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# ROYAL OAKS RESIDENTIAL COMMUNITY OWNERS ASSOCIATION, INC.

11200 Richmond Avenue, Suite 650  
Houston, Texas 77082  
Telephone (713) 600-3450 • Facsimile (713) 600-3451  
www.rorcoa.com

## CERTIFICATE OF CORPORATE RESOLUTION

### I CERTIFY THAT:

I am the duly qualified and acting Secretary of ROYAL OAKS RESIDENTIAL COMMUNITY OWNERS ASSOCIATION, INC. (the "Association"), a duly organized and existing Texas Non-Profit Corporation.

The following is a true copy of a resolution duly adopted by the Board of Directors of the Association at a meeting legally held on February 9, 2011, and entered in the minutes of such meeting in the minute book of the Association:

**RESOLVED**, on February 9, 2011, that the Association's Contractor Oversight Fee and Deposit Policy, is as follows:

- (a) Any individual or company (hereinafter referred to as "Contractor") providing services in the community, may be required to submit a non-refundable Oversight Fee of \$1,500 and a Deposit of up to \$5,000 subject to the provisions outlined in this Policy. Contractors include but are not limited to those individuals and companies providing pool construction and maintenance, landscape maintenance, remodeling, and other services to replace, repair, or maintain improvements or property within the community.
- (b) The Oversight Fee and Deposit referenced herein may be required by the Board of Directors following any incident of a Contractor's non-compliance with the governing documents, including but not limited to construction without approval, unapproved variances, unapproved access of another lot, and property damage. The Oversight Fee and Deposit are separate and distinct from those fees and deposits outlined in the Modification Deposit Schedule and all other policies adopted by the Board of Directors from time to time.
- (c) Multiple Oversight Fees and Deposits may be required when a Contractor is providing services to multiple owners or residents or completing multiple projects at the same time.
- (d) The Oversight Fee shall cover the costs associated with a designated Association representative participating in; 1) A pre-construction meeting of up to one hour to outline project requirements and conditions to include a Country Club representative, if

necessary; 2) A follow-up inspection of up to one hour to confirm compliance with any requirements and conditions established at the pre-construction meeting that must be addressed before any work may commence; 3) One periodic inspection during construction of up to one hour; 4) A final inspection upon completion of the project; and 5) Ongoing verbal and written communication with the Contractor related to the project. Any other meetings, inspections, or other work not specifically stated herein shall be billed back to the Contractor at a rate of \$100 per hour. Payment is due within ten (10) days of the date of the Association's invoice.

- (e) The Association shall send notice of the requirement of an Oversight Fee and Deposit in writing to the Contractor. Such notice shall provide the Contractor with an opportunity to request a hearing before the Board of Directors within thirty (30) days of the date of the written notice.
- (f) The conditions of the forfeit or return of the Deposit shall be established by the Board of Directors and communicated to the Contractor at the time that the Deposit is required.
- (g) The Association may utilize all lawful remedies to compel compliance or otherwise enforce the provisions of this Policy, including but not limited to issuing a demand for all work to immediately cease and denying the Contractor and any subcontractor's access to the community.

This resolution has never been modified or repealed, and is now in full force and effect.

Printed Name: Donna Uliva  
Office Held: Secretary

FILED FOR RECORD  
8:00 AM

SEP 13 2011

St. Stewart  
County Clerk, Harris County, Texas

THE STATE OF TEXAS §  
  §  
COUNTY OF HARRIS §

I, the undersigned authority, a Notary Public in and for the State of Texas, do hereby certify that on this the 26<sup>th</sup> day of July, 2011, personally appeared before me Donna Uliva, a person known to me, who being by me first duly sworn, declared that she is the person who signed the foregoing document as Secretary of ROYAL OAKS RESIDENTIAL COMMUNITY OWNERS ASSOCIATION, INC., a Texas Non-Profit Corporation, and that the statements therein contained are true.

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IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year above written.



*Shahnaz Naeem*

NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS

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AFTER RECORDING, RETURN TO:  
Mark K. Knop  
Hoover Slovacek, LLP  
5847 San Felipe, Suite 2200  
Houston, Texas 77057

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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.

SEP 13 2011



*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS