

1. *Sutton Square Community Association, Inc. Open Records Policy Resolution (File No. 20120373026);*
2. *Sutton Square Community Association, Inc. Record Retention Policy Resolution (File No. 20120373042);*
3. *Sutton Square Community Association, Inc. Guidelines for Display of Flags (File No. 20120373029);*
4. *Sutton Square Community Association, Inc. Guidelines for Roofing Materials (File No. 20120373030);*
5. *Sutton Square Community Association, Inc. Guidelines for Solar Energy Devices (File No. 20120373088);*
6. *Sutton Square Community Association, Inc. Guidelines for Rainwater Recovery Systems (File No. 20120373033);*
7. *Sutton Square Community Association, Inc. Guidelines for Display of Certain Religious Items (File No. 20120373032); and*
8. *Sutton Square Community Association, Inc. Payment Plan Policy Resolution (File No. 20120383406).*

NOTICE  
H

SECRETARY'S CERTIFICATE OF FILING

I, Robert Mc Cormick, certify that:

I am the duly qualified and acting secretary of Sutton Square Community 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 202.001 of the Texas Property Code, pertaining to Sutton Square Community Association, Inc.

The attached instruments are being presented for recording in the Official Public Records of Real Property of Harris County, Texas, pursuant to Section 202.006 of the Texas Property Code.

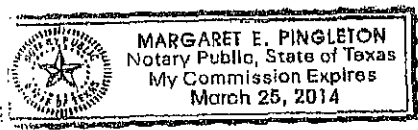
Dated: 6/16/12 Robert Mc Cormick  
Secretary  
Sutton Square Community Association, Inc.

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Er 035 - 41 - 2032

THE STATE OF TEXAS   §  
  §  
COUNTY OF HARRIS   §

This instrument was acknowledged before me on the 16th day of June, 2012, by Robert McCormick, President of Sutton Square Community Association, Inc., a Texas non-profit corporation, on behalf of said corporation.



Margaret E. Pingleton  
Notary Public in and for The State of Texas

AFTER RECORDING, RETURN TO:  
  
Bartley & Spears, P.C.  
14811 St. Mary's Lane, Suite 270  
Houston, Texas 77079

NOTICE  
H

SUTTON SQUARE COMMUNITY ASSOCIATION, INC.  
OPEN RECORDS POLICY RESOLUTION

STATE OF TEXAS

COUNTY OF HARRIS

WHEREAS, Sutton Square Community Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations"); and

WHEREAS, Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to amend Section 209.005 ("Section 209.005") thereto regarding owner access to Association documents and records ("Records"); and

WHEREAS, the Board of Directors of the Association ("Board") desires to establish a policy for records production consistent with Section 209.005 and to provide clear and definitive guidance to property owners,

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

1. Association Records shall be reasonably available to every owner. An owner may also provide access to Records to any other person (such as an attorney or CPA) they designate in writing as their agent for this purpose. To ensure a written designation is actually from the owner, the owner must include a copy of his/her photo ID or have the designation notarized.
2. An owner, or their agent as described in Section 1, must submit a written request for access to or copies of Records. The letter 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; and
  - b. contain sufficient detail to identify the specific Records being requested; and
  - c. indicate whether the owner or agent seeks only to inspect the Records or if the specified Records should be forwarded by the Association. If to be forwarded, the letter 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
3. Within ten (10) business days of receipt of the request specified in Section 2 above, the Association shall provide:

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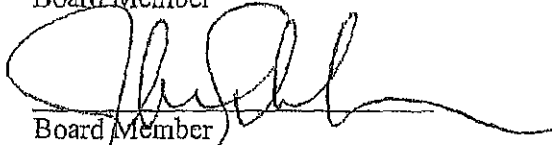
- a. the requested Records, if copies were requested and any required advance payment had been made; or
  - b. a written notice that the Records are available and offer dates and times when the Records may be inspected by the owner or their agent during normal business hours at the office of the Association; 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 owners or their agents:
- a. the financial records associated with an individual owner; and
  - b. deed restriction violation details for an individual owner; and
  - c. personal information, including contact information other than an address for an individual owner; and
  - d. attorney files and records in the possession of the attorney; and
  - e. Attorney-client privileged information in the possession of the Association.
5. Association Records may be maintained in paper format or in an electronic format. If a request is made to inspect Records and certain Records are maintained in electronic format, the owner or their 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 owner or their agent agrees to pay the cost of producing such copies.
6. If an owner or their agent inspecting Records requests copies of certain Records 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.

