

# 2018 – Policies + Procedures

**Certificate for Recording of Policies and Procedures**

*of*

**Avalon Property Owners Association, Inc.**

THE STATE OF TEXAS     §  
                                          §  
COUNTY OF HARRIS     §

I, O. Russell Worley, Jr., Secretary of Avalon Property Owners Association, Inc., a Texas nonprofit corporation (the "Association"), do hereby certify that attached as Exhibit "A" is a true and correct copy of the Policies and Procedures of the Association as previously adopted by the Board of Directors of the Association and now in effect.

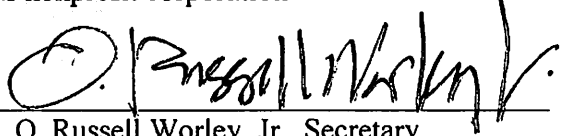
*[The remainder of this page intentionally left blank]*

RP-2018-75837

I hereby certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing Certificate now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Harris County, Texas.

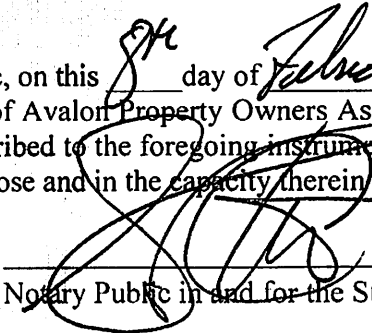
TO CERTIFY which witness my hand this the 8<sup>th</sup> day of February, 2018.

**Avalon Property Owners Association, Inc.,**  
a Texas nonprofit corporation

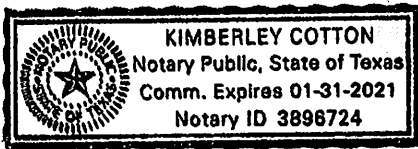
By:   
O. Russell Worley, Jr., Secretary

THE STATE OF TEXAS     §  
                                          §  
COUNTY OF HARRIS     §

BEFORE ME, the undersigned notary public, on this 8<sup>th</sup> day of February, 2018 personally appeared O. Russell Worley, Jr., Secretary of Avalon Property Owners 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.

  
Notary Public in and for the State of Texas

My commission expires: 1-31-21  
[Seal]



RP-2018-75837

**Exhibit "A"**

(Copy of Policies and Procedures of Association appear on following pages)

RP-2018-75837

UNOFFICIAL COPY

**Policies and Procedures  
of  
Avalon Property Owners Association, Inc. (“APOA”)**

Adopted by the APOA Board of Directors effective as of February 8, 2018, and intended to replace all previously adopted Policies and Procedures adopted by the APOA Board of Directors.

1. **Dues:** APOA Dues must be current, prior to review of any submittal to APOA.
2. **Initial Plan and Survey Approval:** Prior to commencement of any construction within Avalon that requires the issuance of a building permit from the City of Houston (per applicable Houston ordinances and codes), the owner of the lot on which construction is planned (“**Owner**”) or its architect or general contractor shall submit to APOA a complete set of the construction drawings and a recent survey for review and approval (collectively, the “**Proposed Plans**”). The Proposed Plans shall include, without limitation: Site Plan, Roof Plan, Existing and Proposed Floor Plans, Sections and Exterior Elevations. Within thirty (30) calendar days following submission of the Proposed Plans, APOA will provide written notice to Owner either approving the Proposed Plans or stating any revisions necessary to bring the Proposed Plans into compliance with the Restrictions and these Policies and Procedures. The failure of the APOA to respond to a request for review of plans shall not be deemed as approval of the plans. If revisions are required, Owner will amend the Proposed Plans and resubmit them to APOA. This process will continue until APOA notifies Owner of its approval of the Proposed Plans (the Proposed Plans, as approved by APOA, are hereinafter referred to as the “**Final Plans**”).
3. **Construction:** All construction of Improvements within Avalon shall be done substantially in accordance with Final Plans, and no material changes to Final Plans shall be made without prior review and approval of APOA in accordance with paragraph 2 above. In addition:
  - a. Prior to pouring or framing of a foundation, a “Form Survey” prepared by a registered surveyor confirming compliance with all APOA setbacks and building lines must be approved by APOA. Included with that survey shall be the top of form elevation (top of concrete) and the top of curb elevation (see item b) below). Within seven (7) calendar days following receipt of the form survey, APOA will provide written notice to Owner either approving same as indicating compliance with the Restrictions and these Policies and Procedures or stating any revisions necessary to bring same into compliance. This process will continue until APOA notifies Owner of its approval of the Form Survey, whereupon Owner may proceed with pouring the foundation.
  - b. Upon completion of the roof framing, Owner must submit a “Certificate of Roof Height Survey” from a registered surveyor confirming compliance with the roof height limitation. Within seven (7) calendar days following receipt of such certificate, APOA will provide written notice to Owner either approving same as indicating compliance with the Restrictions and these Policies and Procedures or stating any revisions necessary to bring same into compliance. This process will continue until APOA notifies Owner of its approval of the Certificate of Roof Height Survey.
4. **Allowable Construction Times:** Construction of Improvements may occur only during the days and hours posted on the APOA website.
5. **Architectural Review Expenses:** The fees for architectural review by the APOA shall be posted on the APOA website.
6. **Enforceability.** If one or more provision of these Policies and Procedures, or the application thereof to any person or circumstance, shall for any reason be held invalid, illegal or

unenforceable in any respect, and such invalidity, illegality or unenforceability shall be deemed stricken and shall not affect any other provision or the application of any other provision or the application of any other provision to other persons or circumstances, and the balance of these Policies and Procedures shall remain in full force and effect.

End of Policies and Procedures

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# Pages 6  
02/23/2018 11:00 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

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