

INSTRUMENT TO RECORD DEDICATORY INSTRUMENTS

*Notice*

*1-00*

This instrument is being recorded by the Glendower Court Property Owners' Association, a Texas non-profit corporation (the "Association"), pursuant to Section 202.006 of the Texas Property Code.

Section 202.006 of the Texas Property Code required a Property Owners' Association to record each dedicatory instrument in the real property records of the County in which the property to which the dedicatory instrument relates is located, if such instrument has not previously been recorded; and

In addition to the dedicatory instruments currently of record, the Association is subject to the following additional dedicatory instruments which have not been previously recorded, to-wit:

1. Certificate of Incorporation of the Association; and
2. Articles of Incorporation of the Association; and
3. Bylaws of the Association.

Pursuant to Section 202.006 of the Texas Property Code, the Association does hereby record such additional dedicatory instruments, a copy of each of which is attached hereto. The dedicatory instruments attached hereto are subject to amendment pursuant to the amendatory procedures applicable thereto.

EXECUTED as of the 2nd day of December, 2011.

GLENDOWER COURT PROPERTY OWNERS' ASSOCIATION  
 By Lynn Baird, Secretary  
 Lynn Baird, Secretary

*M*

STATE OF TEXAS

COUNTY OF HARRIS

This instrument was acknowledged before me on the 29th day of December, 2011, by Lynn Baird, Secretary of Glendower Court Property Owners' Association, a Texas non-profit corporation for and on behalf of said corporation.



*[Signature]*  
 Notary Public in and for  
 The State of Texas

This document is being recorded as a COURTESY ONLY by Butler & Hailey, P.C., without review and without liability, expressed or implied.

Return to:  
 Butler & Hailey, P.C.  
 8901 Gaylord Street, Suite 100  
 Houston, Texas 77024



**OFFICE OF THE SECRETARY OF STATE**  
**CERTIFICATE OF INCORPORATION**  
**OF**

**GLENDOWER COURT PROPERTY OWNERS' ASSOCIATION**

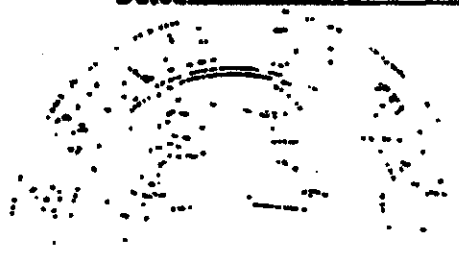
---

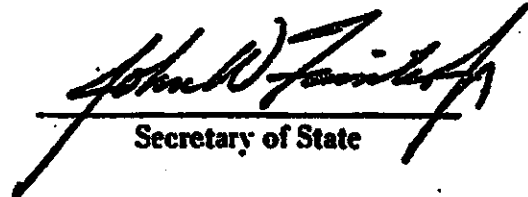
**CHARTER NUMBER 692797**

The undersigned, as Secretary of State of the State of Texas, hereby certifies that duplicate originals of Articles of Incorporation for the above corporation duly signed and verified pursuant to the provisions of the Texas Non-Profit Corporation Act, have been received in this office and are found to conform to law.

**ACCORDINGLY** the undersigned, as such Secretary of State, and by virtue of the authority vested in him by law, hereby issues this Certificate of Incorporation and attaches hereto a duplicate original of the Articles of Incorporation.

Dated FEB. 24, 1984



  
Secretary of State

DA

FILED  
In the Office of the  
Secretary of State, Texas

FEB 24 1984

Clerk A  
Corporations Section

ARTICLES OF INCORPORATION

OF

GLENDOWER COURT PROPERTY OWNERS' ASSOCIATION

Article One

The name of the Corporation is GLENDOWER COURT PROPERTY OWNERS' ASSOCIATION.

Article Two

The Corporation is a non-profit corporation.

Article Three

The period of its duration is perpetual.