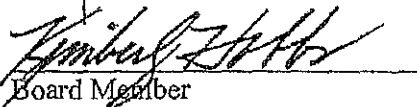
7. The owner is responsible for all costs associated with a request under this Policy, including but not limited to copies, postage, supplies, labor, overhead and third party. Fees (such as archive document retrieval fees from off-site storage locations) as listed below:
  - a. black and white 8.5 x11 single sided copies ... \$0.10 each
  - b. black and white 8.5 x11 double sided copies ... \$0.20 each
  - c. color 8.5 x11 single sided copies ... \$0.50 each
  - d. color 8.5 x11 double sided copies ... \$1.00 each
  - e. PDF images of documents ... \$0.10 per page
  - f. compact disk ... \$1.00 each
  - g. labor and overhead ... \$18.00 per hour
  - h. mailing supplies ... \$1.00 per mailing
  - i. postage ... at cost
  - j. other supplies ... at cost
  - k. third party fees ... at cost
8. Any costs associated with a Records request must be paid in advance of delivery by the owner or their agent. An owner who makes a request for Records and subsequently declines to accept delivery will be liable for payment of all costs under this Policy.
9. If the final invoice for costs incurred by the Association includes additional amounts and these amounts are not paid within thirty (30) days of the date of the invoice, the unpaid balance will be added to the owners account as an assessment under the Declaration.
10. All costs associated with fulfilling the request under this Policy will be paid by the Association's Managing Agent. All fees paid to the Association under this Policy will be reimbursed to the Associations' Managing Agent or paid directly to the Association's Managing Agent.

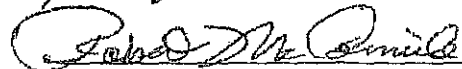
This Policy is effective upon adoption and recordation in the Public Records of Harris County, and supersedes any policy regarding open records which may have previously been in effect. Except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 29<sup>th</sup> day of June, 2012.

  
Board Member

  
Board Member

  
Board Member

  
Board Member

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20120373026  
# Pages 6  
08/16/2012 10:00:27 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
STAN STANART  
COUNTY CLERK  
Fees 32.00

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

NOTICE  
X

SECRETARY'S CERTIFICATE OF FILING

I, Robert M. McCormick, certify that:

I am the duly qualified and acting secretary of Sutton Square Community 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 202.001 of the Texas Property Code, pertaining to Sutton Square Community Association, Inc.

The attached instruments are being presented for recording in the Official Public Records of Real Property of Harris County, Texas, pursuant to Section 202.006 of the Texas Property Code.

Dated: 6/29/12

Robert M. McCormick  
Robert M. McCormick Secretary  
Sutton Square Community Association, Inc.

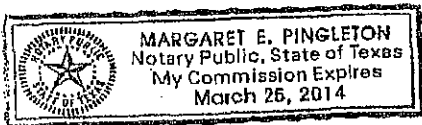
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THE STATE OF TEXAS §  
  §  
COUNTY OF HARRIS §

This instrument was acknowledged before me on the 29<sup>th</sup> day of June, 2012, by Robert M. McCormick, ~~President~~ of Sutton Square Community Association, Inc., a Texas non-profit corporation, on behalf of said corporation.

Secretary

Margaret E. Pingleton  
Notary Public in and for The State of Texas



AFTER RECORDING, RETURN TO:

Bartley & Spears, P.C.  
14811 St. Mary's Lane, Suite 270  
Houston, Texas 77079

E 035 - 41 - 2096



SUTTON SQUARE COMMUNITY ASSOCIATION, INC.  
RECORD RETENTION POLICY RESOLUTION

STATE OF TEXAS

COUNTY OF HARRIS

WHEREAS, Sutton Square Community Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations"); and

WHEREAS, Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005(m) ("Section 209.005") thereto regarding retention of Association documents and records ("Documents"); and

WHEREAS, the Board of Directors of the Association ("Board") desires to establish a policy for document retention consistent with Section 209.005 and to provide clear and definitive guidance to Owners.

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

1. Association Documents may be maintained in paper format or in an electronic format this can be readily transferred to paper.
2. Association Documents 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; and
  - b. financial books and records, including annual budgets, reserve studies, monthly financial statements and bank statements, shall be retained for seven (7) years; and
  - c. account records of current owners shall be retained for five (5) years; and
  - d. account records of former owners shall be retained for one (1) year after they no longer have an ownership interest in the property; and
  - e. contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term; and
  - f. minutes of meetings of the owners and the Board shall be retained for seven (7) years after the date of the meeting; and


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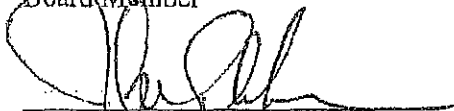
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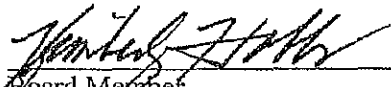
- g. tax returns and audit records shall be retained for seven (7) years after the last date of the return or audit year; and
- h. decisions of the of the Board regarding applications, variances, waivers or related matters associated with individual properties shall be retained for five (5) years from the decision date; and
- i. Any Documents 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.
- j. Upon expiration of the retention period listed above, the Documents and may be destroyed, discarded, deleted, purged or otherwise eliminated.

