

HUNTERS POINT PROPERTY OWNERS ASSOCIATION

Policy Resolution: Document Approval & Adoption

Purpose: To provide a guideline whereby the documents adopted by the Hunters Point Property Owners Association (the "HPPOA") can be created through collaboration using a consistent review process leading to approval by the Board or the neighborhood, if necessary.

Documents that require a vote of adoption by Owners include dedicatory instruments as per [Title 11 Chapter 209 Section 209.002](#) of the Texas Residential Property Owners Protection Act. Any changes to the HPPOA Bylaws or Deed Restrictions, including verbiage changes, require an Amendment to be approved by 67% of the Homeowners. Basic procedures for following Texas State Law, the Bylaws and Deed Restrictions of HPPOA are not required to be approved by the homeowners.

1. Upon recognizing a need for a written document, a property owner (the "Owner") or Board Member (the "Member") should submit the request for a document to be created (the "Request") to the Board of Directors (the "Board"). The Request should be submitted in writing delivering a general idea of the document's purpose. The Request should include the following elements:
 - a. Purpose or perceived need;
 - b. Examples of use;
 - c. If process or procedure, then the steps recommended to be included in the process or procedure and why.
2. Upon receipt of the Request, the Board will present the Request at the next scheduled Board meeting.
 - a. If the Board determines that a Request should move forward, the Request will be assigned to a Board member, an officer, or a committee of members (collectively, the "Drafters ") who will be tasked with drafting the document.
 - b. The Board will then determine an appropriate time frame for completion of the document including final review and/or neighborhood approval.
 - c. If the Board determines that the Request should not move forward, then the Secretary will document the reasons why in the minutes of the Board meeting and notify the Owner submitting the request.
3. The Drafters will:
 - a. Work together to draft the document;
 - b. Establish and maintain tracking of the document via Word and its document editing capabilities to manage activity on the document;
 - c. Make all reasonable efforts to adhere to the Board's set timelines;
 - d. Once a draft is completed, the drafters will submit the document to the Board for review.
4. To review the document, Board members will collectively agree on a reasonable time frame to review the documents as drafted and respond to the Drafters with comments and/or proposed revisions within that time.
5. After receipt of the agreed upon comments from all Board members, the Drafter will incorporate all changes agreed upon, produce a new draft and send the updated draft back to the Board for review.

6. At the next available Board meeting, the newest draft will be presented by the Drafter and reviewed by the Board with all comments available.
 - a. If the new draft is accepted by the Board, then the Drafter will update the document with all revisions, and the document will move forward to step 7.
 - b. If the new draft is not accepted by the Board, then steps 3 to 6 will be repeated until a document is accepted, or permanently withdrawn.
7. Within 15 days after acceptance and approval by the Board (completion of Step 6) the document will either be added to the policies of the Board or will be sent to Owners for review, if necessary, depending on the type of document being created (see above).
8. If the document being created is required to be voted on by the homeowners (e.g. Dedicatory Instrument Changes), when the document is sent out, notice will also be given that:
 - a. There will be a maximum 30-day review period for the Owners;
 - b. A meeting (the "Information meeting") is suggested to be held during the review period for open discussion and questions regarding the document. The date, time and location of the informational meeting will be included in the Notice of Meeting.
9. If the document is not a dedicatory instrument, then the Board can vote on adoption at the next Board meeting.
10. If the document is a dedicatory instrument, then at least ten (10) days prior to the next scheduled Owners' Meeting, the finalized document will be included with the Meeting Notice and Agenda or a Special Meeting may be called. The adoption of the document will be an Agenda item. Because the document will need to be voted upon at the Owners' meeting, the document name along with a general description of the document's content should be included on the absentee ballot.
 - a. If approved and adopted by the Owners at a general meeting, the document is recorded and maintained according to the properties of the document, such as recording with the County of Montgomery, or included in the HPPOA governing documents.

As adopted at a Board meeting of the HPPOA on September 21, 2023.

This policy is adopted under the following guidance:

Article III, Section (j) of the [Articles of Incorporation](#) of the Hunters Point Property Owners Association ("the HPPOA") empowers the HPPOA to, insofar as permitted by law, do any other thing that, in the opinion of the Board of Directors, will promote the recreation, health, safety and social welfare of the residents of the Properties; and

Article IV, Section 1 of the HPPOA [Bylaws](#) empower the management of the HPPOA to be conducted by the Board of Directors; and

The need to establish procedures for the equitable and uniform enforcement of the provisions of the recorded Covenants, Conditions, and Restrictions filed of record in the real property records of Montgomery County, Texas, affecting property located within that certain tract of property as defined in the Article II of the [Articles of Incorporation](#) of the HPPOA.