

STATE OF TEXAS  
COUNTY OF DALLAS

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**RLV HOMEOWNERS ASSOCIATION, INC.**

**PROCEDURES FOR INFORMING OWNERS OF  
ARCHITECTURAL DECISIONS  
AND  
EXERCISING THE RIGHT TO APPEAL**

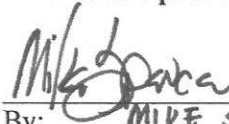
- (1) These Procedures outline and set forth (i) the owner's opportunity to request a hearing after receipt of the Architectural Review Committee's ("ARC") decision to deny an architectural application to the Board of Directors of RLV Homeowners Association, Inc. ("Association") and (ii) the Board President's authority to appeal certain ARC decisions, whether approval or disapproval, that are in the best interests of the Association.
- (2) The Board of Directors believes it is in the best interests of the Association and its Members to establish a process for the Board of Directors to serve in a checks and balance function to ensure that owner's architectural applications are thoroughly reviewed and decisions are made based on, among other things, the governing documents and dedicatory instruments of the Association, ordinances, statutes, and established architectural or aesthetic community-wide standards. This due process may help avoid potential confusion, receipt of conflicting information, and/or commencement of the formal enforcement process by the Association against the owner.
- (3) If reviewing and considering an owner's architectural application results in a deadlock or tie vote of the ARC, then the architectural application request will be deemed disapproved by reason of an impasse. The owner may then appeal the disapproval to Board.
- (4) Before the ARC provides its architectural application decision to the owner, it must deliver the decision notice to the President of the Board no less than forty-eight (48) hours *before* providing it to the owner as set forth in paragraph (5) below.
- (5) A decision by the ARC denying or disapproving an architectural application or a decision by the President of the Board to appeal any ARC decision must –
  - a. be provided to the owner in writing by certified mail, hand delivery, or electronic delivery;
  - b. describe, if applicable, the basis for the denial or disapproval in reasonable detail and changes, if any, to the application or proposed improvements required as a condition to approval;
  - c. if applicable, inform the owner of the deadlock or tie vote of the ARC;

- d. describe, if applicable, the basis for why the approval may violate the governing documents or dedicatory instruments of the Association, ordinances, statutes, established architectural or aesthetic community-wide standards; and
  - e. inform the owner of the right to either:
    - i. submit a modified application to the ARC with the changes proposed by the ARC on or before the thirtieth (30th) day after the date the decision notice is mailed, delivered, or sent by electronic delivery to the owner; and
    - ii. request a hearing before the Board of Directors ("*Board*") on or before the thirtieth (30th) day after the date of decision notice is mailed, delivered, or sent by electronic delivery to the owner. Only one (1) appeal is permitted per architectural application.
- (6) If the Association receives a written request for a hearing on or before the thirtieth (30th) day after the date of the notice, the Board shall hold a hearing not later than the thirtieth (30th) day after the date the Association received the written request for a hearing. The Association shall notify the owner of the date, time, and place of the hearing not later than the tenth (10th) day before the date of the hearing. The hearing notice may be provided to the owner in writing by certified mail, hand delivery, or electronic delivery. Only one (1) hearing is required after the ARC denies or disapproves the initial application or a Board member initiates the appeal process.
- (7) The Board or the owner may request a postponement and, if requested, a postponement shall be granted for a period of not more than ten (10) days. Additional postponements may only be granted by agreement of the parties. The owner's presence is not required to hold a hearing under this paragraph. The Association or owner may make an audio recording of the hearing.
- (8) During the hearing, the Board (or designated representative) and the owner (or designated representative) will each be provided the opportunity to discuss, verify facts, and resolve the denial of the owner's architectural application, and the changes, if any, requested by the ARC in the notice.
- (9) The Board may affirm, modify, or reverse, in whole or in part, any decision of the ARC as consistent with the Declaration.

**IT IS RESOLVED** these Procedures were duly introduced, seconded, and were thereafter adopted at a regular scheduled meeting of the Board, at which a quorum was present, by a majority vote of the members of the Board present and eligible to vote on this matter, and shall remain in force and effect until revoked, modified or amended by the Board. These Procedures shall be filed of record in the Official Public Records of Dallas County, Texas.

Date: April 28, 2023.

RLV  
HOMEOWNERS ASSOCIATION, INC.,  
a Texas non-profit corporation

  
By: MIKE SPENCE  
Its: PRESIDENT



STATE OF TEXAS

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COUNTY OF DALLAS

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**RLV HOMEOWNERS ASSOCIATION, INC.**

**POLICY ESTABLISHING THE COMPOSITION OF THE  
ARCHITECTURAL REVIEW COMMITTEE**


- (1) This Policy controls and prevails over the terms in the Declaration in order to comply with an overriding statutory mandate pursuant to Section 209.00505 of the Texas Property Code.
- (2) Notwithstanding any provision contained in the Declaration to the contrary, this instrument outlines and describes how the Architectural Review Committee of the RLV Homeowners Association, Inc. ("*Association*") may be constituted.
- (3) A person may not be appointed or elected to serve on the Architectural Review Committee ("*ARC*") if the person is –
  - a. a current board member;
  - b. a current board member's spouse; or
  - c. a person residing in a current board member's household.
- (4) The affairs of the ARC shall be managed by three (3) voting Members and a non-voting Board liaison. The three (3) voting ARC members shall serve a term of two (2) years beginning at the second (2<sup>nd</sup>) Board meeting following the annual meeting.
- (5) No later than the second (2<sup>nd</sup>) Board meeting following the annual meeting, the Directors shall select ARC Members to replace those ARC members whose terms have expired. Selection shall be by simple majority vote of the Directors present at the Board meeting. In even numbered years, there shall be two (2) ARC members selected, and in odd numbered years, there shall be one (1) ARC member selected. Each ARC member shall serve a term of two (2) years starting at the second Board meeting following the annual meeting. An ARC member may serve multiple consecutive or non-consecutive terms. A Director shall be appointed by the Board as a non-voting liaison for that Board term.
  - a. Replacement. If an ARC Member resigns, the Board shall promptly select a new ARC member for the remainder of the unfinished term of the ARC Member who resigned. Selection shall be made by simple majority of the Directors present at a duly called Board meeting.
  - b. Removal. Any voting member of the ARC may be removed, with or without cause, by a simple majority vote of the Directors at any time. A successor may then and there be selected by a simple majority vote of the Directors to fill the ARC vacancy for the remainder of the term.

