

Vasant Hariyani

RECEIVED 1246

CERTIFICATE OF SECRETARY

I, GARY L. HERD, Secretary of The Sugar Hill Townhome Association, Inc., do hereby certify that the above Resolution was passed at a duly and properly noticed meeting of the Board of Directors of The Sugar Hill Townhome Association, Inc., on the ____ day of _____, 2002, at which a quorum was present.

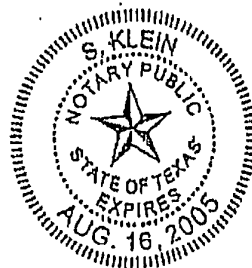

Secretary
Print Name:

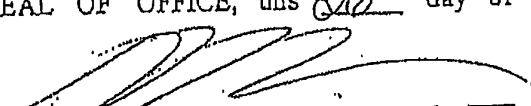
STATE OF TEXAS

COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared GARY
L. HERD, the Secretary of The Sugar Hill Townhome Association, Inc., known
by me to be the person whose name is subscribed to the foregoing instrument, and acknowledged
to me that she/he executed the same for the purposes and consideration therein expressed and in
the capacity therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 26th day of June, 2002




Notary Public - State of Texas

AFTER RECORDING RETURN TO:

Tamara L. Simich
Roberts, Markel, Folger & Guerry, L.L.P.
2500 City West Boulevard, Suite 1350
Houston, Texas 77042
File 1140-001

RP 887-47-1247

SUGAR HILL TOWNHOMES
c/o Texas Community Management
11011 Richmond Ave. Suite 615
Houston, Texas 77042
832-660-0700 Office 832-660-0701 Fax
www.txcom.org

In order to have your unit considered for hardwood flooring you must have the following specifications:

- 1.) Reputable and insured flooring company must provide a proposal that must be reviewed and approved by the Board of Directors.
- 2.) All hard floor surfaces must have a floor underlayment used to control sound transmission of both impact and airborne noise in floor systems.
- 3.) Homeowner must provide the above information to the management company to be reviewed and approved by the Board of Directors prior to installation of the flooring.

832-660-0700

NOTICE
A

CERTIFICATION

STATE OF TEXAS §
COUNTY OF HARRIS §

I, the undersigned, pursuant to §202.006 of the Texas Property Code, do hereby certify, as follows:

(1) I am an Agent for The Sugar Hill Townhomes Association, Inc. a Texas non-profit corporation;

(2) An Instrument titled: "Sugar Hill Townhomes Association Rules and Regulations" is attached hereto;

(3) The property affected by the said Instrument is described as, to wit:

SUGAR HILL, a condominium project containing 4.2249 acres, being all of Lot 38 of Post Oak Gardens as recorded in Volume 16, Page 1, of the Map Records of Harris County, Texas, in the Charles Sage Survey, A-697, City of Houston, Harris County, Texas and as fully described in the Condominium Declaration under Clerk's File No. F384926

(4) The Association has requested that the attached Instrument be recorded;

IN WITNESS WHEREOF, I have subscribed my name on this 7 day of December, 2015.

By: [Signature]
Luke P. Tollett, Attorney for The Sugar Hill Townhomes Association, Inc.

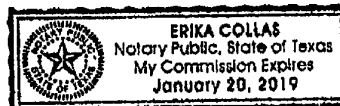
STATE OF TEXAS §
COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on the day personally appeared Luke P. Tollett, Attorney for The Sugar Hill Townhomes Association, Inc., and known by me to be the person whose name is subscribed to the foregoing document and being by me first duly sworn, declared that he is the person who signed the foregoing document in his representative capacity and that the statements contained therein are true and correct.

Given under my hand and seal of office this the 7th day of December, 2015.

[Signature]
Notary Public, State of Texas

After recording return to:
HOLT & YOUNG, P.C.
9821 Katy Freeway, Ste. 350
Houston, Texas 77024



1EE

2OR

ER U/6-93-1645

Sugar Hill Townhome Association
Rules and Regulations.

(a) All owners shall promptly and completely comply with each of the rules and regulations in these By-Laws or any others promulgated by the Board of Managers.

(b) Nothing shall be done in any residential unit, nor shall same be occupied or used for any purpose, nor shall any commodity, product or personal property be kept therein or thereon, which shall cause such improvements to be uninsurable against loss by fire or the perils included in an extended coverage endorsement under the rules of the State of Texas Insurance Commission or which might cause or warrant any policy or policies covering said premises to be canceled or suspended by the issuing company or cause said insurance premiums to increase.

(c) Owners and occupants of units shall at all times exercise extreme care to avoid making or ~~permitting to be made loud or objectionable noises, and in using or playing or permitting to be used~~ or played musical instruments, radios, phonographs, television sets, amplifiers and any other instruments or devices in such manner as may disturb or tend to disturb residents of condominium units of SUGAR HILL. No unit shall be used or occupied in such manner as to obstruct or interfere with the enjoyment of occupants or other residents of adjoining units, nor shall any nuisance, or immoral or illegal activity be committed or permitted to occur in or on any unit or upon any part of the common elements of SUGAR HILL.

(d) The common area is intended for the purpose of providing access to the units and for recreational use by the owners and occupants of units. No part of the common area shall be obstructed, nor shall any part of the common area (common elements) be used for general storage purposes except maintenance storage room, nor anything done thereon in any manner which shall increase the rate for hazard and liability insurance covering said area and improvements situated thereon. Portions of the common area may be used for the benefit of the Association in order to make repairs or otherwise maintain the common areas.

(e) Not more than two dogs, cats, or other usual small household pets may be kept in any unit, provided always that such household pets shall be allowed on the common areas only as may be specified under reasonable rules therefore promulgated by the Board of Managers. Except as herein above stated, no animal, livestock, swine, birds or poultry shall be brought within the condominium or kept in or around any unit thereof. Notwithstanding the foregoing, no pets may be kept on the property which result in an annoyance or are obnoxious to other Owners.

