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NOTICE
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FIRST SUPPLEMENTAL
NOTICE OF DEDICATORY INSTRUMENTS
FOR
ASHFORD HOLLOW COMMUNITY IMPROVEMENT ASSOCIATION, INC.

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

The undersigned, being the authorized representative of Ashford Hollow Community Improvement Association, Inc., a property owner's association as defined in Section 202.001 of the Texas Property Code (the "Association"), hereby supplements the "Secretary's Certificate of Filing" ("Certificate") recorded in the Official Public Records of Real Property of Harris County, Texas on December 30, 1999 under Clerk's File No. U153423, which Certificate was filed for record for the purpose of complying with Section 202.006 of the Texas Property Code.

1. Subdivision. The Subdivision is comprised of the following real property:

Lots One (1) through Seven (7), both inclusive in Block One (1); Lots One (1) through Thirty-Seven (37), both inclusive in Block Two (2); Lots One (1) through Thirty-Three (33), both inclusive in Block Three (3); Lots One (1) through Twenty-Four (24), both inclusive in Block Four (4); Lots One (1) through Twenty-Four (24), both inclusive in Block Five (5); Lots One (1) through Twenty-Four (24), both inclusive in Block Six (6); Lots One (1) through Eighty-One (81), both inclusive in Block Seven (7) of Ashford Hollow, Section One (1), a subdivision in Harris County, Texas according to the map or plat thereof recorded in Volume 259, Page 136, of the Map Records of Harris County, Texas.

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2. Restrictive Covenants: The following document is a restrictive covenant applicable to the Subdivision:

a. Document:

Declaration of Covenants, Conditions and Restrictions for Ashford Hollow, Section One (1).

b. Recording Information:

Harris County Clerk's File No. F881081

3. Additional Dedicatory Instruments. In addition to the Dedicatory Instruments identified in the Certificate, the following documents are Dedicatory Instruments governing the Association:

- a. **Records Production Policy;**
- b. **Records Retention Policy; and**
- c. **Payment Plan Policy.**

This First Supplemental Notice is being recorded in the Official Public Records of Real Property of Harris County, Texas for the purpose of complying with Section 202.006 of the

Texas Property Code. I hereby certify that the information set forth in this First Supplemental Notice is true and correct and the documents attached to this First Supplemental Notice are the originals.

Rick S. Butler

Rick S. Butler, authorized representative of
Ashford Hollow Community Improvement
Association, Inc.

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THE STATE OF TEXAS §
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COUNTY OF HARRIS §

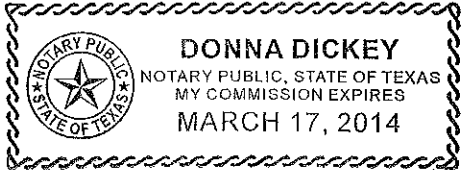
BEFORE ME, the undersigned notary public, on this day personally appeared Rick S. Butler, authorized representative of Ashford Hollow Community Improvement Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and in the capacity therein expressed.

SUBSCRIBED AND SWORN TO BEFORE ME on this the 4th day of April, 2012, to certify which witness my hand and official seal.

Donna Dickey

Notary Public in and for the State of Texas

Return to: JJ
BUTLER | HAILEY
Mr. Rick S. Butler
8901 Gaylord Drive, Suite 100
Houston, Texas 77024



213637

Star Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS
2012 APR -5 PM 3:50
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ASHFORD HOLLOW COMMUNITY IMPROVEMENT ASSOCIATION INC.
RECORDS PRODUCTION POLICY

This Records Production Policy was approved by the board of Directors for the Ashford Hollow Community Improvement Association Inc. on the 12 day of January, 2012.

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

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

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

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

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

Copies _____ 10 cents per page, for a regular 8.5"x11" page
50 cents per page, for pages 11"x17" or greater

Actual cost, for specialty paper (color, photograph, map, etc...)
\$1.00 for each CD or audio cassette

\$3.00 for each DVD

LABOR \$15.00 per hour for actual time to locate, compile and reproduce
the records
(can only charge if request is greater than 50 pages in length)

OVERHEAD 20% of the total labor charge
(can only charge if request is greater than 50 pages in length)

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

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

ASHFORD HOLLOW COMMUNITY IMPROVEMENT ASSOCIATION INC.
RESPONSE TO REQUEST FOR ASSOCIATION RECORDS

April 11, 2012

Dear Homeowner:

One April 1, 2012, the Association received your request to inspect the books and records of the Association. The books and records of the Association are available for you to inspect on regular business days, between the hours of 9 a.m. and 5 p.m., at the office Association Manager, Inc., 2000 S. Dairy Ashford, Suite 120, Houston, TX 77077.

Please contact the Association manager at 281-493-5400 to arrange for a mutually agreeable time for you to come and inspect the books and records. Please be advised that if you desire copies of specific records during or after the inspection, you must first pay the associated costs before the copies will be provided to you. A schedule of costs is included with this response.

Very truly yours,
Ashford Hollow Community Improvement Association Inc.

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

Ashford Hollow Community Improvement Association Inc.
Response to Request for Association Records

April 11, 2012

Dear Homeowner:

On April 1, 2012, the Association received your request for copies of specific Association records. We are unable to provide you with the requested records within 10 business days of your request. However, the requested records will be available to you not later than 15 business days after the date of this response.

In order to obtain the records you must first pay the Association the cost of providing the records to you. The estimated cost to obtain the records you requested is \$. Upon receiving payment, the Association will mail the requested documents to you. You may also make payment or pick up the documents in person at the office of Association Manager, 2000 Dairy Ashford, Suite 120, Houston, TX 77077.

Very Truly Yours,
Ashford Hollow Community Improvement Association Inc.

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

ASHFORD HOLLOW COMMUNITY IMPROVEMENT ASSOCIATION INC.
CERTIFICATION

“I, the undersigned, being the President of the Ashford Hollow Community Improvement Association Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors.”

By: Warren E. Bright, President
Print name: Warren E. Bright

THE STATE OF TEXAS

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COUNTY OF HARRIS

BEFORE ME, the undersigned notary public, on this 12 day of JAN, 2012, personally appeared WALTON BRIANT, President of the Ashford Hollow Community Improvement Association Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

Notary Public in and for the State of Texas



2011-09-16 14:53:44

ASHFORD HOLLOW COMMUNITY IMPROVEMENT ASSOCIATION INC.
RECORDS RETENTION POLICY

This Records Retention Policy was approved by the board of Directors for the Ashford Hollow Community Improvement Association Inc. on the 12 day of January, 2012.

The Association shall maintain its records as follows:

RECORD	RETENTION PERIOD
Certificate of Formation/Articles of Incorporation, Bylaws, Declarations and all amendments to those documents,	PERMANENT
Association Tax Returns and Tax Audits	SEVEN (7) YEARS
Financial Books and Records	SEVEN (7) YEARS
Account Records of Current Owners	FIVE (5) YEARS
Contracts with a term of more than one year	FOUR (4) YEARS AFTER CONTRACT EXPIRES
Minutes of Member Meetings and Board Meetings	SEVEN (7) YEARS

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

ASHFORD HOLLOW COMMUNITY IMPROVEMENT ASSOCIATION INC.
CERTIFICATION

"I, the undersigned, being the President of the Ashford Hollow Community Improvement Association Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors."

By: Warren E. Bright, President

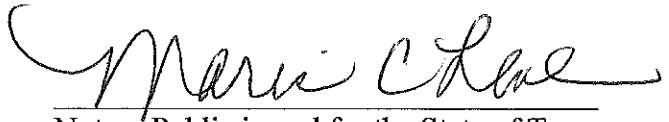
Print Name: Warren E. Bright

THE STATE OF TEXAS

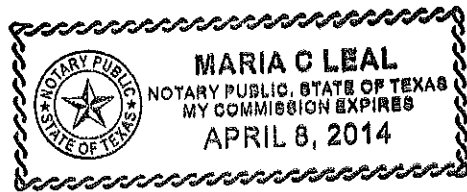
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COUNTY OF HARRIS

BEFORE ME, the undersigned notary public, on this 12 day of JAN, 2012, personally appeared WARREN BLICHT, President of the Ashford Hollow Community Improvement Association Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.



Notary Public in and for the State of Texas



001-69-1636

ASHFORD HOLLOW COMMUNITY IMPROVEMENT ASSOCIATION INC.
PAYMENT PLAN POLICY

This payment plan policy was approved by the board of Directors for the Ashford Hollow Community Improvement Association Inc. on the 12 day of January, 2012.

1. Owners are entitled to one approved payment plan to pay their annual assessments.
2. All payment plans require a down payment and monthly payments.
3. Upon request, all Owners are automatically approved for a payment plan consisting of 25% down, with the balance paid off in six (6) monthly installments.
4. If an owner defaults on the payment plan, the payment plan is automatically terminated and the Association is not obligated to make another payment plan with the owner for the next two years.
5. Alternative payment plan proposals must be submitted to and approved by the Association. The Association is not obligated to approve alternative payment plan proposals. Payment plan must offer a minimum of 3 months or up to a maximum of 18 months.
6. The Association cannot charge late fees during the course of a payment plan, but can charge interest at the rate it is entitled to under its Governing Documents and can charge reasonable costs of administering the payment plan. The term of a payment plan cannot be less than 3 months or more than 6 months.

ASHFORD HOLLOW COMMUNITY IMPROVEMENT ASSOCIATION INC.
CERTIFICATION

“I, the undersigned, being the President of the Ashford Hollow Community Improvement Association Inc., hereby certify that the foregoing Resolution was adopted by at least a majority of the Association Board of Directors.”

By: Warren E. Bight President
Print Name: Warren E. Bight
Date: January 12, 2012

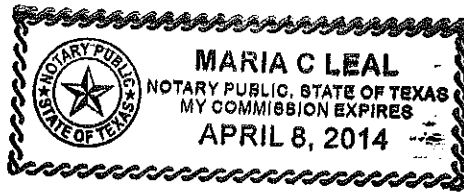
THE STATE OF TEXAS

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COUNTY OF HARRIS

BEFORE ME, the undersigned notary public, on this 12 day of JAN, 2012, personally appeared WARREN BEIGHT President of the Ashford Hollow Community Improvement Association Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

Maria C Leal
Notary Public in and for the State of Texas



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

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 herein by me, and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas

APR - 5 2012



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

001-69-1000