- c. Compensation. No ARC Member shall receive compensation for any service rendered to the Association. However, any ARC member may be reimbursed for reasonable, documented expenses incurred in the performance of ARC duties.
  - d. Process. A simple majority of the ARC members in attendance at a duly called ARC meeting is needed for an ARC decision to be in effect. However, an ARC decision on an ARC request may be rendered by electronic means without a meeting as long as all ARC members have the ability to participate, can hear each other or see what each other is saying or writing, vote, and the decision is reached by a simple majority of the ARC.
  - e. Informing Owners and Directors of ARC Decisions. Decisions on ARC requests will be provided to the Owner and to the Board President as described in paragraph 4 of the Policy for Procedures for Informing Owners of Architectural Decisions and Exercising the Right to Appeal. The ARC Members and appointed Director may communicate informally with owners by any means set forth in the ARC guidelines, the conditions of approval of ARC request, or triggering an ARC violation, as long it is made clear to the owner that the communication is not an ARC decision.
- (6) The appointed Director is authorized to attend any meeting of the ARC as a Board liaison; however, the Director, subject to the Procedures for Informing Owners of Architectural Decisions and Exercising the Right to Appeal, will not have voting rights to exercise or cast.

**IT IS RESOLVED** this Policy was duly introduced, seconded, and was thereafter adopted at a regular scheduled meeting of the Board of Directors, at which a quorum was present, by a majority vote of the members of the Board present and eligible to vote on this matter, and shall remain in force and effect until revoked, modified or amended by the Board of Directors. This Policy shall be filed of record in the Official Public Records of Dallas County, Texas.

Date: April 28, 2023.

RLV  
HOMEOWNERS ASSOCIATION, INC.,  
a Texas non-profit corporation

  
By: MIKE SPENCE  
Its: PRESIDENT

STATE OF TEXAS

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**RLV HOMEOWNERS ASSOCIATION, INC.**

**COVENANT ENFORCEMENT RESOLUTION:  
HEARING BEFORE THE BOARD**

**WHEREAS**, pursuant to the Third Amended and Restated Declaration of Covenants, Conditions and Restrictions for RLV Homeowners' Association, Inc. ("*Declaration*"), the Board of Directors of the RLV Homeowners Association, Inc. ("*Association*") is authorized to establish and collect penalties and fines for violations of the Association's dedicatory instruments, including but not limited to the Declaration, Bylaws, rules and regulations, policies, resolutions, or design/architectural guidelines.

**WHEREAS**, relevant provisions of the Texas Property Code have been amended which govern the hearing afforded to homeowners following a notice of enforcement action; and

**WHEREAS**, the Board of Directors ("*Board*") desires to approve a Resolution to incorporate the relevant provisions of the Texas Property Code, as amended ("*Resolution*").

**NOW, THEREFORE, IT IS RESOLVED**, in order to comply with the procedures set forth in Chapter 209 of the Texas Property Code, the following procedures and practices are established and adopted as part of the enforcement process.

1. Request for a Hearing and Hearing. If the owner challenges the proposed action by timely requesting a hearing, the hearing may be held in executive session of the Board affording the alleged violator a reasonable opportunity to be heard.

- a. Such hearing shall be held no later than the 30<sup>th</sup> day after the date the Board receives the owner's request for a hearing. The notice requirement shall be deemed satisfied if the alleged violator appears at the meeting.
- b. The notice of the hearing shall be sent no later than the 10<sup>th</sup> day before the date of the hearing.
- c. The Board or the owner may request a single postponement, and, if requested, a postponement shall be granted for a period of not more than ten (10) days. Additional postponements are allowed but only by agreement between the Board and the owner requesting the hearing.
- d. Not later than ten (10) days before the Board holds a hearing, the Association shall provide to the owner a packet containing all documents, photographs, and communications relating to the matter which the Association intends to introduce at the hearing (the "*Evidence Packet*"), if any.
- e. If the Board intends to produce any documents, photographs, and communications during the hearing, and does not send an Evidence Packet to the owner in a timely manner, the owner is entitled to an automatic 15-day postponement of the hearing.



- f. At the commencement of the hearing, a member of the Board or the Association's designated representative shall present the Association's case against the owner.
- g. Following the presentation by the Board, the owner or the owner's designated representative is entitled to present the owner's information and issues relevant to the appeal or dispute.
- h. The owner or the Board may make an audio recording of the hearing.
- i. The minutes of the hearing shall contain a written statement of the results of the hearing and the sanction, if any, imposed by the Board. The Board shall notify the owner in writing of its action within ten (10) days after the hearing. The Board may, but shall not be obligated to, suspend any proposed sanction if the Violation is cured within the ten-day period. Such suspension shall not constitute a waiver of the right to sanction future violations of the same or other provisions and rules by any owner.

**IT IS FURTHER RESOLVED** this Resolution was duly introduced, seconded, and was thereafter adopted at a regular scheduled meeting of the Board, at which a quorum was present, by a majority vote of the members of the Board present and eligible to vote on this matter, and shall remain in force and effect until revoked, modified or amended by the Board. This Addendum shall be filed of record in the Official Public Records of Dallas County, Texas.

Date: April 28, 2023.

RLV  
HOMEOWNERS ASSOCIATION, INC.,  
a Texas non-profit corporation

  
By: MIKE SPENCE  
Its: PRESIDENT

**RESOLUTION OF THE  
RLV HOMEOWNERS ASSOCIATION, INC.'S  
BOARD OF DIRECTORS  
REGARDING THE  
DOCUMENT RETENTION POLICY**

**WHEREAS** RLV Homeowners Association, Inc. ("*Association*") keeps correct and complete books and records of account and minutes of the proceedings of its members and Board of Directors; and,

**WHEREAS** the Board of Directors of the Association ("*Board*") has determined that it would be in the best interests of the Association to provide a policy establishing guidelines for effectively managing the records of the Association in order to meet legal requirements for record retention and privacy protection, optimizing the use of space, minimizing the cost of record retention, and properly destroying outdated records; and,

**NOW THEREFORE BE IT RESOLVED** that the following requirements are hereby establishes and adopts the following procedures to be observed in furtherance of the document retention policy of the Association:

1. Policy
  - a. It is the Association's policy to maintain complete, accurate and high quality documents. Documents, defined below, are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for other purposes as set forth in this document retention and destruction policy ("*Policy*").
  - b. Documents that are no longer required, or have satisfied their recommended period of retention, are to be destroyed in an appropriate manner.
  - c. The Secretary is responsible for ensuring that Documents within his or her area of assigned responsibility are identified, retained, stored, protected and subsequently disposed of, in accordance with the guidelines set forth in this Policy.
2. Compliance - This Policy is not intended to be exhaustive and accordingly, will be implemented to meet the specific needs of the Association. The retention periods set forth herein are guidelines, and in certain instances mandates, based on the current retention periods set forth in federal, state and local statutes and regulations, and industry customs and practice.
3. Board Members - The Association does not require Board members to maintain any Documents. Board members, in their discretion, may dispose of Documents generated by the Association because the Association has maintained such



Documents in the Official Files. However, if Board members receive Documents relating to the Association, which were not generated by the Association, or not received through the Association, Board members shall send the originals of such Documents to the Secretary to be maintained in the Official Files.

4. Annual Purge of Files

- a. The Secretary and each Board member electing to maintain Documents may conduct an annual purge of files that are under their control.
- b. When a member of the Board ceases to be a member, the Board member shall either destroy or turn over to the Secretary, all Documents and files relating to the business of the Association. If the Documents and files are turned over, from that time forward, the Secretary shall have the responsibility to conduct the annual purge of files maintained by the former Board member.

5. Destruction Procedure

- a. If the Documents to be destroyed are of public record, it is recommended that they be recycled. If recycling is not possible, the Documents may be placed in a trash receptacle.
- b. If the Documents to be destroyed are not of public record, they should be recycled if their confidentiality can be protected or they may be shredded, burned, chemically treated or otherwise made illegible.

6. Certification - Following the annual purge of files, the Secretary, if requested by the Board, shall complete a Certification Letter directed to the Association's Board stating that all Documents under his or her control conform to the retention guidelines.

7. Miscellaneous - There may be immediate destruction of copies of any Document, regardless of age, provided that an original is maintained in the Official Files of the Association.

8. Onset of Litigation - Upon the institution of litigation, or if it is reasonably foreseeable that litigation may be imminent, all Documents potentially relevant to the dispute must be preserved. Therefore, at the direction of legal counsel, the Secretary will advise the Board Members, and any other person who may maintain Association Documents, of the facts relating to litigation. Thereafter, all Documents potentially relevant to the dispute shall be deemed "held" until such litigation is concluded and all appeal periods have expired. At the conclusion of the litigation, the "hold" period will cease and the time periods provided in the Records Retention Schedule will be applied.

9. Definitions

- a. Document means any documentary material, that is generated or received by the Association in connection with transacting its business, is related to the Association's legal obligations, and is retained for any period of time. The term "Document" includes, among others, writings, drawings, graphs, charts, photographs, tape, disc, audio recordings, microforms, and other electronic documents, including those electronically stored or maintained, from which information can be obtained or translated such as electronic mail, voice mail, floppy disks, hard discs, and CD ROM.
- b. Official Files means the files maintained by the Secretary or other designated representative of the Association. Legal documents and documents subject to the attorney-client privilege and the work product privilege maintained by the Association's legal counsel are not part of the "Official Files" of the Association.
- c. Permanent means that the retention period for that document is permanent.

10. Record Retention Schedule

- a. The retention periods identified with particular Documents are intended as guidelines. In particular circumstances, the Board has the discretion to determine that either a longer or shorter retention period is warranted.
- b. Although every conceivable Document is not listed below, the following list should serve as a basis for retention schedules for the Association's Documents.

### RECORD RETENTION SCHEDULE

DOCUMENT TYPE		RETENTION OR TERMINATION PERIOD
Corporate Documents and Governing Instruments	Articles of Incorporation, Certificate of Formation, Bylaws, Restrictive Covenants, Resolutions, Policies, Committee Charters, Rules, Regulations, Guidelines, Dedicatory Instruments, All Amendments and Supplements, Plats/Maps, Easements, Annexation Records, Management Certificates	Permanent
	Insurance Policies, Records, Claims, Disbursements, Settlements	Permanent
	Easement Agreements	Permanent
	Voting Records, Proxies, Ballots, Sign-In Sheet	Four (4) years
	Property Deed for Common Areas	Permanent
	Committee Reports	Four (4) years
Financial Books and Records	Financial Sheets (Balance Statement, Income Statement, Statement of Liabilities), General, General Ledgers, Accounts Receivable, and Accounts Payable Ledgers, Aging Reports, Bank Statements, Approved Budgets, Vendor Invoices/Disbursements, Check Registers, Canceled Checks, Copies of Payments Received, Expense Reports, Investment Information, Signature Cards	Seven (7) years
	Loan Documents	Four (4) years after loan is discharged



Financial Books and Records (cont'd)	Workers' Compensation Records, Accident Reports and Insurance Claims for Workers' Compensation Claims	Permanent
	Depreciation Schedules	Life of Asset Plus Four (4) years
	Correspondence Relating to General Financial Matters	Four (4) years
Account Records of Current Owners	Owner Information, General Owner Correspondence, Violation Correspondence, Architectural Applications, Collection Correspondence, Legal Collection Correspondence, Dispute of Debt,	Period of Ownership Plus Five (5) years
	Architectural or ARC Applications/Submissions, Property Deed,	Period of Ownership Plus Five (5) years
	Judgments/Release of Judgment, Liens/Release of Liens, Law/Legal Correspondence Property Specific	Permanent
	Approved Architectural or ARC Applications/Submissions	Permanent
Vendor or Contract for Labor Records	Vendor Contracts	Four (4) years after the expiration of the contract term
	Bid Proposals/ Specifications (contracts not entered into by the Association)	Two (2) years
	Contract for Labor or Employment	Four (4) years after the expiration of the contract term
	Personnel files, if any including wage rates, job description, etc.	Permanent

Meetings of Owners and Board of Directors	Approved Minutes of Meetings of Owners and Board of Directors, including Executive Sessions	Seven (7) years
	Meeting Audio or Video Recording	If made, destroy prior to next meeting
Tax Returns and Audit Records	Federal, State, and State Franchise Tax Returns	Seven (7) years
	Financial Audits, IRS Notices/Federal Tax ID, Texas Notice of Franchise Exemption	Permanent
Professional Reports	Legal Opinions, Engineering/Structural Reports and other Professional Reports/Opinions	Permanent
	Lawsuits	Permanent
	Reserve Studies Relating to Study of Common Areas	Permanent
Miscellaneous Documents, Correspondence, Statements or Records		Seven (7) years

**IT IS RESOLVED** this Resolution was duly introduced, seconded, and were thereafter adopted at a regular scheduled meeting of the Board, at which a quorum was present, by a majority vote of the members of the Board present and eligible to vote on this matter, and shall remain in force and effect until revoked, modified or amended by the Board. This Resolution shall be filed of record in the Official Public Records of Dallas County, Texas.

Date: April 28, 2023.

RLV  
HOMEOWNERS ASSOCIATION, INC.,  
a Texas non-profit corporation

  
By: MIKE SPENCE  
Its: PRESIDENT

## **RLV HOMEOWNERS ASSOCIATION, INC.**

### **ARCHITECTURAL GUIDELINES FOR THE INSTALLATION OF FLAGPOLES AND THE DISPLAY OF FLAGS**

(As provided in Chapter 202 of the Texas Property Code)

1. The only flags which may be displayed are: (i) the flag of the United States of America; (ii) the flag of the State of Texas; and (iii) an official or replica flag of any branch of the United States armed forces.
2. The flag of the United States must be displayed in accordance with 4 U.S.C. Sections 5-10.
3. The flag of the State of Texas must be displayed in accordance with Chapter 3100 of the Texas Government Code.
4. Any freestanding flagpole, or flagpole attached to a dwelling, shall be constructed of permanent, long-lasting materials. The materials used for the flag pole shall be harmonious with the dwelling and have a silver finish appropriate to the materials used in the construction of the flagpole.
5. The display of a flag, or the location and construction of the supporting flagpole, shall comply with applicable zoning ordinances, easements, and setbacks of record.
6. A displayed flag, and the flagpole on which it is flown, shall be maintained in good condition at all times. Any flag that is deteriorated must be replaced or removed. Any flagpole that is structurally unsafe or deteriorated shall be repaired, replaced, or removed.
7. Only one flagpole will be allowed per Lot. A flagpole can either be securely attached to the face of the dwelling (no other structure) or be a freestanding flagpole. A flagpole attached to the dwelling may not exceed 6 feet in length. A freestanding flagpole may not exceed 20 feet in height. Any freestanding flagpole must be located in front facing yards.
8. Any flag flown or displayed on a freestanding flagpole may be no smaller than 3'x5' and no larger than 4'x6'.
9. Any flag flown or displayed on a flagpole attached to the dwelling may be no larger than 3'x5'.
10. Any freestanding flagpole must be equipped to minimize halyard noise. The preferred method is through the use of an internal halyard system. Alternatively, swivel snap hooks must be covered or "Quiet Halyard" flag snaps installed. Neighbor complaints of noisy halyards are a basis to have flag removed until Owner resolves the noise complaint.
11. The illumination of a flag is allowed so long as it does not create a disturbance to other residents in the community. Solar powered, pole mounted light fixtures are preferred as



opposed to ground mounted light fixtures. Compliance with all municipal requirements for electrical ground mounted installations must be certified by Owner. Flag illumination may not shine into another dwelling. Neighbor complaints regarding flag illumination are a basis to prohibit further illumination until Owner resolves complaint.

12. Flagpoles shall not be installed in Common Area or property maintained by the Association.
13. All flagpole installations must receive prior written approval from the Architectural Review Committee.
14. Decorative or garden flags/banners, school or sports flags/pennants, or similar types of displays are permitted on a seasonal or temporary basis. No more than 2 decorative flags can be displayed at any time and must be confined to a location in a flower bed/landscaping area within 10' of the front elevation of the dwelling. Any item viewed as being in poor taste, unattractive, containing language or graphics that is patently offensive, unsightly, or detracting from the overall appearance of the lot or standards of the subdivision, as determined in the sole and discretion of the Board of Directors, is expressly prohibited and shall be subject to removal.

These Architectural Guidelines are promulgated pursuant to and in accordance with Chapter 202 of the Texas Property Code addressing Flag Displays.

**IT IS RESOLVED** these Architectural Guidelines were duly introduced, seconded, and were thereafter adopted at a regular scheduled meeting of the Board, at which a quorum was present, by a majority vote of the members of the Board present and eligible to vote on this matter, and shall remain in force and effect until revoked, modified or amended by the Board. These Architectural Guidelines shall be filed of record in the Official Public Records of Dallas County, Texas.

Date: April 28, 2023.

RLV  
HOMEOWNERS ASSOCIATION, INC.,  
a Texas non-profit corporation



By: MYLE SPENCE  
Its: PRESIDENT

**RESOLUTION OF THE  
RLV HOMEOWNERS ASSOCIATION, INC.'S  
BOARD OF DIRECTORS REGARDING THE  
INSPECTION AND COPYING OF BOOKS AND RECORDS**

**WHEREAS** RLV Homeowners Association, Inc., ("*Association*") keeps correct and complete books and records of account and minutes of the proceedings of its members and Board of Directors (collectively, the "*Association Records*") and,

**WHEREAS** the members of the Association shall have the right, during reasonable business hours, to inspect and obtain copies of the Association Records; and,

**WHEREAS** it is desirable to impose certain reasonable restrictions on the process of book and record inspecting and copying Association Records;

**NOW THEREFORE BE IT RESOLVED** that the following requirements are hereby established for the inspection and copying of Association Records:

1. An owner, or a person designated in writing by the owner as the owner's agent, attorney or certified public accountant may make a request to inspect or obtain copies of Association Records.
2. A request to inspect Association Records must be submitted in writing via certified mail, return receipt requested, to the Association and/or its duly authorized agent to the address reflected on the most current management certificate filed under Texas Property Code Section 209.004.
3. The request must identify with sufficient detail the Association Records requested and contain an election to either receive copies of identified Association Records or to inspect the Association Records requested. The Association's governing documents, its membership register, its books of account, and the minutes of the meetings of the members, the Board, and committees may be inspected. The Association, at its option, may provide instructions for the owner to download or access from online storage, email, or other electronic or digital delivery.
4. The Association, within 10 business days from receipt of a request under paragraph 2, will provide as appropriate:
  - a. if an inspection is requested, written notice of dates during normal business hours during which Association Records requested, to the extent they are in the possession, custody or control of the Association, may be inspected, or
  - b. if copies are requested, produce copies of the requested Association Records to the extent they are in the possession, custody or control of the Association (if prior payment for such records has been received), or if the

Association is unable to produce the Association Records requested, which are in the possession, custody or control of the Association, written notice that it is unable to produce the records within the 10-day period and set forth a date, within 15 business days of the notice provided under this paragraph 4(iii), by which the Association Records will be made available for inspection to the owner.

5. The Association will send the requesting party an estimate of the costs to respond, compile, produce, and reproduce information requested. The Association shall require advance payment, in certified funds, of the estimated costs. The requesting party shall be responsible for any costs above the estimate and the full amount due will be added to the requesting party's account as an assessment if not paid in full upon request.
6. Persons requesting to inspect Association Records shall not disrupt the ordinary business activities of the office where Association Records are kept during the inspection.
7. Certain Association Records shall remain confidential and will not be provided in response to a request for copies or inspection of Association Records, to wit: violation histories of owners, owners' personal financial information (including records of assessment payment history), owners' contact information other than address, and Association personnel files. Association Records described in this paragraph 7 shall only be made available with the owner's written approval or a court orders the Association to release the information.
8. No original books or records may be removed from the premises without the express written consent of the Board.
9. Owners are responsible for the costs of producing and copying Association Records. Costs are \$.10 per page, \$.50 for oversize page, \$15.00 per hour for personnel time spent in responding to a request, overhead of 20% of personnel charge, and must be paid in advance. A personnel charge and overhead charge will not be made for complying with requests that are for 50 or fewer pages of paper records, unless the records are located in a remote storage facility or in two or more separate buildings. To the extent that retrieval of documents from a remote storage facility results in a charge, the Association shall charge the costs of such services to the requesting owner.
10. The Association is under no obligation to provide any additional information other than that which is required by law.

**IT IS RESOLVED** this Resolution was duly introduced, seconded, and were thereafter adopted at a regular scheduled meeting of the Board, at which a quorum was present, by a majority vote of the members of the Board present and eligible to vote on this matter, and shall remain in force and effect until revoked, modified or amended by the Board. This Resolution shall be filed of record in the Official Public Records of Dallas County, Texas.