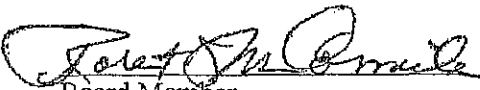
This Policy is effective upon adoption and recordation in the Public Records of Harris County, and supersedes any policy regarding record retention which may have previously been in effect. Except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 29<sup>th</sup> day of June, 2012.

  
Board Member

  
Board Member

  
Board Member

  
Board Member

L.A. 035 - 41 - 2099

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# Pages 4  
08/16/2012 10:04:43 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

NOTICE  
of

SECRETARY'S CERTIFICATE OF FILING

I, Robert McCormick certify that:

I am the duly qualified and acting secretary of Sutton Square Community 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 202.001 of the Texas Property Code, pertaining to Sutton Square Community Association, Inc.

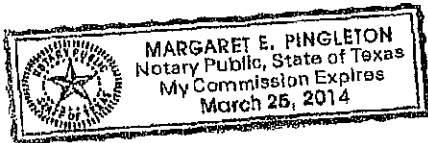
The attached instruments are being presented for recording in the Official Public Records of Real Property of Harris County, Texas, pursuant to Section 202.006 of the Texas Property Code.

Dated: 6/21/12 Robert McCormick  
Robert McCormick Secretary  
Sutton Square Community Association, Inc.

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THE STATE OF TEXAS       §  
  §  
COUNTY OF HARRIS       §

This instrument was acknowledged before me on the 21<sup>st</sup> day of June, 2012, by Robert McCormick, ~~President~~ Secretary of Sutton Square Community Association, Inc., a Texas non-profit corporation, on behalf of said corporation.



Margaret E. Pingleton  
Notary Public in and for The State of Texas

AFTER RECORDING, RETURN TO:

Bartley & Spears, P.C.  
14811 St. Mary's Lane, Suite 270  
Houston, Texas 77079

U35 - 41 - 2064

SUTTON SQUARE COMMUNITY ASSOCIATION, INC.  
GUIDELINES FOR DISPLAY OF FLAGS

STATE OF TEXAS

COUNTY OF HARRIS

WHEREAS, Sutton Square Community Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations"); and

WHEREAS, chapter 202 of the Texas Property Code was amended effective June 20, 2011, to add Section 202.011 ("Section 202.011") thereto regarding the display of flags; and

WHEREAS, the Board of Directors of the Association ("Board") has determined that in connection with maintaining the aesthetics and architectural harmony of the community, and to provide clear and definitive guidance regarding the display of flags therein, it is appropriate for the Association to adopt guidelines regarding the display of flags.

NOW, THEREFORE, the Board has duly adopted the following *Guidelines for Display of Flags* within the community.

1. These Guidelines apply to the display of ("Permitted Flags"):
  - a. the flag of the United States; and
  - b. the flag of the State of Texas; and
  - c. the official flag of any branch of the United States armed forces.
2. These Guidelines do not apply to any flags other than the Permitted Flags listed in Section 1 above including, but not limited to:
  - a. flags for schools, sports teams, businesses or foreign countries; or
  - b. flags with marketing, seasonal, historical, commemorative, nautical, political or religious themes; or
  - c. historical versions of flags permitted in Section 1 above.
3. Permitted Flags may be displayed subject to these guidelines. Advance written approval of the Association is required for any free-standing flagpole and any additional illumination associated with the display of Permitted Flags.

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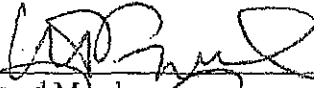
4. Permitted Flags must be displayed in a respectful manner in accordance with the current relevant federal, state or military code.
5. Permitted Flags must be displayed from a pole attached to a structure or to a free-standing pole. Permitted Flags may not be draped over or directly attached to structures. For example, a Permitted Flag may not be laid across a fence or stapled to a garage door.
6. Permitted Flags shall be no larger than three foot (3') by five foot (5') in size.
7. Only one Permitted Flag may be displayed on a flagpole attached to a structure. Up to two Permitted Flags may be displayed on an approved free-standing flagpole that is at least fourteen feet (14') tall.
8. Flagpoles must be constructed of permanent, long-lasting materials with an appropriate finish that is harmonious with the dwelling.
9. A flagpole attached to a structure may be up to six feet (6') long and must be securely attached with a bracket with an angle of 30 to 45 degrees down from vertical. The flagpole must be attached in such a manner as to not damage the structure. One attached flagpole is allowed on any portion of a structure facing a street and one attached flagpole is allowed on the rear or backyard portion of a structure. Brackets which accommodate multiple flagpoles are not allowed.
10. Free-standing flagpoles may be up to twenty feet (20') tall, including any ornamental caps. Free-standing flagpoles must be permanently installed in the ground according to manufacturer's instructions. One free-standing flagpole is allowed in the portion of the owner's property between the main residential dwelling and any street and one free-standing flagpole is allowed in the rear or backyard portion of a property.
11. Free-standing flagpoles may not be installed in any location described below:
  - a. in any location other than the Owner's property; or
  - b. within a ground utility easement or encroaching into an aerial easement; or
  - c. beyond the side or rear setback lines; or
  - d. beyond half the distance of the front setback line (for example, on a lot with a 30' front setback line, a flagpole may not be installed closer than 15' from the front property line); or closer to a dwelling on an adjacent lot than the height of the flagpole (for example, a 20' flagpole cannot be installed closer than 20' from an adjacent house).