(f) No resident of the condominium shall post any advertisements, signs, or posters, of any kind in or on the project except as authorized by the Association.

(g) Parking of automobiles shall be only in the spaces designated as parking for each unit; no unattended vehicle shall at any time be left in the alley ways or streets in such manner as to impede the passage of traffic or to impair property access to parking area. No storage of any objects shall be permitted in the parking area and the same shall at all times be kept free of unreasonable accumulation of debris or rubbish of any kind. Guest parking areas are not intended for use by owners for parking or storing boats, trailers, camping units or any personal vehicles, and the Board may insure the proper use of said areas in such manner as it deems necessary. Any vehicle with an expired inspection sticker, expired vehicle registration, wrecked or inoperable vehicle shall be considered stored and not permitted upon the property.

(h) Each owner shall keep clean and in good condition and repair the windows and interior of his condominium unit and shall not permit garments, rugs, laundry or other unsightly items to extend from or be placed outside of his condominium unit, including but not limited to over windows or the balcony. No aluminum foil or similar reflective material shall be used or placed over doors or windows of any condominium unit. All draperies or curtains shall be fully lined with an off-white fabric of sufficient thickness to provide exterior harmony with surrounding condominium units.

(i) It is prohibited to dust rugs or other materials from the windows, or to clean rugs by beating on the exterior part of the condominium units, or to throw any dust, trash or garbage out of any of the windows of any of the units.

(j) It is prohibited to throw garbage or trash outside the disposal areas provided for such purposes.

(k) No owner, resident or lessee shall install wiring for electrical or telephone installation, radio and television antennae, machines or air-conditioning units or any other devices whatsoever on the exterior of the project or that protrude through the walls or out of the windows, or on the roof of the project save as are expressly in writing previously approved by the Association.

(l) No owner or other occupant of any condominium unit shall make any alteration, modification or improvement, nor add any awnings, patio covers or other devices to the common elements of the condominium or remove or add to any planting, structure, furnishings or other equipment or object therefrom except with the written consent of the Association. No unsightly objects which may reasonably be considered to give annoyance to neighbors of ordinary sensibilities shall be placed or allowed to remain on any patio or balcony of a condominium unit. The Board of Managers shall have the sole and exclusive discretion to determine what constitutes an unsightly object.

(m) Reasonable and customary regulations for the use of the swimming pool and recreation areas will be promulgated hereafter and publicly posted at such places. Owners and all occupants of units shall, at all times, comply with such regulations.

(n) No drilling, digging, quarrying or mining operation of any sort shall be permitted on the Property.

(o) Motorcycles, motorbikes, motor scooters, or other similar vehicles shall not be operated within the Property except for the purpose of transportation directly from a parking area to a point outside the Property, or from a point outside the Property directly to a parking space.

(p) No waterbeds shall be permitted in any unit except on the ground floor of the building.

(q) Without limiting any other rule-making authority it may have under the Declaration or these By-Laws, the Board of Managers is specifically authorized, in its sole discretion, to promulgate and enact rules and regulations limiting the number of persons which may become residents in or occupants of an apartment, provided that at no time shall there be more than two permanent residents per bedroom within an apartment unit.

ER U/6-93-1648

20150549802
Pages 4
12/08/2015 08:48 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
STAN STANART
COUNTY CLERK
Fees \$24.00

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

2
RES.
JD

RP-2016-216607
05/23/2016 RP1 \$20.00

**SECRETARY'S CERTIFICATE
THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.
A Texas Non-Profit Corporation**

TOP
N9EE

Resolution Regarding Application of Funds

The undersigned, being the duly elected, qualified and acting Secretary of The Sugar Hill Townhomes Association, Inc., a Texas non-profit corporation (the "Association"), and the keeper of the minutes and records of the said corporation, does hereby certify that the following is a true and correct resolution of this corporation as adopted by the Board of Directors (the "Board") at a duly called meeting held on May 10, 2016.

WHEREAS, the Association is responsible for governance and maintenance of The Sugar Hill Townhomes Association, Inc. as described in the "Condominium Declaration for The Sugar Hill" filed under County Clerks File Number F384926 of the Condominium Records of Harris County, Texas and any and all amendments thereto (the "Declaration").

WHEREAS, the Association exists pursuant to state law and its governing documents; and

WHEREAS, the Association is authorized to adopt and enforce reasonable rules and regulations in the interest of the community, pursuant to state and its governing documents; and

WHEREAS, there is a need for a policy with regard to application of funds for The Sugar Hill Townhomes Association, Inc.,

AND WHEREAS, the Board of Directors of The Sugar Hill Townhomes Association, Inc., wish to make this policy a matter of record,

NOW THEREFORE, BE IT RESOLVED, the Board of Directors on behalf of The Sugar Hill Townhomes Association, Inc. sets the policy as follows:

Any and all payments that are received on behalf of the Association, either by the office of management or by the lockbox of the Association's banking institution be applied as follows;

*Resolution Regarding Application of Funds
for
The Sugar Hill Townhomes Association, Inc.*

Funds will first pay late fees, violation fines, attorney fees, damages/repair costs, and/or any other costs, with the exception of maintenance fees, that may be due on an account at the time payment is received. The remaining balance of funds will then be applied to any maintenance assessment that is currently due on an account.

Linda Mikeska

, Secretary for
The Sugar Hill Townhomes Association, Inc.
a Texas Non-Profit Corporation

May 10, 2016
Date

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

KNOW ALL MEN BY THESE PRESENTS:

This instrument was acknowledged before me on the 10th day of May, 2016, by Linda Mikeska, Secretary of The Sugar Hill Townhomes Association, Inc., a Texas non-profit Corporation, on behalf of said corporation.

Kelly Futral

Notary Public in and for the State of Texas

Record and Return to:

✓
THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.
c/o Creative Management Company
8323 Southwest Freeway, Suite #330
Houston, TX 77074



Resolution Regarding Application of Funds
for
The Sugar Hill Townhomes Association, Inc.

Page 2 of 2

FILED FOR RECORD
8:00 AM

MAY 23 2016

Stan Stewart
County Clerk, Harris County, Texas

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 herein by me; and was duly RECORDED, in the Official Public Records of Real Property of Harris
County, Texas

MAY 23 2016



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

2
RFS
JD

RP-2016-216605
05/23/2016 RP1 \$20.00

**SECRETARY'S CERTIFICATE
THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.
A Texas Non-Profit Corporation**

10P
NOTE

Resolution Regarding Payment Agreements

The undersigned, being the duly elected, qualified and acting Secretary of The Sugar Hill Townhomes Association, Inc., a Texas non-profit corporation (the "Association"), and the keeper of the minutes and records of the said corporation, does hereby certify that the following is a true and correct resolution of this corporation as adopted by the Board of Directors (the "Board") at a duly called meeting held on May 10, 2016.

WHEREAS, the Association is responsible for governance and maintenance of The Sugar Hill Townhomes Association, Inc. as described in the "Condominium Declaration for The Sugar Hill" filed under County Clerks File Number F384926 of the Condominium Records of Harris County, Texas and any and all amendments thereto (the "Declaration").

WHEREAS, the Association exists pursuant to state law and its governing documents;
and

WHEREAS, the Association is authorized to adopt and enforce reasonable rules and regulations in the interest of the community, pursuant to state and its governing documents;
and

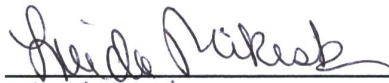
WHEREAS, there is a need for a policy with regard to payment agreements administered by Management on behalf of The Sugar Hill Townhomes Association, Inc.,

AND WHEREAS, the Board of Directors of The Sugar Hill Townhomes Association, Inc., wish to make this policy a matter of record,

NOW THEREFORE, BE IT RESOLVED, the Board of Directors on behalf of The Sugar Hill Townhomes Association, Inc. sets the policy as follows:

- An owner who is delinquent in the payment of assessments or any other charges on their account may enter into a payment agreement with the Association to pay the debt without incurring additional penalties. However, the owner will be subject to payment of reasonable costs associated with administering the payment agreement.
- The minimum term of the payment agreement will be three (3) months, the maximum term of the payment agreement will be twelve (12) months.

- The fee to administer the payment agreement will be a flat fee of \$25.00 per month, such cost will be added to the total amount due and paid in accordance with the payment agreement. The payment agreement fees collected from the owner will be reimbursed by the Association to the Management Company for the time associated with administering the agreement.
- In addition to the installment payments and administrative costs under the agreement, the owner will also be required to pay the regular accruing monthly assessment prior to delinquency.
- Failure to pay any of the installments agreed to by their due date or failure to pay the regular monthly assessment prior to delinquency may result in the payment plan being revoked and withdrawn and the Association will be entitled to proceed with further collection and legal action.
- If an owner fails to honor the terms of a payment agreement within a two year period, the owner may not be eligible for another payment agreement.



Linda Mikeska, Secretary for
The Sugar Hill Townhomes Association, Inc.
a Texas Non-Profit Corporation

May 10, 2016
Date

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

KNOW ALL MEN BY THESE PRESENTS:

This instrument was acknowledged before me on the 10th day of May, 2016, by Linda Mikeska, Secretary of The Sugar Hill Townhomes Association, Inc., a Texas non-profit Corporation, on behalf of said corporation.

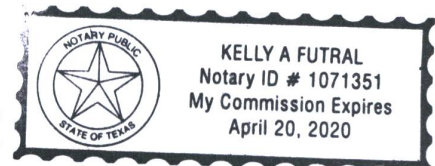
✓


Notary Public in and for the State of Texas

Record and Return to:

THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.
c/o Creative Management Company
8323 Southwest Freeway, Suite #330
Houston, TX 77074

Resolution Regarding Payment Agreements
The Sugar Hill Townhomes Association, Inc.
Page 2 of 2



FILED FOR RECORD
8:00 AM

MAY 23 2016

Stan Stewart
County Clerk, Harris County, Texas

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

MAY 23 2016



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

2
RE
JD

RP-2016-216606
05/23/2016 RP1 \$20.00

18
No

**SECRETARY'S CERTIFICATE
THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.
A Texas Non-Profit Corporation**

Resolution Regarding Assessments for Violation of Rules & Regulations and Deed Restrictions

The undersigned, being the duly elected, qualified and acting Secretary of The Sugar Hill Townhomes Association, Inc., a Texas non-profit corporation (the "Association"), and the keeper of the minutes and records of the said corporation, does hereby certify that the following is a true and correct resolution of this corporation as adopted by the Board of Directors (the "Board") at a duly called meeting held on May 10, 2016.

WHEREAS, the Association is responsible for governance and maintenance of The Sugar Hill Townhomes Association, Inc. as described in the "Condominium Declaration for The Sugar Hill" filed under County Clerks File Number F384926 of the Condominium Records of Harris County, Texas and any and all amendments thereto (the "Declaration").

WHEREAS, the Association exists pursuant to state law and its governing documents; and

WHEREAS, the Association is authorized to adopt and enforce reasonable rules and regulations in the interest of the community, pursuant to state and its governing documents; and

WHEREAS, there is a need for a policy with regard to assessments for violation of the rules and regulations and deed restrictions of The Sugar Hill Townhomes Association, Inc.,

AND WHEREAS, the Board of Directors of The Sugar Hill Townhomes Association, Inc., wish to make this policy a matter of record,

NOW THEREFORE, BE IT RESOLVED, the Board of Directors on behalf of The Sugar Hill Townhomes Association, Inc. sets the policy as follows:

The unit owner will be sent a First Notice upon inspection of a said violation requesting immediate cure of same. If the matter is not cured immediately, the unit owner will be sent a Second Notice;

The Second Notice will advise the unit owner that he has the right to request a hearing before the Board of Directors. Said request for a hearing must be received in writing within 30 days from the date of the letter. It will also advise him that a violation assessment ranging from \$25.00 to \$200.00 will be imposed if the violation is not cured. If said violation is not cured within 30 days, the unit owner will be sent a Third Notice;

The Third Notice will impose a violation assessment in the amount of \$50.00 for each infraction of the Deed Restrictions for The Sugar Hill Townhomes Association, Inc.;

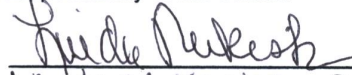
The Fourth Notice will impose a violation assessment in the amount of \$100.00 for each infraction of the Deed Restrictions for The Sugar Hill Townhomes Association, Inc.;

The Fifth Notice, and each notice thereafter, will impose a violation assessment in the amount of \$200.00 for each infraction of the Deed Restrictions for The Sugar Hill Townhomes Association, Inc.

Should the violation not be cured after processing the Fifth Notice, the Unit and Violation will be discussed among the Members of the Board at a Board of Directors Meeting in order to determine the next step to be taken in deed restriction enforcement.

If said violation is not cured upon imposing the initial violation fine, the Association will follow through with any remedy available to have the violation corrected, this will include, but not be limited to, employing an attorney to file a lawsuit against the owner.

Payment for all costs incurred will become the responsibility of the owner.



Linda Mikeska, Secretary for
The Sugar Hill Townhomes Association, Inc.
a Texas Non-Profit Corporation

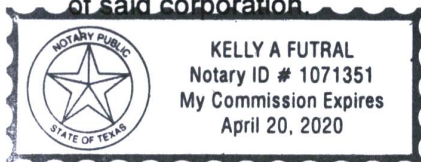
5.10.16

Date

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

KNOW ALL MEN BY THESE PRESENTS:

This instrument was acknowledged before me on the 10th day of May, 2016, by Linda Mikeska, Secretary of The Sugar Hill Townhomes Association, Inc., a Texas non-profit Corporation, on behalf of said corporation.





Notary Public in and for the State of Texas

Record and Return to: The Sugar Hill Townhomes Association, Inc.
c/o Creative Management Company
8323 Southwest Freeway, Suite #330
Houston, TX 77074

*Resolution Regarding Assessments for Violation of Rules & Regulations and Deed Restrictions
The Sugar Hill Townhomes Association, Inc.*

FILED FOR RECORD
8:00 AM

MAY 23 2016

Stan Stewart
County Clerk, Harris County, Texas

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

MAY 23 2016



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

5
notice

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**CERTIFICATE OF CORPORATE RESOLUTION
THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.
(INSURANCE DEDUCTIBLE)**

The undersigned Secretary of The Sugar Hill Townhomes Association, Inc., a Texas non-profit corporation (the "Association"), does hereby certify that at a duly constituted meeting of the Board of Managers of the Association held on November 22, 2016, with at least a majority of the Board of Managers present, the following resolution was duly made and approved by the Board of Managers:

102

WHEREAS, pursuant to applicable provisions of Chapter 81 and Chapter 82 of the TEXAS PROPERTY CODE, and that certain "Condominium Declaration for The Sugar Hill" recorded in Volume 56, Page 25, et seq., of the Condominium Records of Harris County, Texas, together with all amendments thereto (the "Declaration"), the Association is responsible for administering The Sugar Hill Townhomes condominium regime, and the covenants, conditions, and restrictions set forth in the Declaration; and

100

WHEREAS, the Association is required to insure the insurable common elements and units in accordance with the Declaration and applicable law to the extent that such property insurance is reasonably available; and

WHEREAS, the Board of Managers, having considered all relevant factors, and based on its business judgment to secure such insurance on a commercially reasonable basis, has agreed to certain policy deductibles, which the Board has determined to be appropriate and necessary; and

WHEREAS, the Board of Managers is of the opinion that under certain circumstances, in the event of a casualty loss, unit owners should be responsible for the payment of all or portions of the applicable policy deductible(s), and therefore it is necessary to adopt and enforce an equitable policy in regard to the allocation of liability for payment of the applicable deductible; and

WHEREAS, Section 82.111(a) and (b) of the TEXAS UNIFORM CONDOMINIUM ACT ("TUCA") generally provide that the Association must, to the extent reasonably available, obtain and maintain insurance policies covering the buildings, common elements, and units, but need not include improvements and betterments installed by the unit owners; and

WHEREAS, Section 82.111(c) of TUCA provides that if the insurance required by 82.111(a) and (b) of TUCA is not reasonably available, that generally the Association shall cause notice of that fact to be delivered or mailed to all unit owners and lienholders; and

WHEREAS, the Board of Managers has obtained insurance policies required by 82.111(a) and (b) of TUCA, however the Board, having considered all relevant factors and based upon its business judgment, has determined that such insurance is only available with certain commercially reasonable policy deductible(s) applicable to the respective insured risks, and it is reasonable and customary for a condominium association located

in Houston, Harris County, Texas to obtain such insurance with stated policy deductible(s) applicable to the respective insured risks; and

WHEREAS, Section 82.111(k) of TUCA provides that the Association, acting through its Board, may by resolution determine the allocation and responsibility for the payment of the cost of the policy deductible and costs incurred before insurance proceeds are available; and

WHEREAS, the Board of Managers is desirous of, pursuant to this Resolution: (i) notifying all unit owners and lienholders pursuant to 82.111(c) of TUCA that the insurance required by 82.111(a) and (b) has been obtained and shall be maintained with a stated policy deductible, so that while the Association shall procure such insurance covering the buildings, common elements and units, such coverage shall be LESS and EXCEPT such deductible amount; and (ii) pursuant to 82.111(k) of TUCA adopting and enforcing an equitable policy in regard to the allocation of responsibility for payment of the applicable deductible and costs incurred before insurance proceeds are available.