Date: April 28, 2023.

RLV  
HOMEOWNERS ASSOCIATION, INC.,  
a Texas non-profit corporation



By: MIKE SPENCE  
Its: PRESIDENT

**RLV HOMEOWNERS ASSOCIATION, INC.**

**ARCHITECTURAL GUIDELINES FOR THE  
INSTALLATION OF RAIN BARRELS OR RAIN WATER  
HARVESTING SYSTEMS**

(As provided in Section 202.007 of the Texas Property Code)

1. Rain barrels or rain water harvesting systems and related system components (collectively, "*Rain Barrels*") may only be installed after receiving the written approval of the Architectural Review Committee ("*ARC*").
2. Rain Barrels may not be installed upon or within common area of RLV Homeowners Association, Inc. ("*Association*").
3. Under no circumstances shall Rain Barrels be installed or located in or on any area within a Lot that is in-between the front of the property owner's home and an adjoining or adjacent street.
4. The Rain Barrel must be of color that is consistent with the color scheme of the property owner's home and may not contain or display any language or other content that is not typically displayed on such Rain Barrels as manufactured.
5. Rain Barrels may be located in the side-yard or back-yard of an owner's property so long as these may not be seen from a street, alley, another Lot or any common area of the Association.
6. In the event the installation of Rain Barrels in the side-yard or back-yard of an owner's property in compliance with paragraph 5 above is impossible, the ARC may impose limitations or further requirements regarding the size, number and screening of Rain Barrels with the objective of screening the Rain Barrels from public view to the greatest extent possible.
7. Rain Barrels must be properly maintained at all times or removed by the owner.
8. Rain Barrels must be enclosed or covered.
9. Rain Barrels which are not properly maintained, become unsightly or could serve as a breeding pool for mosquitoes must be removed by the owner from the Lot.

These Architectural Guidelines are promulgated pursuant to and in accordance with Section 202.007 of the Texas Property Code addressing Rain Barrels.

**IT IS RESOLVED** these Architectural Guidelines were duly introduced, seconded, and were thereafter adopted at a regular scheduled meeting of the Board, at which a quorum was present, by a majority vote of the members of the Board present and eligible to vote on this matter, and shall remain in force and effect until revoked, modified or amended by the Board. These Architectural Guidelines shall be filed of record in the Official Public Records of Dallas County, Texas.

Date: April 28, 2023.

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HOMEOWNERS ASSOCIATION, INC.,  
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*Mike Spence*

By: MIKE SPENCE  
Its: PRESIDENT



STATE OF TEXAS

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COUNTY OF DALLAS

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**RLV HOMEOWNERS ASSOCIATION, INC.**

**GUIDELINES FOR THE  
DISPLAY OF CERTAIN RELIGIOUS ITEMS**

- (1) These Guidelines are promulgated pursuant to Section 202.018 of the Texas Property Code and outline the restrictions applicable to religious displays in order to permit them while also striving to maintain an aesthetically harmonious and peaceful neighborhood for all neighbors to enjoy.
- (2) An owner may display or affix on owner's or resident's property or dwelling one or more religious items the display of which is motivated by the owner's or resident's sincere religious belief.<sup>1</sup>
- (3) If displaying or affixing of a religious item on the owner's or resident's property or dwelling violates any of the following covenants, then RLV Homeowners Association, Inc. ("*Association*") may remove or require the removal of the item(s) displayed that –
  - (a) threaten the public health or safety;
  - (b) violate a law other than a law prohibiting the display of religious speech;
  - (c) contain language, graphics, or any display that is patently offensive to a passerby for reasons other than its religious content;
  - (d) is in a location other than the owner's or resident's property or dwelling, *i.e.*, installed on property owned or maintained by the Association, or owned in common by two or more members of the Association;
  - (e) is located in violation of any applicable building line, right-of-way, setback, or easement; or
  - (f) is attached to a traffic control device, street lamp, fire hydrant, or utility sign, pole, or fixture.
- (4) Display Parameters:
  - a. All religious displays must be located within 5' of the dwelling's frontmost building line (*i.e.*, within 5' of the front facade of the dwelling.)
  - b. Displays may not be located within building setbacks.
  - c. No portion of the display may extend above the lowest point of the dwelling's front roof line.

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<sup>1</sup> For purposes of these Guidelines, a sincere religious belief relates to the faithful devotion to a god or gods, the supernatural or belief that addresses fundamental and ultimate questions having to do with deep and imponderable matters. A religion is comprehensive in nature; it consists of a belief-system as opposed to an isolated teaching. Religious displays are different than signs or other figures related to a cause.

- d. All displays must be kept in good repair.
- e. Displays may not exceed 5' in height x 3' in width x 3' in depth.
- f. The number of displays is limited to three (3).
- g. This paragraph 4 shall not apply to seasonal religious holiday decorations as described in paragraph 5.
- h. All religious item displays other than seasonal religious displays must receive prior approval from the Association's Architectural Review Committee prior to installation, except for displays on any exterior door or door frame of the home that are 25 square inches or smaller. For example, and without limitation, no prior permission is required from the Association to place a cross, mezuzah, or other similar religious symbol smaller than 25 square inches on the dwelling's front door or door frame.

- (5) Seasonal Religious Holiday Decorations. Seasonal religious holiday decorations are temporary decorations commonly associated with a seasonal holiday, such as Christmas or Diwali lighting, Christmas wreaths, and Hanukkah or Kwanzaa seasonal decorations. The Board of Directors has the sole discretion to determine what items qualify as seasonal religious holiday decorations. Unless otherwise provided by the Declaration, seasonal religious holiday decorations may be displayed no more than 30 days before and no more than 21 days after the holiday in question.

**IT IS RESOLVED** these Guidelines were duly introduced, seconded, and were thereafter adopted at a regular scheduled meeting of the Board of Directors, at which a quorum was present, by a majority vote of the members of the Board of Directors present and eligible to vote on this matter, and shall remain in force and effect until revoked, modified or amended by the Board of Directors. These Guidelines shall be filed of record in the Official Public Records of Dallas County, Texas.

Date: April 28, 2023.

RLV  
HOMEOWNERS ASSOCIATION, INC.,  
a Texas non-profit corporation

M. L. Spence  
By: MILE SPENCE  
Its: PRESIDENT

**RLV HOMEOWNERS ASSOCIATION, INC.**

**ARCHITECTURAL GUIDELINES FOR THE  
INSTALLATION OF CERTAIN ROOFING MATERIALS**

(As provided in Chapter 202 of the Texas Property Code)

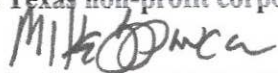
1. Roofing shingles covered by these Architectural Guidelines are exclusively those designed primarily to: (i) be wind and hail resistant; (ii) provide heating and cooling efficiencies greater than those provided by customary composite shingles; or (iii) provide solar generation capabilities (collectively, "*Roofing Shingles*").
2. Roofing Shingles allowed under these Architectural Guidelines shall:
  - a. resemble the shingles used or otherwise authorized for use in RLV Homeowners Association, Inc.;
  - b. be more durable than and are of equal or superior quality to the shingles used or otherwise authorized for use in RLV Homeowners Association, Inc.; and
  - c. match the aesthetics of the property surrounding the property of the owner requesting permission to install the Roofing Shingles.
3. An owner requesting permission to install the Roofing Shingles will be solely responsible for accrediting, certifying and demonstrating to the Architectural Review Committee ("ARC") that the proposed installation is in full compliance with paragraphs 1 and 2 above.
4. Roofing Shingles shall only be installed after receiving the written approval of the ARC.

These Architectural Guidelines are promulgated pursuant to and in accordance with Section 202.011 of the Texas Property Code addressing the Regulation of Certain Roofing Materials.

**IT IS RESOLVED** these Architectural Guidelines were duly introduced, seconded, and were thereafter adopted at a regular scheduled meeting of the Board, at which a quorum was present, by a majority vote of the members of the Board present and eligible to vote on this matter, and shall remain in force and effect until revoked, modified or amended by the Board. These Architectural Guidelines shall be filed of record in the Official Public Records of Dallas County, Texas.

Date: April 28, 2023.

RLV  
HOMEOWNERS ASSOCIATION, INC.,  
a Texas non-profit corporation

  
By: MIKE SPENCE  
Its: PRESIDENT



STATE OF TEXAS

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COUNTY OF DALLAS

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**RLV HOMEOWNERS ASSOCIATION, INC.**

**GUIDELINES FOR SECURITY MEASURES**

- (1) These Guidelines are promulgated pursuant to Section 202.023 of the Texas Property Code and outline the restrictions applicable to the construction or installation of security measures, including but not limited to a security camera, motion detector, or perimeter fence, by owners.
- (2) Owners may install or build security measures on their lot for the purpose of deterring criminal acts or to increase personal security while adhering to and promoting the design, harmony, and aesthetics of the subdivision. The RLV Homeowners Association, Inc. ("*Association*") shall have the sole and absolute discretion in determining whether an item or improvement is a reasonable security measure subject to the allowances provided by these Guidelines.
- (3) Cameras/Motion Detectors/Devices. Owners may place cameras and motion detectors on their lot for security measures, not on the lot of any other owner, and not on any Association property. Cameras shall be used for the primary purpose of capturing images of the lot on which the camera is installed and shall not unreasonably interfere with the use and enjoyment of any neighbor's lot or Association property. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law. Electronic safety measures may not interfere with the reasonable function of electronic devices in adjacent properties.
- (4) Perimeter Fencing. Plans and specifications, including an application for the installation of a perimeter fence, will not be reviewed or approved by the Association's Architectural Review Committee ("*ARC*") *unless* accompanied by: (i) the drawing showing materials, dimensions and location submitted in order to obtain a permit; and (ii) a permit issued by the City or other applicable municipal authority allowing the installation. Perimeter fencing is permitted by the Association as a security measure and must be ground-mounted on the boundary line of the owner's lot and installed in a contiguous manner around the entirety of the lot boundaries. No gaps in perimeter fencing are permitted, *i.e.*, the perimeter fencing must fully enclose the lot. Perimeter fencing shall not exceed four feet (4') in height or be lower than three feet (3') in height and must be architecturally and aesthetically consistent with the community-wide standards, *i.e.*, requirement of brick columns. A gate in a perimeter fence is for all purposes considered part of the fence. Any gate shall open towards the interior of the lot. The Association may prohibit fencing other than perimeter fencing. All fencing, including perimeter fencing, must receive prior written approval from the ARC. Perimeter fencing shall not consist of any barbed wire, razor wire, wire mesh, chain link, vinyl, or privacy fencing, including board-on-board or solid fencing. Electrically charged fencing is prohibited. The construction requirements

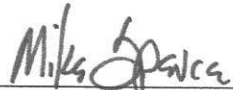
for the original or existing fencing (located in or enclosing the backyard areas) are not replaced or superseded by these Guidelines.

- (5) Plans and Specifications. Prior to installation of any security measure, the owner must submit plans and specifications including dimensions, colors, materials, and proposed location on the owner's lot, scaled in relation to all boundary lines and other improvements on the lot. Plans must be submitted to the ARC, and the owner must receive prior written approval prior to installation of any security measures. All proposed installations must be of a type, including materials, color, design, and location, approved by the ARC. The ARC may require the use of, or prohibit, specific materials, colors, and designs and may require a specific location(s) for the security measure. An owner who builds or installs a security measure must ensure that compliance with all laws, ordinances, and codes. An approval of an application for a security measure by the ARC is not a guaranty or representation of compliance with any laws, ordinances, codes or drainage requirements, and the owner assumes all risks, expenses and liabilities associated with safety measures built or installed, including, but not limited to, the city or county requiring the removal of perimeter fencing for any reason.
- (6) AN APPROVAL OF AN APPLICATION FOR A SECURITY MEASURE BY THE ARC SHALL IN NO WAY BE CONSIDERED OR CONSTRUED THAT THE ASSOCIATION OR ITS ARC ARE INSURERS OR GUARANTORS OF SECURITY OR SAFETY OF PERSONS, PROPERTY OR POTENTIAL CRIMINAL ACTIVITY. FURTHER, NEITHER THE ASSOCIATION NOR ITS ARC SHALL BE HELD LIABLE FOR ANY LOSS OR DAMAGE BY REASON OF FAILURE OR INEFFECTIVENESS OF THE OWNER'S SECURITY MEASURE(S).
- (7) Any security measure built or installed must be properly maintained, kept in good repair, and not permitted to go into a state of disrepair or become an eyesore, as determined in the sole and absolute discretion of the Board of Directors.

**IT IS RESOLVED** these Guidelines were duly introduced, seconded, and were thereafter adopted at a regular scheduled meeting of the Board of Directors, at which a quorum was present, by a majority vote of the members of the Board of Directors present and eligible to vote on this matter, and shall remain in force and effect until revoked, modified or amended by the Board of Directors. These Guidelines shall be filed of record in the Official Public Records of Dallas County, Texas.

Date: April 28, 2023.

RLV  
HOMEOWNERS ASSOCIATION, INC.,  
a Texas non-profit corporation

  
By: MIKE SPENCE  
Its: PRESIDENT



**RLV HOMEOWNERS ASSOCIATION, INC.**

**ARCHITECTURAL GUIDELINES FOR THE  
INSTALLATION OF SOLAR PANELS**

(As provided in Chapter 202 of the Texas Property Code)

1. Solar energy devices, including any related equipment or system components (collectively, "Solar Panels") may only be installed after receiving the written approval of the Architectural Review Committee ("ARC").
2. Solar Panels may not be installed upon or within common area or any area which is maintained by RLV Homeowners Association, Inc. ("Association").
3. Solar Panels may only be installed on designated locations on the roof of a home, on any structure allowed under any Association dedicatory instrument, or within any fenced rear-yard or fence-in patio of the owner's property.
4. If located on the roof of a home, Solar Panels shall be located on the roof except for the roof facing the front of the home unless the owner demonstrates that the location proposed by the owner increases the estimated annual energy production of the Solar Panels, as determined by using a publicly available modeling tool provided by the National Renewable Energy Laboratory, by more than 10 percent above the energy production of the Solar Panels if located in an area on the roof requested by the Association.
5. If located on the roof of a home, Solar Panels shall:
  - a. not extend higher than or beyond the roofline;
  - b. conform to the slope of the roof;
  - c. have a top edge that is parallel to the roofline; and
  - d. have a frame, support bracket, or visible piping or wiring that is in a silver, bronze, or black tone commonly available in the marketplace and blends with the color of the roof to the greatest extent possible.
6. If located in the fenced rear-yard or patio, Solar Panels shall not be taller than the fence line.
7. The ARC may deny a request for the installation of Solar Panels if it is determined, and such determination is reduced to writing, that the placement of the Solar Panels as proposed by the property owner constitutes a condition that substantially interferes with the use and enjoyment of land by causing unreasonable discomfort or annoyance to persons of ordinary sensibilities. The property owner may obtain the written approval of the proposed placement of the Solar Panels by all property owners of adjoining property. In this case, the ARC shall approve the installation should it meet all other requirements contained herein unless it determines that the placement substantially interferes with the use and enjoyment of land of persons other than adjoining landowners.

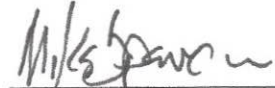
8. Any installation of Solar Panels which voids material warranties is not permitted and will be cause for the Solar Panels to be removed by the owner.
9. Solar Panels must be properly maintained at all times or removed by the owner.
10. Solar Panels which become non-functioning or inoperable must be removed by the owner of the property.
11. Solar Panels are prohibited if a Court determines that the installation thereof violates any law or threatens the public health or safety.

These Architectural Guidelines are promulgated pursuant to and in accordance with Section 202.010 of the Texas Property Code addressing the Regulation of Solar Energy Devices.

**IT IS RESOLVED** these Architectural Guidelines were duly introduced, seconded, and were thereafter adopted at a regular scheduled meeting of the Board, at which a quorum was present, by a majority vote of the members of the Board present and eligible to vote on this matter, and shall remain in force and effect until revoked, modified or amended by the Board. These Architectural Guidelines shall be filed of record in the Official Public Records of Dallas County, Texas.

Date: April 28, 2023.

RLV  
HOMEOWNERS ASSOCIATION, INC.,  
a Texas non-profit corporation

  
By: MIKE SPENCE  
Its: PRESIDENT

**GUIDELINES FOR STANDBY ELECTRIC GENERATORS  
FOR  
RLV HOMEOWNERS ASSOCIATION, INC.**

**WHEREAS**, Section 202.019 of the Texas Property Code allows owners in a property owners association the limited right to install and operate standby electric generators; and

**WHEREAS**, the Board of Directors ("*Board*") for RLV Homeowners Association, Inc., a Texas non-profit corporation ("*Association*"), has determined that in connection with maintaining the aesthetics and architectural harmony of the community, and to provide clear and definitive guidance regarding standby electric generators therein, it is appropriate for the Association to adopt guidelines regarding standby electric generators within the community.

**NOW, THEREFORE**, the Board has duly adopted the following *Guidelines for Standby Electric Generators* within the community.

1. These guidelines apply to standby electric generators as defined in Section 202.019 of the Texas Property Code. A standby electric generator means a device that converts mechanical energy to electrical energy and is: (1) powered by natural gas, liquefied petroleum gas, diesel fuel, biodiesel fuel, or hydrogen; (2) fully enclosed in an integral manufacturer-supplied sound attenuating enclosure; (3) connected to the main electrical panel of a residence by a manual or automatic transfer switch; and (4) rated for a generating capacity of less than seven kilowatts (collectively, "*Generator*").
2. Generators may not be installed or operated prior to approval by the Association pursuant to the Association's usual and customary policies and procedures set forth in its dedicatory instruments, including providing a copy of the City of Dallas' approval permit(s).
3. Generators shall be installed and maintained in compliance with the manufacturer's specifications and applicable governmental health, safety, electrical, and building codes.
4. All liquefied petroleum gas fuel line connections shall be installed in accordance with rules and standards promulgated and adopted by the Railroad Commission of Texas and other applicable governmental health, safety, electrical, and building codes.
5. All fuel (includes natural gas, diesel fuel, biodiesel fuel and hydrogen fuel) and electrical connections shall be installed in accordance with applicable governmental health, safety, electrical, and building codes.
6. Non-integral Generator fuel tanks shall be installed and maintained to comply with applicable municipal zoning ordinances and governmental health, safety, electrical, and building codes.
7. Any Generator and its electrical lines and fuel lines shall be maintained in good condition. The Association encourages Owners to retain a service



contract for the Generator or ensure inspections of the Generator are conducted in accordance with manufacturer's recommendations and guidelines or, in the alternative, on an annual basis.

8. Any Generator, including its components, electrical lines, and fuel lines, shall be repaired, replaced, or removed if it becomes deteriorated or unsafe.
9. Generators shall be tested only between the hours of 9:00 a.m. and 6:00 p.m., and only consistent with the manufacturer's recommendations.
10. Other than testing, Generators shall not be used to generate all or substantially all of the electrical power to a residence, except when utility-generated electric power to the residence is not available or is intermittent due to other causes other than nonpayment for utility service to the residence.
11. Generators shall not be placed in the front yard of any residence.
12. A Generator shall be screened if it:
  - a. is visible from the street faced by the dwelling;
  - b. is located in an unfenced side or rear yard of a residence and is visible either from an adjoining residence or from adjoining property owned by the Association; or
  - c. is located in an unfenced side or rear yard fenced by a wrought iron or residential aluminum fence and is visible through the fence either from an adjoining residence or from adjoining property owned by the Association.
13. Generators shall not be placed on property owned or maintained by the Association or owned in common by the Association's members, and no portion of the Generator may encroach on adjacent properties.
14. Generators may be installed only with advance approval of the Architectural Review Committee subject to these guidelines.
15. All electrical, plumbing, and fuel line connections must be installed only by licensed contractors. Licensed craftsmen must be used where required by law. Permits must be obtained where required by law.

**IT IS RESOLVED** these Guidelines were duly introduced, seconded, and were thereafter adopted at a regular scheduled meeting of the Board, at which a quorum was present, by a majority vote of the members of the Board present and eligible to vote on this matter, and shall remain in force and effect until revoked, modified or amended by the Board. These Guidelines shall be filed of record in the Official Public Records of Dallas County, Texas.

Date: April 28, 2023.