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12. Lighting may be installed to illuminate Permitted Flags if they will be displayed at night and if existing ambient lighting does not provide proper illumination. Flag lighting must:
  - a. be ground mounted in the vicinity of the flag; and
  - b. utilize a fixture that screens the bulb and directs light in the intended direction with minimal spillover; and
  - c. point towards the flag and face the main structure on the property or to the center of the property if there is no structure; and
  - d. provide illumination not to exceed the equivalent of a 60 watt incandescent bulb.
13. Flagpoles must not generate unreasonable noise levels which would disturb the quiet enjoyment of other residents. Each flagpole owner should take steps to reduce noise levels by using vinyl or plastic snap hooks, installing snap hook covers or securing a loose halyard (rope) around the flagpole with a flagpole clasp.
14. Flagpoles are allowed solely for the purpose of displaying Permitted Flags. If a flagpole is no longer used on a daily basis, it must be removed.
15. All flags and flagpoles must be maintained in good condition. Deteriorated flags must be removed and promptly replaced. Deteriorated or structurally unsafe flagpoles must be promptly repaired, replaced or removed.

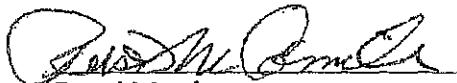
The guidelines are effective upon adoption and recordation in the Public Records of Harris County, and supersede any guidelines for display of flags which may have previously been in effect. Except as affected by Section 202.011 and/or by these guidelines, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 29<sup>th</sup> day of June, 2012.

  
Board Member

  
Board Member

  
Board Member

  
Board Member

035 - 41 - 2058



LR 035 - 41 - 2059

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# Pages 6  
08/16/2012 10:00:59 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
STAN STANART  
COUNTY CLERK  
Fees 32.00

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

NOTICE  
Y

SECRETARY'S CERTIFICATE OF FILING

I, Robert McCormick, certify that:

I am the duly qualified and acting secretary of Sutton Square Community 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 202.001 of the Texas Property Code, pertaining to Sutton Square Community Association, Inc.

The attached instruments are being presented for recording in the Official Public Records of Real Property of Harris County, Texas, pursuant to Section 202.006 of the Texas Property Code.

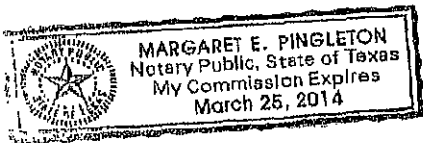
Dated: 6/29/12 \_\_\_\_\_  
Robert McCormick Secretary  
Sutton Square Community Association, Inc.

1EE  
1OR

THE STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS           §

This instrument was acknowledged before me on the 29th day of June, 2012, by Robert McCormick, ~~President~~ Secretary of Sutton Square Community Association, Inc., a Texas non-profit corporation, on behalf of said corporation.

Secretary



Margaret E. Pingleton  
Notary Public in and for The State of Texas

AFTER RECORDING, RETURN TO:

Bartley & Spears, P.C.  
14811 St. Mary's Lane, Suite 270  
Houston, Texas 77079

ER 035 - 41 - 2060

SUTTON SQUARE COMMUNITY ASSOCIATION, INC.  
GUIDELINES FOR ROOFING MATERIALS

STATE OF TEXAS

COUNTY OF HARRIS

WHEREAS, Sutton Square Community Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations"); and

WHEREAS, Chapter 202 of the Texas Property Code was amended effective June 20, 2011, to add Section 202.011 ("Section 202.011") thereto dealing with the regulation of roofing materials; and

WHEREAS, the Board of Directors of the Association ("Board") has determined that in connection with maintaining the aesthetics and architectural harmony of the community, and to provide clear and definitive guidance regarding roofing materials therein, it is appropriate for the Association to adopt guidelines regarding roofing materials within the community.

NOW, THEREFORE, the Board has duly adopted the following *Guidelines for Roofing Materials* within the community.

1. All buildings shall be roofed with composition shingles unless otherwise approved in writing by the Association. Wood shingles are specifically prohibited.
2. Composition shingles must weigh at least 230 pounds per square and have a stated warranty of at least 25 years. Shingles must have a laminated design. Three-tab shingles are specifically prohibited except for use as a starter and cap rows.
3. Acceptable colors are \_\_\_\_\_. Tile and built up roofs must be earthtone in color (i.e. black, brown, tan or gray, no blues, reds or yellows).
4. Ridge vents are encouraged, to improve ventilation, reduce attic temperature and reduce cooling costs, but are not required.
5. All roof protrusions, such as vents, roof jacks, must be painted to match the shingles.
6. Subject to Section 7 below and with advance written approval from the Association, an owner may install shingles ("Alternative Shingles") which are designed primarily to:


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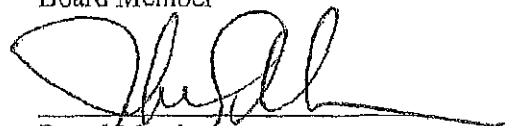
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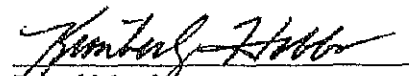
- a. provide heating or cooling efficiencies greater than traditional composition shingles; or
  - b. provide solar energy capture capabilities; or
  - c. provide greater resistance and to wind and hail damage.
7. Once installed, any such Alternative Shingles must:
- a. resemble the shingles used or authorized to be used on other structures within the Association;
  - b. be more durable than and of equal or superior quality to the shingles used or authorized to be used on other structures within the Association; and
  - c. match the aesthetics of properties surrounding the owner's property.


The guidelines are effective upon adoption and recordation in the Public Records of Harris County, and supersede any guidelines for roofing materials which may have previously been in effect. Except as affected by Section 202.011 and/or by these guidelines, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 29<sup>th</sup> day of June, 2012.

  
Board Member

  
Board Member

  
Board Member

  
Board Member

L 035 - 41 - 2063

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# Pages 4  
08/16/2012 10:01:34 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
STAN STANART  
COUNTY CLERK  
Fees 24.00

RECORDERS MEMORANDUM

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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

SECRETARY'S CERTIFICATE OF FILING

I, Robert McCormick, certify that:

I am the duly qualified and acting secretary of Sutton Square Community 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 202.001 of the Texas Property Code, pertaining to Sutton Square Community Association, Inc.

The attached instruments are being presented for recording in the Official Public Records of Real Property of Harris County, Texas, pursuant to Section 202.006 of the Texas Property Code.

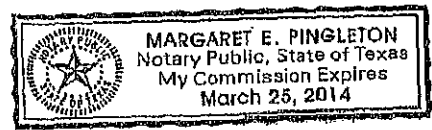
Dated: 6/27/12

Robert McCormick  
Robert McCormick Secretary  
Sutton Square Community Association, Inc.

1EE  
1OR

THE STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS           §

This instrument was acknowledged before me on the 29<sup>th</sup> day of June, 2012, by Robert McCormick, Secretary President of Sutton Square Community Association, Inc., a Texas non-profit corporation, on behalf of said corporation.



Margaret E. Pingleton  
Notary Public in and for The State of Texas

AFTER RECORDING, RETURN TO:

Bartley & Spears, P.C.  
14811 St. Mary's Lane, Suite 270  
Houston, Texas 77079

E. 035 - 41 - 2418

SUTTON SQUARE COMMUNITY ASSOCIATION, INC.  
GUIDELINES FOR SOLAR ENERGY DEVICES

STATE OF TEXAS

COUNTY OF HARRIS

WHEREAS, Sutton Square Community Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations"); and

WHEREAS, chapter 202 of the Texas Property Code was amended effective June 20, 2011, to add Section 202.010 ("Section 202.010") thereto dealing with the regulation of solar energy devices; and

WHEREAS, the Board of Directors of the Association ("Board") has determined that in connection with maintaining the aesthetics and architectural harmony of the community, and to provide clear and definitive guidance regarding solar energy devices therein, it is appropriate for the Association to adopt guidelines regarding solar energy devices within the community.

NOW, THEREFORE, the Board has duly adopted the following *Guidelines for Solar Energy Devices* within the community.

1. These guidelines apply to solar energy devices ("Devices") as defined in Section 171.107(a) of the Texas Tax Code. A solar energy device means a system or series of mechanisms designed primarily to provide heating or cooling or to produce electrical or mechanical power by collecting and transferring solar-generated energy. The term includes a mechanical or chemical device that has the ability to store solar-generated energy for use in heating or cooling or in the production of power.
2. Such Devices may only be installed with advance written approval of the Association; subject to these guidelines.
3. Any such Device must be installed on land or structures owned by the property owner. No portion of the Devices may encroach on adjacent properties or common areas.
4. Such Devices may only be installed in the following locations:
  - a. on the roof of the main residential dwelling; or
  - b. on the roof of any other approved structure; or

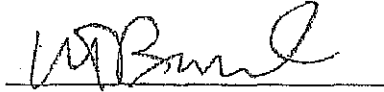
c. within a fenced yard or patio.


5. For Devices mounted on a roof, the Device must:

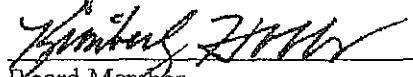
a. have no portion of the Device higher than the roof section to which it is attached.