Article Four

The purpose or purposes for which the Corporation is organized are:

To engage in charitable, educational and recreational activities within the meaning of Section 501(c)(4) of the Internal Revenue Code of 1954, for the benefit of the general public and the inhabitants of those certain urban geographical areas and communities in Houston, Harris County, Texas, bounded as follows: Westheimer Road on the South, the easternmost portions of the lots fronting on the eastern side of Kingston Drive on the East, the northernmost portions of the lots fronting on the northern side of Indiana Avenue or Avalon Place on the North, and the westernmost portions of the lots fronting on the western side of Westgate Drive, hereinafter referred to as Glendower Court or the "Community". More particularly with respect to the foregoing, the Corporation is organized for the following purpose or purposes:

To develop, maintain, improve or beautify parks, streets, walkways, sewers, public buildings or vacant and

undeveloped areas, to urge Community residents to clean and repair private property, to provide general information on methods of counteracting housing and community deterioration and ways of improving homes and the community in general, to sponsor yard, street and park clean-up campaigns, to take surveys to determine the adequacy of schools, parks, street lights, recreational facilities and other community amenities and services, to support programs directed at achieving reasonable population density standards in relation to community resources, to support programs designed to improve, expand, or supplement existing services and amenities to the community, to generate interest in and support for, and to promote museums, hospitals, charitable institutions, cultural activities and events.

To promote, foster, encourage and sponsor discussion groups, forums, panels, lectures, public meetings, programs and activities for the free and open discussion of civic and social topics of interest and benefit to the community.

To discover and correct abuses to areas of common interest within the community, to prevent or adjust controversies, and to serve as liaison and provide support and information for governmental units with respect to community affairs, provided, however, that no substantial part of the activities of the Corporation shall be devoted to: (i) attempting to influence legislation by propaganda or otherwise, or (ii) participating or interfering directly or indirectly in any political campaign on behalf of, or in opposition to any candidate for public office.

In general to take such other action within the Community as will (i) improve the quality of life within the Community, (ii) promote and foster friendship, goodwill and community spirit, (iii) lessen community tension, (iv) combat community deterioration, (v) educate and inform citizens on topics of interest and concern to the community, (vi) promote good government and good citizenship, and (vii) relieve and lessen the burdens of government.

To do and exercise all powers necessary, suitable or proper for the accomplishment of any or all of the objects hereinabove enumerated, to accept and administer gifts, donations and bequests, whether of money, personal property or real estate, and otherwise to accumulate, administer and disburse funds to advance and achieve any of the above-mentioned purposes. Neither any donation made the Corporation nor any fund or property arising therefrom, in

whatever form it may take, shall be diverted from the purposes herein set out.

Article Five

The street address of the initial registered office of the Corporation is 2216 Salisbury Lane, Houston, Texas 77019, and the name of its initial registered agent at such address is VIRGINIA ELVERSON WELCH.

Article Six

The number of directors constituting the initial board of directors is five (5) and the names and addresses of the persons who are to serve as the initial directors are:

Virginia Elverson Welch	2216 Salisbury Lane Houston, Texas 77019
Sue Rowan Pittman	2225 Devonshire Lane Houston, Texas 77019
Barry E. Reese	2118 Westgate Drive Houston, Texas 77019
Robert E. Reed	2302 Indiana Avenue Houston, Texas 77019
Larry R. Veselka	2207 Salisbury Lane Houston, Texas 77019

Article Seven

The name and street address of each incorporator is:

Virginia Elverson Welch	2216 Salisbury Lane Houston, Texas 77019
Sue Rowan Pittman	2225 Devonshire Lane Houston, Texas 77019
Barry E. Reese	2118 Westgate Drive Houston, Texas 77019

Robert E. Reed

2302 Indiana Avenue  
Houston, Texas 77019

Larry R. Veselka

2207 Salisbury Lane  
Houston, Texas 77019

Virginia Elverson Welch  
Virginia Elverson Welch, President

Sue Rowan Pittman  
Sue Rowan Pittman, Vice President

Barry E. Reese, Secretary

Robert E. Reed  
Robert E. Reed, Treasurer

Larry R. Veselka  
Larry R. Veselka, Parliamentarian

THE STATE OF TEXAS X  
                                  X  
COUNTY OF HARRIS X

BEFORE ME, a notary public, on this day personally appeared VIRGINIA ELVERSON WELCH, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, on her oath stated that the statements therein contained are true and correct.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 20th day of February, 1984.

Mildred Willson  
Notary Public in and for  
the State of TEXAS


My Commission Expires:

Mildred Willson, Notary Public  
State of Texas  
My commission expires 5/31/85

THE STATE OF TEXAS X  
  X  
COUNTY OF HARRIS X

BEFORE ME, a notary public, on this day personally  
appeared SUE ROWAN PITTMAN, known to me to be the person  
whose name is subscribed to the foregoing document and,  
being by me first duly sworn, on her oath stated that the  
statements therein contained are true and correct.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 20<sup>th</sup> day of  
February, 1984.

  
\_\_\_\_\_  
Notary Public in and for  
the State of TEXAS

My Commission Expires:  
5-27-84

THE STATE OF TEXAS X  
  X  
COUNTY OF HARRIS X

BEFORE ME, a notary public, on this day personally  
appeared BARRY E. REESE, known to me to be the person whose  
name is subscribed to the foregoing document and, being by  
me first duly sworn, on his oath stated that the statements  
therein contained are true and correct.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 20<sup>th</sup> day of  
February, 1984.

  
\_\_\_\_\_  
Notary Public in and for  
the State of TEXAS

My Commission Expires:  
5-27-84

THE STATE OF TEXAS X  
 COUNTY OF HARRIS X

BEFORE ME, a notary public, on this day personally appeared ROBERT E. REED known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, on his oath stated that the statements therein contained are true and correct.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 20 day of February, 1984.

  
 Notary Public in and for  
 the State of T E X A S

My Commission Expires:  
8/3/85

THE STATE OF TEXAS X  
 COUNTY OF HARRIS X

BEFORE ME, a notary public, on this day personally appeared LARRY R. VESELKA known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, on his oath stated that the statements therein contained are true and correct.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 17<sup>th</sup> day of February, 1984.

  
 Notary Public in and for  
 the State of T E X A S

My Commission Expires:  
08-01-85

**DONNA PERKINS**  
 Notary Public in and for the State of Texas  
 My Commission Expires August 1, 1985



**GLENDOWER COURT PROPERTY OWNERS' ASSOCIATION**  
**RECORDS PRODUCTION POLICY**

This Records Production Policy was approved by the board of Directors for the Glendower Court Property Owners' Association, on the 28<sup>th</sup> day of December, 2011.

**I. Copies of Association records will be available to all Owners upon their proper request and at their own expense. A proper request:**

- a. is sent certified mail to the Association's address as reflected in its most recent management certificate;
- b. is from an Owner, or the Owner's agent, attorney, or certified public accountant; and
- c. contains sufficient detail to identify the records being requested.

**II. Owners may request to inspect the books and records or may request copies of specific records.**

- If the owner makes a request to inspect the books and records, then the Association will respond within **10 business days** of the request, providing the dates and times the records will be made available and the location of the records. The Association and the owner shall arrange for a mutually agreeable time to conduct the inspection. The Association shall provide the owner with copies of specific documents upon the owner paying the Association the cost thereof.
- If an owner makes a request for copies of specific records, and the Association can provide the records easily or with no cost, then the Association will provide the records to the owner within 10 business days of the owner's request.
- If the owner makes a request for copies of specific records, the Association shall send a response letter advising on the date that the records will be made available (within **15 business days**) and the cost the owner must pay before the records will be provided. Upon paying the cost to provide the records, the Association shall provide the records to the owner.

**III. The Association hereby adopts the following schedule of costs:**

<u>COPIES</u>	10 cents per page, for a regular 8.5" x 11" page
	50 cents per page, for pages 11" x 17" or greater
	actual cost, for specialty paper (color, photograph, map, etc.)
	1.00 for each CD or audio cassette
	3.00 for each DVD

**LABOR** \$25.00 per hour for actual time to locate, compile and reproduce the records (To be charged only if request is greater than 50 pages in length)

**OVERHEAD** 20% of the total labor charge records (To be charged only if request is greater than 50 pages in length)

**MATERIALS** actual costs of labels, boxes, folders, and other supplies used in producing the records, along with postage for mailing the records

**IV. The Association hereby adopts the following form of response to Owners who request to inspect the Association's Books and Records:**

**GLENDOWER COURT PROPERTY OWNERS' ASSOCIATION**  
**RESPONSE TO REQUEST FOR ASSOCIATION RECORDS**

Dear Homeowner:

On [date: \_\_\_\_\_], the Glendower Court Property Owners' Association received your request to inspect the books and records of the Association. The books and records of the Association are available for you to inspect on regular business days, between the hours of 9 a.m. and 5 p.m. at [location: \_\_\_\_\_].

Please contact us to arrange for a mutually agreeable time for you to come and inspect the books and records. Please be advised that if you desire copies of specific records during or after the inspection, you must first pay the associated costs before the copies will be provided to you. A schedule of costs is included with this response.

Very Truly Yours,

Glendower Court Property Owners' Association

- V. **The Association hereby adopts the following form of response to Owners who request copies of specific records:**

**GLENDOWER COURT PROPERTY OWNERS' ASSOCIATION**  
**RESPONSE TO REQUEST FOR ASSOCIATION RECORDS**

Dear Homeowner:

On [date: \_\_\_\_\_], the Glendower Court Property Owners' Association received your request for copies of specific Association records. We are unable to provide you with the requested records within 10 business days of your request. However, the requested records will be available to you no later than 15 business days after the date of this response.

In order to obtain the records you must first pay the Association the cost of providing the records to you. The estimated cost to obtain the records you requested is \$\_\_\_\_\_. Upon receiving payment, the Association will mail the requested documents to you. You may also make payment and pick up the documents in person at the office of \_\_\_\_\_.

Please contact us to make arrangements.

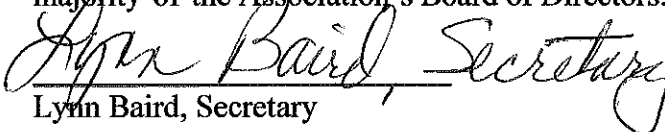
Very Truly Yours,

Glendower Court Property Owners' Association

- VI. **If the estimated cost provided to the Owner is more or less than the actual cost of producing the documents, the Association shall, within 30 days after providing the records, submit to the owner either an invoice for additional amounts owed or a refund of the overages paid by the Owner.**
- VII. **Unless authorized in writing or by court order, the Association will not provide copies of any records that contain the personal information of an owner, including restriction violations, delinquent assessments, financial information, and contact information.**

**GLENDOWER COURT PROPERTY OWNERS' ASSOCIATION**  
**CERTIFICATION**

"I, the undersigned, being the Secretary of the Glendower Court Property Owners' Association, Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association's Board of Directors."

  
Lynn Baird, Secretary

ACKNOWLEDGEMENT

STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS       §

This instrument was acknowledged before me on December 29<sup>th</sup>, 2011, by Lynn Baird, Secretary of Glendower Court Property Owners' Association, a Texas non-profit corporation, on behalf of said corporation.

  
\_\_\_\_\_  
Notary Public in and for the  
State of Texas

My commission expires:  
June 29, 2013.\_\_\_\_\_



**GLENDOWER COURT PROPERTY OWNERS' ASSOCIATION**

**PAYMENT PLAN POLICY**

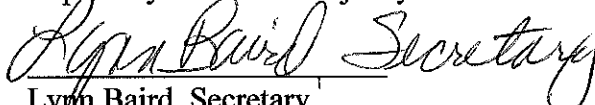
This payment plan policy was approved by the board of Directors for the Glendower Court Property Owners' Association, on the 28<sup>th</sup> day of December, 2011.

- 1) Owners are entitled to one approved payment plan to pay their annual assessments.
- 2) All payment plans require a down payment and monthly payments.
- 3) Upon request, all Owners are automatically approved for a payment plan consisting of 40% down, with the balance paid off in 3 equal monthly installments.
- 4) If an owner defaults on the payment plan, the payment plan is automatically terminated and the Association is not obligated to make another payment plan with the owner for the next two years.
- 5) Alternative payment plan proposals must be submitted to and approved by the Association. The Association is not obligated to approve alternative payment plan proposals. No payment plan may be shorter than 3 months or longer than 18 months.
- 6) The Association cannot charge late fees during the course of a payment plan, but can charge interest at the rate it is entitled to under its Governing Documents and can charge reasonable costs of administering the payment plan. The term of a payment plan cannot be less than 3 months or more than 18 months.

**GLENDOWER COURT PROPERTY OWNERS' ASSOCIATION**

**CERTIFICATION**

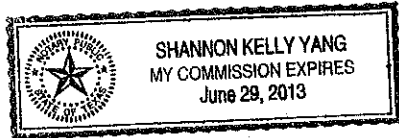
"I, the undersigned, being the Secretary of the Glendower Court Property Owners' Association, hereby certify that the foregoing Resolution was adopted by at least a majority of the Association's board of Directors."

  
Lynn Baird, Secretary

ACKNOWLEDGEMENT

STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS       §

This instrument was acknowledged before me on December 29th, 2011, by Lynn Baird, Secretary of Glendower Court Property Owners' Association, a Texas non-profit corporation, on behalf of said corporation.



A handwritten signature in black ink, appearing to be "Shannon Kelly Yang", written over a horizontal line.

Notary Public in and for the  
State of Texas

My commission expires:

June 29, 2013.

# GLENDOWER COURT PROPERTY OWNERS' ASSOCIATION

## RECORDS RETENTION POLICY

This Records Retention Policy was approved by the Board of Directors for Glendower Court Property Owners' Association, as of the 28<sup>th</sup> day of December, 2011.

Glendower Court Property Owner's Association (hereinafter referred to as the "Association") shall maintain its records as follows:

<b>RECORD</b>	<b>RETENTION PERIOD</b>
Certificate of Formation/Articles of Incorporation, Bylaws, Declarations, Rules & Policies, and all amendments to those documents.	PERMANENT
Association Tax Returns and Tax Audits	Seven (7) Years
Financial Books and Records	Seven (7) Years
Account Records of Current Owners	Five (5) Years
Contracts with a term of more than one year	Four (4) Years
Minutes of Member Meetings and Board Meetings	Seven (7) Years

Records not listed above are not subject to retention. Upon expiration of the retention date, the applicable records will be considered not maintained as a part of the Association books and records.

### CERTIFICATION


I, the undersigned, being the Secretary of Glendower Court Property Owners' Association, hereby certify that the foregoing Records Retention Policy was adopted by the Association's Board of Directors.

  
Lynn Baird, Secretary

ACKNOWLEDGEMENT

STATE OF TEXAS       §  
                                  §  
COUNTY OF HARRIS   §

This instrument was acknowledged before me on December 29th, 2011, by Lynn Baird, Secretary of Glendower Court Property Owners' Association, a Texas non-profit corporation, on behalf of said corporation.

  
Notary Public in and for the  
State of Texas

My commission expires:

June 29, 2013.



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.

DEC 30 2011



*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

2011 DEC 30 PM 1:57

FILED

**RECORDER'S MEMORANDUM:**  
At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.