RLV  
HOMEOWNERS ASSOCIATION, INC.,  
a Texas non-profit corporation

*Mike Spence*

By: MIKE SPENCE  
Its: PRESIDENT

STATE OF TEXAS  
COUNTY OF DALLAS

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**RLV HOMEOWNERS ASSOCIATION, INC.**


**GUIDELINES FOR THE  
INSTALLATION OF SWIMMING POOL ENCLOSURES**

1. A "Swimming Pool Enclosure," as used herein shall mean and refer to a fence that surrounds a water feature, including a swimming pool or a spa, installed as a safety measure to prevent accidental drownings of children.
2. A Swimming Pool Enclosure may not be installed upon or within common area or any area which owned or maintained by RLV Homeowners Association, Inc. ("Association").
3. The Swimming Pool Enclosure may be installed after receiving written approval from the Association's architectural review authority. The submittal shall include a pictorial design of the Swimming Pool Enclosure which includes, at a minimum, the height of the fence and the colors of all materials.
4. To be approved, the Swimming Pool Enclosure:
  - a. may not exceed six feet (6') in height;
  - b. may not include, as part of the design, any aspect or feature which would allow a child to climb on, up or over the fence;
  - c. may consist of black metal frames; and
  - d. may consist of clear plastic panels or black transparent mesh.
5. The owner is solely responsible, to the exclusion of the Association, to ensure that all aspects of the Swimming Pool Enclosure function properly to effectuate its intended purpose as a safety measure to prevent accidental drownings of children.

**IT IS RESOLVED** that these Guidelines shall remain in force and effect until revoked, modified or amended by the Board of Directors and be filed of record in the Official Public Records of Dallas County, Texas, and.

Date: April 28, 2023.

RLV  
HOMEOWNERS ASSOCIATION, INC.,  
a Texas non-profit corporation

  
By: MIKE SPENCE  
Its: PRESIDENT



## RLV HOMEOWNERS ASSOCIATION, INC.

### ARCHITECTURAL GUIDELINES FOR DROUGHT RESISTANT LANDSCAPING

(As provided in Chapter 202 of the Texas Property Code)

**Philosophy:** Xeriscaping means using native and adaptive plants that can grow and sustain themselves with low water requirements and tolerate heat and drought conditions. Xeriscaping does not mean zero water and zero maintenance. RLV Homeowners Association, Inc. ("Association") will allow, subject to compliance with these rules, the use of drought-resistant landscaping and water conserving natural turf.

**Approval for changes, plan submittal:** Prior to initiating any change in the visible landscape, the Owner must submit plans and specifications detailing the proposed installation. The request must include a to-scale design plan, as well as details on the types of plants, the ground covers (including color and materials), the bordering material(s), the hardscape materials (including color), setbacks, irrigation system, and dimensions. (dimensions of beds, approximate size of plants, size of any rocks, and other such details.) It is recommended but not required that plans be drawn by a licensed landscape architect to increase the chance of approval of plans without changes being required. The Architectural Review Committee ("ARC") may request additional information or changes to the plans before final approval. Installation of any proposed xeric landscape may not begin until the ARC has approved the request.

**Design requirements:** Color and texture of the planted areas and inert areas are an important design aspect. Color and texture should be seen to flow neatly from one area of the yard to another. Extensive areas of "desert" or "barren" appearance must be avoided in order to preserve the aesthetic compatibility with the neighborhood. Large areas may not be composed of a single material; for example any areas of bare mulch must be interspersed with plants. The ARC may in its discretion prohibit water features, urns, and other man-made ornamentation. The xeriscape landscaping may not alter drainage patterns on a Lot, and owners must ensure that no crushed granite or other such runoff runs into a neighboring Lot or the street.

Soils in xeriscape areas should either be altered to fit the plants, or plants selected to fit the soil. Efficient irrigations systems must be planned. Irrigation for xeriscapes zones must be different than for turf zones. Owners should select plants and zones in accordance with the amount of light, wind and moisture in the particular yard area. Organic mulches such as bark chips must be applied at least 3" deep and maintained at all times at least 2" deep. Inorganic mulches such as crushed rock must be applied at least 3" deep and maintained at all times at least 2" deep.

**Turf Grass:** At least 70% of the visible lawn area of the Lot must contain some form of sodded grass. The exact requirement of the turf may vary from property to property and is dependent on the specific plan submitted.

Owners should consider replacing any "thirsty" turf grasses in place such as St. Augustine with turf that has lower water requirements.

Artificial turf is prohibited absent a variance from the ARC, which may be granted or denied in the sole discretion of the ARC. However the ARC shall have no authority to approve artificial turf in any area between the front-most building line of a Lot and the street.

**Plants:** It is recommended to use plants adapted to the pH soil conditions created by the non-turf materials used, *i.e.*, don't use acid loving plants along with alkaline crushed limestone covering, whereas acid loving plants would do well with a ground hardwood mulch covering and native plants would do well with limestone or crushed granite. Sickly and dying plants must be promptly removed or replaced.

**Hardscapes, rock, gravel, cactus:** The ARC may prohibit or limit the size and number of hardscape items including boulders. The ARC may prohibit or limit the installation of rock ground cover (including gravel, and crushed stone). The ARC may prohibit or limit installation of cacti.

**Borders:** Non-turf planted areas must be bordered with an approved bordering material to define the xeriscaped area clearly from the turfed areas. Such areas must be kept maintained at all times (plants trimmed and thinned, planted areas weeded, and borders edged) to ensure an attractive appearance. No plants may encroach onto sidewalks, curbs, or streets.

**Safety:** No plant with thorns, spines, or sharp edges may be used within 6' of the sidewalk or street.

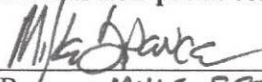
**Maintenance:** Xeric landscapes are subject to the same requirements as other landscaping and must be maintained at all times to ensure an attractive appearance. Xeriscape designs are not intended to be "zero maintenance"; in fact they often require more effort than turf throughout the year. Plants must be trimmed, beds must be kept weed-free and borders must be edged. Leaves and other debris must be removed on a regular basis so as to maintain a neat and attractive appearance. Perennials which die back during winter must be cut back to remove dead materials during winter. This includes most ornamental grasses and other flowering perennials which go dormant to the ground in winter.

These Architectural Guidelines are promulgated pursuant to and in accordance with Section 202.007 of the Texas Property Code.

**IT IS RESOLVED** these Architectural Guidelines were duly introduced, seconded, and were thereafter adopted at a regular scheduled meeting of the Board, at which a quorum was present, by a majority vote of the members of the Board present and eligible to vote on this matter, and shall remain in force and effect until revoked, modified or amended by the Board. These Architectural Guidelines shall be filed of record in the Official Public Records of Dallas County, Texas.

Date: April 28, 2023.

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HOMEOWNERS ASSOCIATION, INC.,  
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By: MIKE SPENCE  
Its: PRESIDENT