The guidelines are effective upon adoption and recordation in the Public Records of Harris County, and supersede any guidelines for solar energy devices which may have previously been in effect. Except as affected by Section 202.010 and/or by these guidelines, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 27<sup>th</sup> day of June, 2012.

  
Board Member

  
Board Member

  
Board Member

  
Board Member

ER 35 - 41 - 2420



ER 35 - 41 - 2421

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# Pages 4  
08/16/2012 10:15:16 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

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*Stan Stanart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

NOTICE  
Y

SECRETARY'S CERTIFICATE OF FILING

I, Robert McCormick, certify that:

I am the duly qualified and acting secretary of Sutton Square Community 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 202.001 of the Texas Property Code, pertaining to Sutton Square Community Association, Inc.

The attached instruments are being presented for recording in the Official Public Records of Real Property of Harris County, Texas, pursuant to Section 202.006 of the Texas Property Code.

Dated: 6/29/12

Robert McCormick  
Robert McCormick, Secretary  
Sutton Square Community Association, Inc.

1EE  
1OR

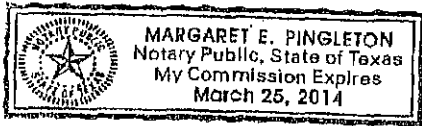
E 035 - 41 - 2071

THE STATE OF TEXAS

§  
§  
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COUNTY OF HARRIS

This instrument was acknowledged before me on the 29th day of June, 2012, by Rob McCormick, Secretary of Sutton Square Community Association, Inc., a Texas non-profit corporation, on behalf of said corporation.



Margaret E. Pingleton  
Notary Public in and for The State of Texas

AFTER RECORDING, RETURN TO:

Bartley & Spears, P.C.  
14811 St. Mary's Lane, Suite 270  
Houston, Texas 77079

SUTTON SQUARE COMMUNITY ASSOCIATION, INC.  
GUIDELINES FOR RAINWATER RECOVERY SYSTEMS

STATE OF TEXAS

COUNTY OF HARRIS

WHEREAS, Sutton Square Community Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations"); and

WHEREAS, Chapter 202 of the Texas Property Code was amended effective September 1, 2011, to amend Section 202.007(d) ("Section 202.007") thereto dealing with rain barrels and rainwater harvesting systems (referred to collectively as "Rainwater Recovery Systems" or "Systems"); and

WHEREAS, the Board of Directors of the Association ("Board") has determined that in connection with maintaining the aesthetics and architectural harmony of the community, and to provide clear and definitive guidance regarding the installation and maintenance of Rainwater Recovery Systems therein, it is appropriate for the Association to adopt guidelines regarding Rainwater Recovery Systems.

NOW, THEREFORE, the Board has duly adopted the following *Guidelines for Rainwater Recovery Systems* within the community.

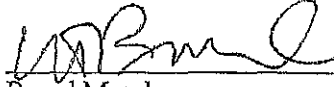
1. Rainwater Recovery Systems may be installed with advance written approval of the Association subject to these guidelines.
2. All such Systems must be installed on land owned by the property owner. No portion of the Systems may encroach on adjacent properties or common areas.
3. Other than gutters and downspouts conventionally attached to a dwelling or appurtenant structure, all components of the Systems, such as tanks, barrels, filters, pumps, motors, pressure tanks, pipes and hoses, must be substantially screened from public view from any street or common area. Screening may be accomplished by:
  - a. placement behind a solid fence, a structure or vegetation; or
  - b. by burying the tanks or barrels; or
  - c. by placing equipment in an outbuilding otherwise approved by the Association.

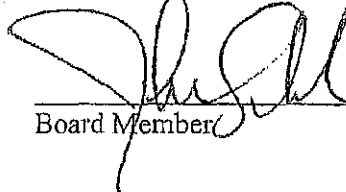
EK J35 - 41 - 2072

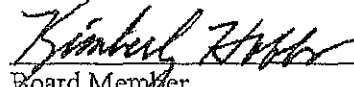
4. A rain barrel may be placed in a location visible from public view from any street or common area only if the configuration of the guttering system on the structure precludes screening as described above with the following restrictions:
  - a. the barrel must not exceed 55 gallons;
  - b. the barrel must be installed in close proximity to the structure on a level base with the guttering downspout leading directly to the barrel inlet at a substantially vertical angle; and
  - c. the barrel must be fully painted in a single color to blend with the adjacent home or vegetation; and
  - d. any hose attached to the barrel discharge must be neatly coiled and stored behind or beside the rain barrel in the least visible position when not in use
5. Overflow lines from the Systems must not be directed onto or adversely affect adjacent properties or common areas.
6. Inlets, ports, vents and other openings must be sealed or protected with mesh to prevent children, animals and debris from entering the barrels, tanks or other storage devices. Open top storage containers are not allowed, however, where space allows and where appropriate, Association approved ponds may be used for water storage.
7. Harvested water must be used and not allowed to become stagnant or a threat to health.
8. All Systems must be maintained in good repair. Unused Systems should be drained and disconnected from the gutters. Any unused Systems in public view must be removed from public view from any street or common area.

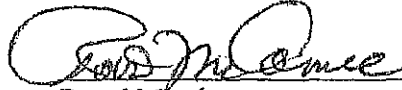
The guidelines are effective upon adoption and recordation in the Public Records of Harris County, and supersede any guidelines for rainwater recovery systems which may have previously been in effect. Except as affected by Section 202.007 and/or by these guidelines, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 29 day of June, 2012.

  
Board Member

  
Board Member

  
Board Member

  
Board Member

E 035 - 41 - 2075

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# Pages 5  
08/16/2012 10:02:23 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
STAN STANART  
COUNTY CLERK  
Fees 28.00

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

NOTICE  
H

SECRETARY'S CERTIFICATE OF FILING

I, Robert McCormick, certify that:

I am the duly qualified and acting secretary of Sutton Square Community 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 202.001 of the Texas Property Code, pertaining to Sutton Square Community Association, Inc.

The attached instruments are being presented for recording in the Official Public Records of Real Property of Harris County, Texas, pursuant to Section 202.006 of the Texas Property Code.

Dated: 6/29/12

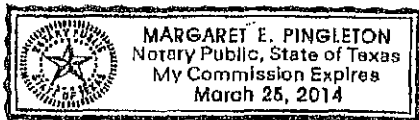
Robert McCormick  
Robert McCormick Secretary  
Sutton Square Community Association, Inc.

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THE STATE OF TEXAS §  
  §  
COUNTY OF HARRIS §

This instrument was acknowledged before me on the 29th day of June, 2012, by Robert McCormick President of Sutton Square Community Association, Inc., a Texas non-profit corporation, on behalf of said corporation.

Secretary



Margaret E. Pingleton  
Notary Public in and for The State of Texas

AFTER RECORDING, RETURN TO:

Bartley & Spears, P.C.  
14811 St. Mary's Lane, Suite 270  
Houston, Texas 77079

ER U35 - 41 - 2067

SUTTON SQUARE COMMUNITY ASSOCIATION, INC.  
GUIDELINES FOR DISPLAY OF CERTAIN RELIGIOUS ITEMS

STATE OF TEXAS

COUNTY OF HARRIS

WHEREAS, Sutton Square Community Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations"); and

WHEREAS, Chapter 202 of the Texas Property Code was amended effective June 20, 2011, to add Section 202.018 ("Section 202.018") thereto dealing with the regulation of display of certain religious items; and

WHEREAS, the Board of Directors of the Association ("Board") has determined that in connection with maintaining the aesthetics and architectural harmony of the community, and to provide clear and definitive guidance regarding the display of certain religious items therein, it is appropriate for the Association to adopt guidelines regarding the display of certain religious items within the community.

NOW, THEREFORE, the Board has duly adopted the following *Guidelines for Display of Certain Religious items* within the community.

1. A property owner or resident may display or attach one or more religious items to each or any entry to their dwelling. Such items may include anything related to any faith that is motivated by the resident's sincere religious belief or tradition.
2. Individually or in combination with each other, the items at any entry may not exceed 25 square inches total in size.
3. The items may only be displayed on or attached to the entry door or frame and may not extend beyond the outside edge of the door frame.
4. To the extent allowed by the Texas state constitution and the United States constitution, any such displayed or affixed religious items may not:
  - a. threaten public health or safety;
  - b. or violate any law; or
  - c. Contain language, graphics or any display that is patently offensive to a passerby.

035 - 41 - 2068




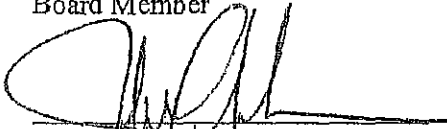
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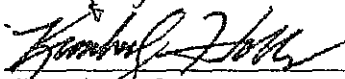
5. Approval from the Association is not required for displaying religious items in compliance with these guidelines.
6. The Association may remove any items displayed in violation of these guidelines.


The guidelines are effective upon adoption and recordation in the Public Records of Harris County, and supersede any guidelines for certain religious items which may have previously been in effect. Except as affected by Section 202.018 and/or by these guidelines, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 29<sup>th</sup> day of June, 2012.

  
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Board Member

  
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Board Member

  
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Board Member

  
\_\_\_\_\_  
Board Member

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EP 00-41-2070

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# Pages 4  
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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

NOTICE  
H

SECRETARY'S CERTIFICATE OF FILING

I, Robert Mc Cormick, certify that:

I am the duly qualified and acting secretary of Sutton Square Community 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 202.001 of the Texas Property Code, pertaining to Sutton Square Community Association, Inc.

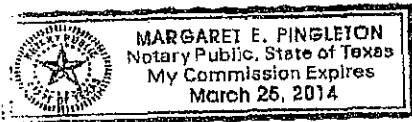
The attached instruments are being presented for recording in the Official Public Records of Real Property of Harris County, Texas, pursuant to Section 202.006 of the Texas Property Code.