NOW THEREFORE, BE IT RESOLVED THAT:

1. Notice is hereby given to all unit owners and lienholders that the insurance obtained by the Association as required by 82.111(a) and (b) of TUCA has one or more stated deductible(s) applicable to the respective insured risks, and as a result, the insurance obtained by the Association covering the buildings, common elements, and units is for an amount LESS and EXCEPT such deductible amount.
2. If the Association's insurance provides coverage for the loss and the cost to repair the damage to a unit or common elements is **more than the amount of the Association's applicable insurance deductible**, the entire cost of the applicable stated insurance deductible and costs incurred before insurance proceeds are available shall be assessed against the unit owner and the unit owner's unit and paid to the Association by the unit owner under any of the following circumstances:
 - a. if such insured loss was caused by or was the result of the negligence, willful misconduct, or wrongful act of the unit owner, an occupant of the owner's unit, or the unit owner's or occupant's family, guests, employees, contractors, agents, or invitees; or
 - b. if such insured loss was due to an occurrence or condition within the owner's unit which was a result of or arose from (i) the failure or malfunction of any component or item within or forming a part of the owner's unit, whether constituting a fixture (plumbing, electrical, etc.), or appliance, or any item of personal property; or (ii) the failure or malfunction of any item or component for which the unit owner is responsible to maintain, repair, or replace under the Declaration, By-Laws, Rules, or applicable law, all irrespective of any negligence; or

- c. if the cause of the insured loss cannot be determined, but such loss originated wholly within the owner's unit or the limited common elements appurtenant thereto (or from any item for which the unit owner is responsible to maintain, repair, or replace under the Declaration, By-Laws, Rules, or applicable law).

In situations other than those described above, the Association will pay the applicable policy deductible, as a common expense. In accordance with the Association's dedicatory instruments, such common expense may be levied by the Association as an assessment (i.e., special assessment, insurance loss assessment or other type of assessment) against the Units, and the Unit Owners shall be responsible for payment of such assessment.

3. If the cost to repair damage to a unit or common elements covered by the Association's insurance is **less than the amount of the Association's applicable insurance deductible**, then except as provided by Paragraph 4 hereof, in accordance with the provisions of Section 82.111(j) of TUCA, the party who would be responsible for the repair in the absence of insurance shall pay the cost of the repair of the unit or common elements.
4. Notwithstanding anything to the contrary in Paragraphs 2 and 3 hereof, and consistent with applicable provisions of Paragraph 2 hereof: (i) in accordance with the provisions of Section 82.111(l) of TUCA, if the damage to a unit or common elements is due wholly or partly to an act or omission of any unit owner or a guest or invitee of the unit owner, the Association may assess the deductible expense and any other expense in excess of the insurance proceeds against the unit owner and the owner's unit; (ii) a unit owner may also be subject to additional liability pursuant Article VII, Section 2(c) of the Amended By-Laws; and (iii) a unit owner may also be subject to additional liability pursuant to the provisions of the dedicatory instruments of the Association.
5. The determination of whether a loss is one described in Paragraph 2 or Paragraph 4 above shall be made in the reasonable and sole discretion of the Board of Managers, whose decision shall be final. Sums determined to be payable by the unit owner to the Association as above required shall be payable within ten (10) days after written demand therefore addressed to the unit owner and sent by certified mail/return receipt request to the unit owner's last known mailing address according the records of the Association, or by personal delivery.
6. Nothing herein shall be construed as to treat the Association's insurance policies as other than primary, or to in any way diminish or modify the coverage provided by the Association's insurance policies. Nothing herein shall be construed or intended to, nor shall same create, any contract for the benefit of any third party or insurer, either voluntarily or by estoppel. Nothing herein shall be construed to extend either insurance coverage or the Association's obligation, with respect to maintenance, repairs, or replacement to a unit and a unit owner's personal property and

improvements as set forth in the Declaration, By-Laws, Rules, or applicable law. Nothing herein shall affect the right of a unit owner or insurer to recover sums paid on account of the loss caused as described in Paragraph 2 and Paragraph 3 above from a person or entity other than the unit owner whose wrongful or negligent acts may have caused such loss, or to recover such sums from the unit owner whose acts or omissions may have caused such loss if permitted by applicable law. Nothing herein shall create or constitute any limitation on the liability of a unit owner for any loss or damage caused by the negligence, willful misconduct, or wrongful acts of such unit owner which are not covered by the Association's insurance. Further, nothing herein shall prevent modification of this policy at any time, prospectively but not retroactively, by action of the Board of Managers.

7. This Resolution shall be deemed effective upon the recordation of same as a "dedicatory instrument" in the Official Public Records of Harris County, Texas.

THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.,
a Texas non-profit corporation

x Linda Mikeška
Linda Mikeška, Secretary

STATE OF TEXAS

§

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COUNTY OF HARRIS

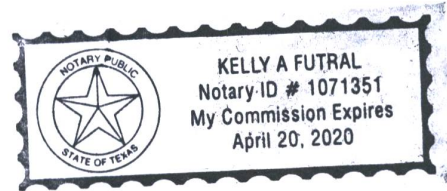
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This instrument was acknowledged before me on this 22nd day of November, 2016, by Linda Mikeška, Secretary of The Sugar Hill Townhomes Association, Inc., a Texas non-profit corporation, on behalf of such corporation.

Kelly Futral
Notary Public - State of Texas

RECORD AND RETURN TO:

Frank, Elmore, Lievens, ✓✓
Chesney & Turet, L.L.P.
Attn: K. Slaughter
9225 Katy Freeway, Suite 250
Houston, Texas 77024



FILED FOR RECORD

8:00:00 AM

Wednesday, January 25, 2017

Stan Stanton

COUNTY CLERK, HARRIS COUNTY, TEXAS

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

Wednesday, January 25, 2017



Stan Stanton
COUNTY CLERK
HARRIS COUNTY, TEXAS

THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.
RECORDS RETENTION POLICY

STATE OF TEXAS §
 § KNOW ALL PERSONS BY THESE PRESENTS:
COUNTY OF HARRIS §

WHEREAS, The Sugar Hill Townhomes Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Condominium Declaration for The Sugar Hill (referred to collectively as the "Declaration") and;

WHEREAS, Section 82.1141 of the TEXAS PROPERTY CODE was added effective September 1, 2021, regarding retention of Association documents and records; and

WHEREAS, the Board of Managers of the Association desires to establish a policy of record retention consistent with Section 82.1141 of the TEXAS PROPERTY CODE and to provide clear and definitive guidance to owners.

NOW, THEREFORE, the Board has duly adopted the following *Records Retention Policy*.

1. Association Records may be maintained in paper format and/or in an electronic format that can be readily transferred to paper.
2. Association Records shall be retained for the durations listed below:
 - a. certificate of formation or articles of incorporation, bylaws, restrictive covenants, other dedicatory instruments and any amendments to same shall be retained permanently;
 - b. financial books and records, including annual budgets, reserve studies, monthly financial statements and bank statements, shall be retained for seven (7) years;
 - c. account records of current owners shall be retained for five (5) years;
 - d. contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term;
 - e. minutes of meetings of the owners and the Board shall be retained for seven (7) years after the date of the meeting;
 - f. tax returns and audit records shall be retained for seven (7) years after the last date of the return or audit year.
3. Any records not described above may be retained for the duration deemed to be useful to the purpose of the Association, in the discretion of the Board, its attorney or its managing agent.

RP-2023-80565

4. Upon expiration of the retention period listed above, the Records shall no longer be considered Association records and may be destroyed, discarded, deleted, purged or otherwise eliminated.

This Policy is effective upon recordation in the Public Records of Harris County, and supersedes any policy regarding document retention which may have previously been in effect. Except as affected by Section 82.1141 of the TEXAS PROPERTY CODE and/or by this Policy, all other provisions contained in the Declaration or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 14th day of February, 2023.

Alice S. Herd

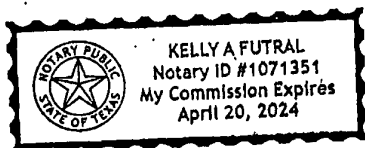
President - The Sugar Hill Townhomes Association, Inc.

STATE OF TEXAS §

COUNTY OF HARRIS §

Before me, the undersigned authority, on this day personally appeared Alice Herd, President of The Sugar Hill Townhomes Association, Inc., a Texas nonprofit corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that she/he had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 14th day of February, 2023.



Kelly Futral
Notary Public, State of Texas

RP-2023-80565

SECRETARY'S CERTIFICATE OF FILING

I, Alice Herd, certify that:

I am the duly qualified and acting secretary for The Sugar Hill Townhomes Association, Inc., a duly organized and existing Texas non-profit corporation.

The attached instruments are true copies of unrecorded Dedicatory Instruments, as that term is defined by Section 82.003(11-a) of the TEXAS PROPERTY CODE, pertaining to The Sugar Hill Townhomes Association, Inc.

The attached instruments are being presented for recording in the Official Public Records of Harris County, Texas, pursuant to Section 82.1141 of the TEXAS PROPERTY CODE.

Dated: 2/14/23

Alice S. Herd, Secretary
The Sugar Hill Townhomes Association, Inc.

RP-2023-80565

RP-2023-80565

RP-2023-80565
Pages 4
03/08/2023 11:19 AM
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

THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.
RECORDS PRODUCTION POLICY

STATE OF TEXAS §
 § KNOW ALL PERSONS BY THESE PRESENTS:
COUNTY OF HARRIS §

WHEREAS, The Sugar Hill Townhomes Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Condominium Declaration for The Sugar Hill (referred to collectively as the "Declaration"); and

WHEREAS, Section 82.114 (b) of the TEXAS PROPERTY CODE was amended effective September 1, 2021 and the additions of Section 82.1141 of the TEXAS PROPERTY CODE, regarding owner access to Association documents and records ("Records"); and

WHEREAS, the Board of Managers of the Association desires to establish a policy for records production consistent with Sections 82.114 and 82.1141 of the TEXAS PROPERTY CODE and to provide clear and definitive guidance to unit owners.

NOW, THEREFORE, the Board has duly adopted the following *Records Production Policy*.

1. Association Records shall be reasonably available to every unit owner. A unit owner may also provide written authorization to any other person (such as an attorney, certified public accountant, or agent for the owner) they designate in writing for this purpose.

2. A Unit Owner, or their authorized agent as described in section 1, must submit a written request for access to or copies of Records. The request must:

- a. be sent by certified mail to the Association's address as reflected in its most recent Management Certificate filed in the County public records;
- b. contain sufficient detail to identify this specific Records being requested; and
- c. indicate whether the owner or their agent would like to inspect the records before possibly obtaining copies or if copies of the specified Records should be forwarded. If forwarded, the written request must indicate the format, delivery method and address:
 - i. format: electronic files, compact disk or paper copies
 - ii. delivery method: email, certified mail or pick-up.
- d. Account records of current owners shall be retained for five (5) years.

3. Within ten (10) business days of receipt of the request specified in Section 2 above, the Association shall provide:

- a. the requested Records, if copies were requested and any required advance

RP-2023-164302

- b. payment had been made; or
- b. a written notice that the Records are available and offer dates and times when the Records may be inspected by the owner or their authorized agent during normal business hours at the office of the Association; or
- c. a written notice that the requested Records are available for delivery once a payment of the cost to produce the records is made and stating the cost thereof; or
- d. a written notice that a request for delivery does not contain sufficient information to specify the Records desired, the format, the delivery method and the delivery address; or
- e. a written notice that the requested Records cannot be produced within ten (10) business days but will be available within fifteen (15) additional business days from the date of the notice and payment of the cost to produce the records is made and stating the cost thereof.

4. The following Association Records are not available for inspection by a Unit Owner or their authorized agent:

- a. the financial records associated with an individual unit owner, other than the requester; and
- b. deed restriction violation details for an individual unit owner, other than the requester; and
- c. personal information, including contact information other than an address for an individual unit owner, other than the requester;
- d. information related to an employee of the association; and
- e. attorney files and records relating to the association.

5. The information in a, b and c above will be released if the Association receives express written approval from the other unit owner whose records are the subject of the request for inspection or a court order.

6. Association Records may be maintained in paper format and/or in an electronic format.

7. If a request is made to inspect Records and certain Records are maintained in electronic format, the Unit Owner or their authorized agent will be given access to equipment to view the electronic records. Association shall not be required to transfer such electronic records to paper format unless the Unit Owner or their authorized agent agrees to pay the cost of producing such copies.

8. If a Unit Owner or their authorized agent inspecting the Records requests copies of certain Record(s) during the inspection, Association shall provide them promptly, if possible, but no later than ten (10) business days after the inspection or payment of costs, whichever is later.

9. The Unit Owner is responsible for all costs associated with a request under this

Policy, including but not limited to copies, postage, supplies, labor, overhead and third party. Fees (such as archive document retrieval fees from off-site storage location) as listed below:

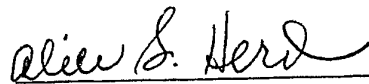
- a. black and white 8.5"x11" single sided copies...\$0.25 each
- b. black and white 8.5"x11" double sided copies...\$0.50 each
- c. color 8.5"x11" single sided copies...\$2.00 each
- d. color 8.5"x11" double sided copies...\$4.00 each
- e. PDF images of documents...\$0.25 per page
- f. compact disk...\$2.00 each
- g. labor and overhead...\$18.00 per hour
- h. mailing supplies...\$1.00 per mailing
- i. postage...at cost
- j. other supplies and materials...at cost
- k. third party fees...at cost.

10. Any costs associated with a Records request must be paid in advance of delivery to the Unit Owner or their authorized agent. A Unit Owner who makes a request for Records and subsequently declines to accept delivery will be liable for payment of all costs incurred under this Policy.

11. If the Unit Owner fails to pay the total amount invoiced within thirty (30) days after the date a statement is mailed to the Unit Owner, any unpaid balance will be added to the Unit Owner's account as an assessment.

This Policy is effective upon adoption and recordation in the Public Records of Harris County, Texas and supersedes any policy regarding records production which may have previously been in effect. Except as affected by Sections 82.114 and 82.1141 of the TEXAS PROPERTY CODE and/or by this Policy, all other provisions contained in the Declaration or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 11 day of April, 2023



President - The Sugar Hill Townhomes
Association, Inc.

RP-2023-164302

STATE OF TEXAS

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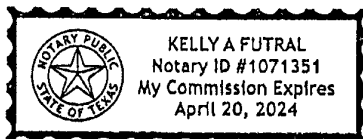
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COUNTY OF HARRIS

§

Before me, the undersigned authority, on this day personally appeared Alice Head, President of The Sugar Hill Townhomes Association, Inc., a Texas nonprofit corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that she/he had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 11 day of April 2023



Kelly Futral
Notary Public, State of Texas

RP-2023-164302

SECRETARY'S CERTIFICATE OF FILING

I, Julie Thies, certify that:

I am the duly qualified and acting secretary for The Sugar Hill Townhomes Association, Inc., a duly organized and existing Texas non-profit corporation.

The attached instruments are true copies of unrecorded Dedicatory Instruments, as that term is defined by Section 82.003(11-a) of the TEXAS PROPERTY CODE, pertaining to The Sugar Hill Townhomes Association, Inc.

The attached instruments are being presented for recording in the Official Public Records of Harris County, Texas, pursuant to Section 82.1141 of the TEXAS PROPERTY CODE.

Dated: 4/11/2023

Julie Thies, Secretary
The Sugar Hill Townhomes Association, Inc.

RP-2023-164302

RP-2023-164302

RP-2023-164302
Pages 6
05/05/2023 03:31 PM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$34.00

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

CERTIFICATE OF CORPORATE RESOLUTION
THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.
(POLICY REGARDING PET/ANIMAL REGISTRATION)

The undersigned, being an officer of The Sugar Hill Townhomes Association, Inc., a Texas non-profit corporation, the corporation set forth and described in that certain "Condominium Declaration for The Sugar Hill" recorded in Volume 56, Page 25 of the Condominium Records of Harris County, Texas and any and all amendments thereto (said recorded document and all exhibits and amendments thereto being referred to as "Declaration"), the undersigned officer does hereby certify that at a regular meeting of the Board of Directors of the Association held on February 17, 2026, with at least a majority of the Board of Directors being present, the "Policy Regarding Pet/Animal Registration" attached hereto as Exhibit "A" was adopted and approved by the Board of Directors.

IN WITNESS WHEREOF, the undersigned has hereunto set his hand and at Houston, Texas, this 17th day of February, 2026.

THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.,
a Texas non-profit corporation

By: Mark McQuillan
Print Name: Mark McQuillan
Title: President

RP-2026-69688

STATE OF TEXAS

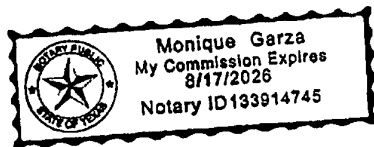
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COUNTY OF HARRIS

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This instrument was acknowledged before me on this 17th day of February 2026, by Mark McQuillan, President of The Sugar Hill Townhomes Association, Inc., a Texas non-profit corporation, on behalf of said corporation.



Monique Garza
Notary Public - State of Texas

RP-2026-69688

EXHIBIT "A"

**THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.
POLICY REGARDING PET/ANIMAL REGISTRATION**

1. All pets and/or animals residing in a Unit at Sugar Hill Townhomes must be registered with the Association and/or the Association's managing agent. For the purposes of this Policy, a pet or animal shall be deemed to be residing in Unit if said pet or animal is at the Unit and/or at Sugar Hill Townhomes for more than five (5) days per month.
2. In order to register a pet or animal, the Owner must provide the Association and/or the Association's managing agent with the following information in writing within ten (10) days of the date said pet or animal arrives at the Owner's Unit and/or begins residing at the Owner's Unit:
 - a. Pet type (i.e., dog, cat, bird, etc.);
 - b. Pet size and/or weight; and
 - c. Breed and color; and
 - d. Age.
3. An Owner shall notify the Association and/or the Association's managing agent not later than the tenth (10th) day after the date the Owner has notice of a change in any of the information required by Paragraph 1, and shall provide the information on request by the Association or the Association's managing agent from time to time. It shall be the responsibility of the Owner to ensure that the occupants of the Owner's Unit are aware of this Policy and comply with same.
4. Owners in violation of this Policy shall be subject to fines levied in accordance with the Association's dedicatory instruments and the provisions of Section 28.102 of the TEXAS PROPERTY CODE, as same currently exist or as may be amended from time to time. In addition to the foregoing, in the event this Policy is violated the Association may bring an action at law for declaratory and/or injunctive relief with any court of competent jurisdiction, or seek any other remedy allowed by law. In any event, the Association shall be entitled to seek and collect reasonable attorney fees, costs, and expenses incurred in the enforcement of this Policy.
5. The "Effective Date" of this Policy shall be the date same is duly recorded in the Official Public Records of Harris County, Texas.
6. The information described in Paragraph 1 for any and all pets or animals residing in a Unit at Sugar Hill Townhomes as of the Effective Date must be provided in writing to the Association and/or the Association's managing agent within thirty (30) days of the Effective Date.

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Pages 4
02/25/2026 10:33 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$33.00

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.

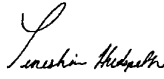
Any provision herein which restricts the sale, rental, or
use of the described real property because of color or
race is invalid and unenforceable under federal law.

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.




COUNTY CLERK
HARRIS COUNTY, TEXAS

CERTIFICATE OF CORPORATE RESOLUTION
THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.
(POLICY REGARDING TENANT/OCCUPANT INFORMATION)

The undersigned, being an officer of The Sugar Hill Townhomes Association, Inc., a Texas non-profit corporation, the corporation set forth and described in that certain "Condominium Declaration for The Sugar Hill" recorded in Volume 56, Page 25 of the Condominium Records of Harris County, Texas and any and all amendments thereto (said recorded document and all exhibits and amendments thereto being referred to as "Declaration"), the undersigned officer does hereby certify that at a regular meeting of the Board of Directors of the Association held on February 17, 2026, with at least a majority of the Board of Directors being present, the "Policy Regarding Tenant/Occupant Information" attached hereto as Exhibit "A" was adopted and approved by the Board of Directors.

IN WITNESS WHEREOF, the undersigned has hereunto set his hand and at Houston, Texas, this 17th day of February, 2026.

THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.,
a Texas non-profit corporation

By: Mark McQuinn
Print Name: Mark McQuinn
Title: President

RP-2026-69689

STATE OF TEXAS

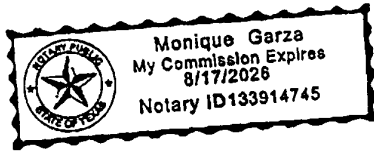
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§

COUNTY OF HARRIS

§

This instrument was acknowledged before me on this 17th day of February 2026, by Mark McQuillan, President of The Sugar Hill Townhomes Association, Inc., a Texas non-profit corporation, on behalf of said corporation.



Monique Garza
Notary Public State of Texas

RP-2026-69689

EXHIBIT "A"

**THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.
POLICY REGARDING TENANT/OCCUPANT INFORMATION**

1. Not later than the thirtieth (30th) day after the date an Owner leases a Unit to a tenant or the Unit is occupied by any person other than the Owner, the Owner shall provide the Association and/or the Association's managing agent with the following:
 - a. As required by Section 82.114(e)(3) of the TEXAS PROPERTY CODE, the name, address, and telephone number of any person occupying the Unit other than the Owner;
 - b. As required by Section 82.114(e)(4) of the TEXAS PROPERTY CODE, the name, address, and telephone number of any person managing the Unit as agent of the Owner; and
 - c. Any additional information, such as e-mail addresses, cell phone numbers, facsimile numbers, or any other standard and widely used methods of communication, that could be used to contact and/or communicate with the persons occupying the Unit.
2. Pursuant to Section 82.114(f) of the TEXAS PROPERTY CODE, an Owner shall notify the Association and/or the Association's managing agent not later than the thirtieth (30th) day after the date the Owner has notice of a change in any of the information required by Paragraph 1, and shall provide the information on request by the Association or the Association's managing agent from time to time.
3. Owners in violation of this Policy shall be subject to fines levied in accordance with the Association's dedicatory instruments and the provisions of Section 28.102 of the TEXAS PROPERTY CODE, as same currently exist or as may be amended from time to time. In addition to the foregoing, in the event this Policy is violated the Association may bring an action at law for declaratory and/or injunctive relief with any court of competent jurisdiction, or seek any other remedy allowed by law. In any event, the Association shall be entitled to seek and collect reasonable attorney fees, costs, and expenses incurred in the enforcement of this Policy.
4. The "Effective Date" of this Policy shall be the date same is duly recorded in the Official Public Records of Harris County, Texas.
5. The information described in Paragraph 1 for any and all tenants or occupants of a Unit at Sugar Hill Townhomes as of the Effective Date must be provided in writing to the Association and/or the Association's managing agent within thirty (30) days of the Effective Date.

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race is invalid and unenforceable under federal law.
THE STATE OF TEXAS
COUNTY OF HARRIS
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Teneshia Hudspeth
COUNTY CLERK
HARRIS COUNTY, TEXAS