Dated: 6/20/12 Robert Mc Cormick  
Secretary  
Sutton Square Community Association, Inc.

10R  
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THE STATE OF TEXAS §  
  §  
COUNTY OF HARRIS §

This instrument was acknowledged before me on the 20th day of June, 2012, by Robert McCormick, President of Sutton Square Community Association, Inc., a Texas non-profit corporation, on behalf of said corporation.



Margaret E. Pingleton  
Notary Public in and for The State of Texas

AFTER RECORDING, RETURN TO:

Bartley & Spears, P.C.  
14811 St. Mary's Lane, Suite 270  
Houston, Texas 77079

E 035 - 60 - 1514

NOTICE  
H

SUTTON SQUARE COMMUNITY ASSOCIATION, INC.  
PAYMENT PLAN POLICY RESOLUTION

STATE OF TEXAS

COUNTY OF HARRIS

WHEREAS, Sutton Square Community Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations"); and

WHEREAS, Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.0062 ("Section 209.0062") thereto regarding alternative payment schedules for assessments ("Payment Plans"); and

WHEREAS, the Board of Directors of the Association ("Board") desires to establish a policy for Payment Plans consistent with Section 209.0062 and to provide clear and definitive guidance to owners.

NOW, THEREFORE, the Board has duly adopted the following *Payment Plan Policy Resolution*.

1OR  
1EE


1. Subject to Section 12 below, owners are entitled to make partial payments for delinquent amounts owed to the Association under a Payment Plan in compliance with this Policy.
2. Late fees, penalties and delinquent collection related fees will be not be added to the owner's account while the Payment Plan is active. The Association may impose a fee for administering a Payment Plan. Such fee, if any, will be listed on the Payment Plan form and may change from time-to-time. Interest will continue to accrue during a Payment Plan as allowed under the Declarations.
3. All Payment Plans must be in writing on the form provided by the Association and signed by the Owner.
4. A Payment Plan becomes effective upon:
  - a. receipt of a fully completed and signed Payment Plan form; and
  - b. receipt of the first payment under the plan; and
  - c. acceptance by the Association as compliant with this Policy


EH J35 - 60 - 1515

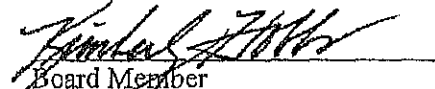
5. A Payment Plan may be as short as three (3) months and as long as eighteen (18) months based on the guidelines below. The durations listed below are provided as guidelines to assist owners in submitting a Request for Payment Plan.
  - a. Total balance up to 2 times annual assessment ... up to 6 months
  - b. Total balance up to 3 times annual assessment ... up to 12 months
  - c. Total balance greater than 3 times annual assessment ... up to 18 months
6. A Payment Plan must include sequential monthly payments. The total of all proposed payments must equal the current balance plus Payment Plan administrative fees, if any, plus all accrued interest.
7. If an owner requests a Payment Plan that will extend into the next assessment cycle, the owner will be required to pay future assessments by the due date in addition to the payments specified in the Payment Plan.
8. If an owner defaults on the terms of the Payment Plan, the Payment Plan will be voided. The Association will provide written notice to the owner that the Payment Plan has been voided. It is considered a default of the Payment Plan, if the owner:
  - a. fails to return a signed Payment Plan form with the initial payment; or
  - b. misses a payment due in a calendar month; or
  - c. makes a payment for less than the agreed upon amount; or
  - d. fails to pay a future assessment by the due date in a Payment Plan which spans additional assessment cycles.
9. On a case-by-case basis, the Association may agree, but has no obligation, to reinstate a voided Payment Plan once during the original duration of the Payment Plan if all missed payments are made up at the time the owner submits a written request for reinstatement.
10. If a Payment Plan is voided, the full amount due by the owner shall immediately become due. The Association will resume the process for collecting amounts owed using all remedies available under the Declarations and Texas law.
11. The Association has no obligation to accept a Payment Plan from any owner who has defaulted on the terms of a Payment Plan within the last two calendar (2) years.

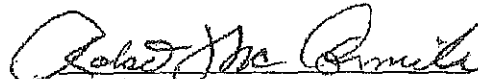
The guidelines are effective upon adoption and recordation in the Public Records of Harris County, and supersede any guidelines for payment plans which may have previously been in effect. Except as affected by Section 202.011 and/or by these guidelines, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 24<sup>th</sup> day of June, 2012.

  
Board Member

  
Board Member

  
Board Member

  
Board Member

Er, 035 - 60 - 1517

Li J35 - 60 - 7578

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# Pages 5  
08/22/2012 09:05:35 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
STAN STANART  
COUNTY CLERK  
Fees 28.00

RECORDERS MEMORANDUM

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THE STATE OF TEXAS  
COUNTY OF HARRIS

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*Stan Stanart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS