

THE STATE OF TEXAS  
COUNTY OF MONTGOMERY

WHEREAS, F. M. Myers and A. L. Myers, are the OWNERS in fee simple of the hereinafter described premises in Montgomery County, Texas, to-wit:

Being the MT. PLEASANT LAKE SUBDIVISION in the J. J. Foster Survey, Abstract Number 204, Montgomery County, Texas, as per Revised Map or Plat of said Subdivision recorded under File Number 123153 of the County Clerk's Office of Montgomery County, Texas;

and,

WHEREAS, it is the desire of said OWNERS to place the following conditions, covenants and restrictions on the above described Subdivision, as follows, to-wit:

1. All of the lots in said Subdivision are hereby designated as residential lots and shall be used for residential purposes only, and no business of any type, kind or character shall be operated thereon nor shall said premises be used for any type of commercial purpose, save and except Lot Number 6-A.
2. All residences located on said premises must be provided with a septic tank or a similar disposal plant of that nature, together with drain fields when water is available. No outside or pit toilets shall be built, kept, or used on said premises.
3. No trash, garbage or other disposal matter shall be deposited or stored on said premises or in the lake, and all garbage, trash and other disposal matter as a result of the use of the premises shall be promptly burned, hauled away or buried.
4. All roads described on the map or plat of said Subdivision shall remain private roads and are hereby dedicated for the use of all the occupants of said Subdivision.
5. The land encircling and adjoining the lake is hereby dedicated for the use and benefit of all the lot owners of said Subdivision.
6. The lake, as described on the map or plat of said Subdivision, is hereby dedicated for the use and benefit of the lot owners of said Subdivision, their immediate families and guests only when accompanying them.
7. All parties so using said lake shall so use it at their own risk and benefit, and Owner herein expressly does not assume any liability by reason of the use of said lake.

8. No portion of a lot (less than a whole lot) as described on said map or plat of said Subdivision shall ever be sold, assigned or conveyed, nor shall any undivided interest, less than the whole, ever be sold, assigned or conveyed by any lot owner of said premises, unless the purchaser thereof purchases the entire lot. In the event of a violation of the foregoing provision, then all owners of said premises so sold shall automatically, without any further action on the part of anyone, forfeit their right to the use of the lake and lands surrounding said lake.

9. No main buildings shall be located on any lot nearer than ~~50~~ 50 feet to the front lot line (~~lot line~~) and no building shall be located nearer than 25 feet from any side line or rear lot line.

10. Said Subdivision is expressly made subject to those utility easements as set out on the plat of said Subdivision and Seller is hereby granted the right to grant a utility easement for electrical and electricity purposes along that portion of all of said lots which front on the road-ways of said Subdivision.

11. Lot Number Fifty-One (51) and those areas between Lots Numbers Three (3) and Four (4), and between Five (5) and Two (2); and between Lots Six-A (6-A) and Two (2) of said Subdivision are hereby dedicated for the use and benefit of the lot owners of said Subdivision and their immediate families and guests only when accompanying them. All parties so using such park areas, including the fishing, swimming, boating or other uses of said lake, shall use same at their own risk and Seller herein does not assume any liability by reason of the use of said park areas and lake by any parties. Said parties so using said park areas and lake shall keep same free of debris, garbage and other disposal matter. Seller shall be under no obligation to maintain said park areas other than this dedication hereof and it shall be the duty of said owners of lots in said Subdivision to maintain and police said park lots hereby dedicated. Said lot owners are also hereby granted the right to erect boat docks and landing facilities along the shore lines bordering said park areas. Said park areas may also be used as an entrance way to said Subdivision.

12. No firearms of any type shall be discharged on the premises at any time.

13. The above listed terms, reservations, conditions and restrictions, shall be effective until January 1st, 19 ~~67~~ 69, and shall automatically be extended thereafter for successive periods of ten (10) years; provided however that the Owners of the majority of the square foot area of the lots and blocks in said Subdivision may release all the premises hereby restricted from any one or more of said restrictions on either January 1st, 19 ~~67~~ 69, or at the end of any successive ten (10) year period thereafter by executing and acknowledging an appropriate agreement or agreements in writing for such purpose and filing the same for record in the office of the County Clerk of Montgomery County, Texas, at any time prior to January 1st, 19 ~~67~~ 69, or at any time prior to five (5) years preceding the expiration of any successive ten (10) year period thereafter.

14. Speed boats and/or boat racing will not be permitted upon the lake at any time. However, out-board motors may be used, provided they are the silent type and do not exceed 5 H.P. in size.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: That the above-described conditions, covenants and restrictions are hereby placed in force and effect regarding said Subdivision, and all conveyances of said Subdivision or any portion thereof, whether therein expressly stated or not, are hereby made subject to these conditions, covenants and restrictions the same as if they were copied in said Deed verbatim.

Such conditions, covenants and restrictions shall be binding upon and to be observed by the grantees of said premises, as well as their heirs, executors, administrators or assigns, and shall run in favor of and be enforceable by any person who shall hereinafter own any portion of said Subdivision, either by injunction or by action to recover damages therefor. In case of and upon any violation or non-observance of the above conditions, covenants and restrictions, and thereupon, each owner shall have the right to enforce same as above provided. No act or omission causing the violation or non-observance of the above described provisions shall be a waiver of the operation or enforcement of any of the other above described provisions.

WITNESS OUR HANDS at Conroe, Texas, this 9th day of January, A. D. 1959.

*F. M. Myers*  
F. M. Myers

*A. L. Myers*  
A. L. Myers

THE STATE OF TEXAS  
COUNTY OF MONTGOMERY

BEFORE ME, the undersigned authority, on this day personally appeared F. M. MYERS and A. L. MYERS, known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the 9th. day of January, A. D. 1959.



*Katy Jean Hill*  
Notary Public in and for  
Montgomery County, Texas.

FILED FOR RECORD 1959 at 10:55 o'clock P. M.  
RECORDED Jan. 16, 1959 at 5:00 o'clock P. M.  
Feb. 24, W. T. HOOPER, Clerk County Court,  
Montgomery County, Texas  
BY: *C. J. Jones* Deputy

199936

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DEEDS

THE STATE OF TEXAS     |  
COUNTY OF MONTGOMERY   |

KNOW ALL MEN BY THESE PRESENTS:

THAT I, Billy L. Hardin, of the County of Harris, State of Texas, for and in consideration of the sum of Ten (\$10.00) Dollars and other valuable considerations to me in hand paid by Jim Payne, the receipt of which is hereby acknowledged and confessed, have Granted, Sold and Conveyed and by these presents do Grant, Sell and Convey unto the said Jim Payne of the County of Jefferson, State of Texas, all that certain following described property situated in Montgomery County, Texas, and more particularly described as follows, to-wit:

Lots 31 and 32, Section 1, HIDDEN FOREST ESTATES SUBDIVISION, a partition of 82.9 acres in the J. J. Foster Survey, A-204, Montgomery County, Texas, as shown on the attached plat marked Exhibit A.

This conveyance is subject to the prior reservation of all oil, gas and other minerals in deeds of December 23rd, 1949, and December 22nd, 1949, from C. W. Coffey, Jr., Guardian, and Tom Kameron et al, to J. J. Ranels, recorded in Vol. 289, Page 637; and Vol. 288, Page 625, respectively, Deed Records of Montgomery County, Texas.

This conveyance is further subject to those restrictions set out in Vol. 456, Page 542, Deed Records of Montgomery County, Texas.

This conveyance is further subject to the following restrictions and reservations:

I.

1. All lots in this subdivision shall be designated as residential lots; and no such residential lots, or any part thereof sold or conveyed, shall be used as a site or place to conduct any business, trade, commercial or professional activity thereon except those reserved on plat of subdivision.

2. Only a residence, garage or tool house may be built on residential lots and they must conform in appearance and construction.



3. All residential buildings must have 420 feet floor space on ground floor excluding porches and carports and garages attached except on streets having lake front lots and lots on street from entrance of HIDDEN FOREST ESTATES that leads to lake dam shall have a minimum of 600 square feet.

4. All buildings must be at least 20 feet from the front lot lines and five feet from the back and side lot lines except where one party owns more than one lot these restrictions shall apply to outside boundaries.

5. Building materials must be of brick, stone, wood, concrete block, asbestos or aluminum siding; and wood, block, asbestos or aluminum siding must be painted and maintained as such, if not of permanent finish. All buildings and premises must be kept up and maintained in a neat and orderly way.

6. The exterior of all residential buildings must be completed within 150 working days after starting or owner must get written approval of delays from the Developers of HIDDEN FOREST ESTATES SUBDIVISION.

7. No noxious or offensive activity shall be carried on upon any lot or anything be done thereon which may become an annoyance or nuisance to the neighborhood.

8. Sanitation: No outdoor toilets, pits or trenches will be allowed in said subdivision. A septic system approved by the County Health Officer of Montgomery County, Texas, must be installed.

9. No trash, garbage, manure, or other disposal or putrescible matter or debris of any kind shall be permitted to accumulate or be deposited or stored on said premises or in the lake and all such matter as a result of the use of the premises shall be promptly burned or hauled away.

10. No firearms of any type shall be discharged within the subdivision at any time.

11. All parties using the club house, swimming pools, lake(s), park areas, roads, dam site(s), or other recreational facilities, shall use same at their own risk and benefit; and Seller does not assume any liability by reason of the use of the lake(s) and other areas by any parties.

12. Lot owner culvert drainage structures of sufficient size to permit the free flow of water without causing backwater shall be used where driveways cross bar ditches and drainage ditches.

13. No tree more than four (4") inches in diameter may be cut without the permission of the Seller, unless the owner or person entitled to possession of said lot has paid 25% or more of the total purchase price of said lot(s), except that an area sufficient for construction of a residence may be cleared immediately prior to beginning of construction.

14. No lot(s) in the said subdivision may be used for roadway purposes without the written consent of HIDDEN FOREST ESTATES, its successors or assigns.

15. No boats with gasoline engines may be used on the lake.

16. Piers built on the lake shall extend no more than fifteen (15') feet from the normal shore line.

II.

Easements are reserved along and within five (5') feet of the rear and side lines and along and within ten (10') feet of the front lines of all lots in this subdivision for the construction and perpetual maintenance of conduits, poles, wires, and fixtures for electrical current, telephones, water mains, sanitary and storm sewers, gas mains, and other public and quasi-public utilities and to trim any trees which at any time may interfere or threaten to interfere with the maintenance of such lines, with right of ingress to and egress from and across said premises to HIDDEN FOREST ESTATES and to employees of said utilities. Said easement to also extend along

any owner's front, side and rear property lines in case of fractional lots. It is understood and agreed that it shall not be considered a violation of the provisions of the easement if wires or cables carried by such pole lines pass over some portion of said lots not within the aforesaid easement strips as long as such lines do not hinder the construction of buildings on any lots in this subdivision.

III.

Membership in the HIDDEN FOREST LODGE does not transfer with the land; however, in the event of the resale or assumption of any lot or lots, the new owner may make application for membership.

IV.

The above described restrictions shall be effective until January 1st, 1984, and shall automatically be extended thereafter for successive periods of ten (10) years; provided however, that the owners of the majority of the square foot area of the lots in said subdivision may release all the premise hereby restricted from any one or more of said restrictions on either January 1st, 1984, or at the end of any successive ten (10) year period thereafter by executing and acknowledging an appropriate agreement or agreements in writing for such purpose and filing the same for record in the office of the County Clerk in Montgomery County, Texas, at any time prior to January 1st, 1979, or at any time prior to five (5) years preceding the expiration of any successive ten year period thereafter.

V.

These provisions and restrictions shall be binding upon and shall inure to the benefit of Billy L. Hardin d/b/a HIDDEN FOREST DEVELOPMENT COMPANY and HIDDEN FOREST LODGE, their successors and assigns and the owners of lots in the HIDDEN FOREST ESTATES SUBDIVISION, their heirs and assigns.

TO HAVE AND TO HOLD the above described premises together with all and singular the rights and appurtenances thereto in anywise belonging unto the said Jim Payne, his heirs and assigns, forever; and I do hereby bind myself, my heirs and assigns to Warrant and Forever Defend all and singular the said premises unto the said Jim Payne, his heirs and assigns against every person whomsoever lawfully claiming, or to claim the same or any part thereof.

WITNESS my hand this 13th day of February, 1967.



Billy L. Hardin  
Billy L. Hardin



THE STATE OF TEXAS  
COUNTY OF MONTGOMERY

BEFORE ME, the undersigned authority in and for said County and State, on this day personally appeared Billy L. Hardin, 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 purposes and consideration therein expressed.



GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the 12 day of February, 1967.

COMMISSION EXPIRES  
June 1, 1969  
(Seal)

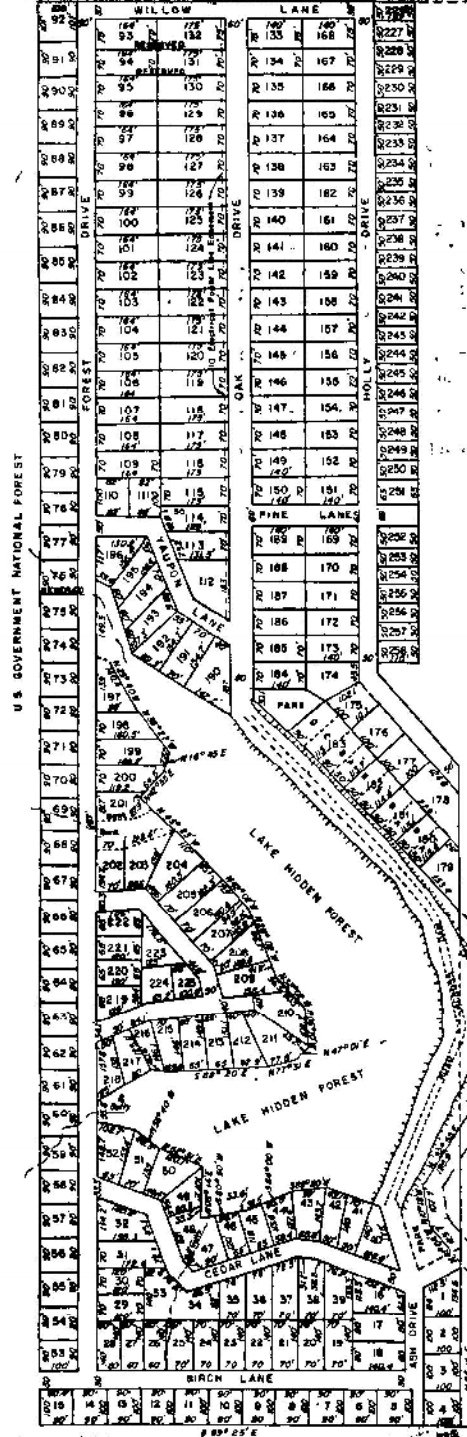
Louise H. Hoopes  
Notary Public in and for  
Harris County, Texas  
MONTGOMERY

Exhibit  
"A"

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NOTE: This Easement granted by U.S. Dept. of Agriculture for construction of 0.8811 acres Tract 1-5, John Stokely Survey - File No. 2730-Region B - Roan District, San Houston National Forest

U.S. GOVERNMENT NATIONAL FOREST



**HIDDEN FOREST ESTATES**  
**Section I**  
 A PARTITION OF 873 ACRES OF LAND  
 IN POSTER SURVEY, A-004  
 MONTGOMERY COUNTY, TEXAS

FILED FOR RECORD  
AT 2:00 P.M.

FEB 14 1967

ROY HARRIS Clerk  
County Court, Montgomery County, Texas

PLATE'S MEMORANDUM  
At the time of reproduction, this instrument was found to be inadequate for the best photographic reproduction.



I, Roy Harris, County Clerk, Montgomery County, Texas, do hereby certify that this plat of HIDDEN FOREST ESTATES, Section I, was prepared by me from an actual survey and that all blocks, lots, streets and corners were shown on the ground as they stood on this day, Jan 28, 1965 A.D.

ROY HARRIS  
 Registered Public Surveyor No. 923



2002-029407

043-10-0143

6

STATE OF TEXAS

COUNTY OF MONTGOMERY

**CERTIFICATE OF BYLAWS**  
**OF**  
**CIA HIDDEN FOREST, INC.**

**I.**

At the duly authorized annual membership meeting on April 18, 1999, the membership of CIA HIDDEN FOREST, INC. adopted the attached Bylaws of CIA Hidden Forest, Inc. (a civic association). The meeting was open to all members and notice of the time, place, and purpose of the meeting was given, as required by the Bylaws.

**II.**

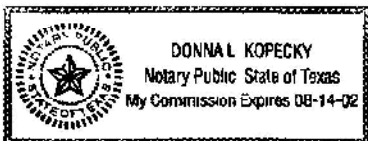
WHEREUPON, AMONG OTHER BUSINESS TRANSACTED, with a quorum of the members present or by a written absentee ballot, the Membership considered the adoption of the Bylaws. A true, full, and correct copy of the Bylaws, as amended and adopted at the meeting, is attached and follows this certificate.

SIGNED AND SEALED this 19th day of March 2002.

Mary Gebhart  
Mary Gebhart, Secretary  
Board of Directors,  
CIA Hidden Forest, Inc.

SUBSCRIBED AND SWORN to before me by Mary Gebhart on this 19th day of March 2002.

Donna L. Kopecny  
Notary Public in and for the  
State of Texas

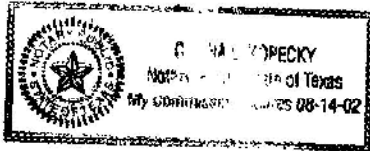


STATE OF TEXAS §

COUNTY OF MONTGOMERY §

BEFORE ME, the undersigned notary public on this day personally appeared Mary Gebhart, proved to me through her Texas Driver's license to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed and is duly authorized to execute the same on behalf of CIA HIDDEN FOREST, INC., the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 19th day of March, 2002.



*Donna J. Kopecky*  
Notary Public in and for the  
State of Texas

*DEFINITION: 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 black-outs, additions and changes were present at the time the instrument was filed and recorded.

**BYLAWS**  
**C.I.A. HIDDEN FOREST, INC.**  
 (A Civic Association)

**ARTICLE I:**  
**NAME AND ADDRESS**

The name of this organization shall be C.I.A. Hidden Forest, Inc., hereinafter referred to as "the Association". The Association is a Texas non-profit corporation. The principal office shall be in Hidden Forest Estates, a Subdivision in Montgomery County, Texas, with a mailing address of P. O. Box 599, Montgomery, TX 77356. The Association may transact business elsewhere in the State of Texas, as required by the needs of the Association.

**ARTICLE II**  
**OBJECT**

The object of this Association shall be to promote civic pride and establish public unity in Hidden Forest Estates; to maintain property owned by the Association; to obtain needed improvements for the community; and to assist, civic, and social enterprises and activities that are for the welfare of the community.

**ARTICLE III**  
**MEMBERS**  
**SECTION I.**

Membership in this Association shall be confined to adult residents and/or owners of property in Hidden Forest Estates who have paid their current Association fees and are in good standing. The boundaries of Hidden Forest Estates shall be as shown by the maps or plats of the various sections on file or of record or of which may be placed on file or of record in the office of the County Clerk of Montgomery County, Texas.

**SECTION II.**

The annual membership dues, also known as maintenance assessment fees, shall be \$100.00. Thereafter, these annual fees shall be determined by three-fourths (3/4) vote of those board members present and voting at a regularly scheduled board meeting; provided however, any increase or decrease in the annual fees that exceeds 10 percent (10%) must be approved by a majority (51%) of members in good standing and voting at the annual membership meeting.

**SECTION III.**

The annual fees are due and payable on or before the 31st day of January of each year. Members failing to pay fees shall forfeit all rights of membership. There will be no pro-ration of fees.

**SECTION IV.**

The payment of maintenance assessment fees will entitle voting rights for a maximum of 2 adults.

**SECTION V.**

No property owner, or his family members, renters, or guests, shall use the Association's amenities, such as the pool, lake, parks and buildings, until his/her maintenance fees are current.

**ARTICLE IV.**  
**OFFICERS AND BOARD OF DIRECTORS**  
**SECTION I.**

The officers of this Association shall be a President, Vice-President, Secretary, and a Treasurer. Officers shall be elected for a term of one year, except the Treasurer, who shall hold office for a term of two (2) years, or until his/her successor is elected.

**SECTION II.**

The Board of Directors shall consist of four elected officers and six directors; including one property owner for each section and one director-at-large. Directors shall be elected for a term of two (2) years, or until their successors are elected.

**SECTION III.**

The Board of Directors shall conduct the business of the Association between annual meetings of the Association, and shall report their actions at the next membership meeting.

**SECTION IV.**

Regular meetings of the Board of Directors shall be held monthly as the Board of Directors may from time to time designate. All board members shall be properly notified and notice posted on the bulletin board at least 2 days prior to such meetings.

**SECTION II.**

Only active members in good standing in the Association may vote, hold offices, or serve as the chairman of any committee. The records maintained by the Association secretary shall determine the voting eligibility of any member. Members eligible to vote in the annual election shall be active members in good standing on the 60th day preceding the date of commencement of the annual meeting. Only one family member may serve on the board at any one time.

**SECTION III.**

The Nominating Committee shall consist of three (3) members in good standing appointed by the President. No elected officer shall be eligible to serve on the Nominating Committee, and no member of the Nominating Committee shall be eligible to hold office.

**SECTION IV.**

The Nominating Committee shall present a list of one or more names for each office to be filled in sufficient time to be printed in the Association newsletter prior to the annual meeting. At the annual meeting, nominations may be made from the floor. The consent of each candidate must be obtained prior to any nomination.

**SECTION V.**

The President of the Association shall appoint three (3) active members to serve with the Secretary as an election committee for the purpose of recording and certifying the results of the election.

**ARTICLE VII.****MEETINGS OF THE MEMBERS****SECTION I.**

The place of the regular annual membership meeting or for any special called meeting of the Association shall be in Hidden Forest Estates or such other place as shall be determined from time to time by the Board of Directors.

**SECTION II.**

The regular annual membership meeting of the Association shall be held on the 3rd Sunday of April or at such other time as the Board of Directors may set.

**SECTION III.**

Special called meetings of the members for any purpose or purposes may be called by the President, or in his absence, the Vice-President, or by a majority of the Board of Directors; or by any ten (10) members of the Association in good standing who petition the Board of Directors to call such a meeting. Any ten members who submit a petition to the Board of Directors for the purpose of calling a special meeting, must deposit with the Treasurer of the Association in cash or by cashier's check the cost of mailing notice of the special meeting to the members. This deposit is a condition that must be complied with in order for the ten members to have the right to petition the Board of Directors to call a special meeting. Business at all special meetings shall be confined to the subjects stated in the call.

**SECTION IV.**

Notice of the time and place of all meetings of the members or of any change in the time or place of all meetings of the members shall be given in writing to all members no later than 10 days preceding the meeting.

**ARTICLE VIII.****FINANCE:****SECTION I.**

The monies of the Association shall be deposited in the name of the Association in such bank or banks, trust company or trust companies, or savings or loan associations as the Board of Directors shall designate. All checks and instruments shall be signed by any 2 of the following officers: President, Vice-President or Treasurer.

**SECTION II.**

Fiscal year of the Association shall be January 1 to December 31.

**SECTION III.**

The books, accounts and records of the Association will be audited within 30 days prior to the annual meeting and the audit report shall be presented at the annual membership meeting. In the event of a vacancy in the treasurer's position, an audit will be made within 30 days after such vacancy, and such audit report will be presented at the next meeting of the Board of the Directors.

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**ARTICLE IX.  
BOOKS AND RECORDS  
SECTION I.**

The books, accounts and records of the Association shall be kept by the Secretary and Treasurer, as herein provided.

**SECTION II.**

Upon written request by any member, the books, accounts and records of the Association shall be readily available for examination at reasonable times.

**ARTICLE X.  
COMMITTEES  
SECTION I.**

Such committees as the Association deems necessary may be appointed by the President with approval of the Board of Directors to perform any necessary work or duties for the good of the Association.

**SECTION II.**

Standing committees of the Association may include, but are not limited to the following: Work Day, Social Deed Restrictions, Lake, Election, Newsletter, and Finance.

**ARTICLE XI.  
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, shall govern the proceedings of this Association in all cases not provided for in these Bylaws or in the Standing Rules.

**ARTICLE XII.  
AMENDMENT**

These Bylaws may be amended at any annual membership meeting by a two-thirds (2/3) vote of the members voting in person or by a written absentee ballot returned at least five (5) days before the membership meeting, provided the amendment has been presented in writing at least thirty (30) days prior to the annual meeting.

ADOPTED: April 18, 1999.

STATE OF TEXAS  
COUNTY OF MONTGOMERY  
I hereby certify 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 at Montgomery County, Texas.

MAR 26 2002



*Mark J. Tubell*

County Clerk  
Montgomery County, Texas

FILED FOR RECORD  
2002 MAR 26 PM 3:36

*Mark J. Tubell*  
COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS



STATE OF TEXAS

COUNTY OF MONTGOMERY

**CERTIFICATE OF BYLAWS**  
**OF**  
**CIA HIDDEN FOREST, INC.**

At the duly authorized annual membership meeting on June 25, 2006 the membership of CIA HIDDEN FOREST, INC. adopted the attached Bylaws of CIA Hidden Forest, Inc. (a civic association). The meeting was open to all members and notice of time, place, and purpose of the meeting was given, as required by the Bylaws.

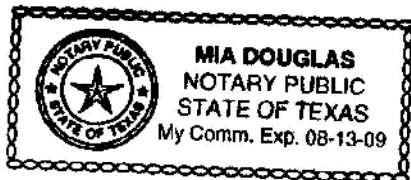
WHEREUPON, AMONG OTHER BUSINESS TRANSACTED, with a quorum of the members present or by written absentee ballot, the Membership considered the adoption of the Bylaws. A true, full, and correct copy of the Bylaws, as amended and adopted at the meeting, is attached and follows this certificate.

SIGNED AND SEALED this 11 day of January 2007.

*Mary Gebhart*  
Mary Gebhart, Secretary  
Board of Directors,  
CIA Hidden Forest, Inc.

SUBSCRIBED AND SWORN to before me by Mary Gebhart on this 11 day of January 2007.

*Mia Douglas*  
Notary Public in and for  
the State of Texas



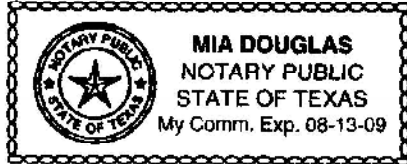
STATE OF TEXAS

COUNTY OF MONTGOMERY

**BEFORE ME**, the undersigned notary public on this day personally appeared Mary Gebhart, proved to me through her Texas Driver's license to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed and is duly authorized to execute the same on behalf of CIA HIDDEN FOREST, INC., the same for the purposes and consideration therein expressed.

Given under my hand and seal of office  
this 11 day of January 2007.

*Mia Douglas*  
Notary Public in and for  
the State of Texas



*Ret:*

*Mary Gebhart  
5903 Reg  
Houston, Tx 77092*

**BYLAWS**  
**C.I.A. HIDDEN FOREST, INC.**  
 (A Civic Association)

**ARTICLE I.**  
**NAME AND ADDRESSES**

The name of this organization shall be C.I.A. Hidden Forest, Inc., hereinafter referred to as "The Association". The Association is a Texas non-profit corporation. The principal office shall be in Hidden Forest Estates, a Subdivision in Montgomery County, Texas, with a mailing address of P.O. Box 599, Montgomery, TX 77356. The Association may transact business elsewhere in the State of Texas, as required by the needs of the Association.

**ARTICLE II.**  
**OBJECT**

The object of this Association shall be to promote civic pride and establish public unity in Hidden Forest Estates, to maintain property owned by the Association, to obtain needed improvements for the community, and to assist, civic, and social enterprises and activities that are for the welfare of the community.

**ARTICLE III.**  
**MEMBERS**

**SECTION I.**

Members in this Association shall be confined to adult property owners in Hidden Forest Estates who have paid their past and present Maintenance Fees and their current Association Dues and are in good standing. Property owner is defined as the owner registered with the Montgomery County Tax Authority. The boundaries of Hidden Forest Estates shall be as shown by the maps or plats of the various sections on file or of record or of which may be placed on file or of record in the office of the County Clerk of Montgomery County, Texas.

**SECTION II.**

The Annual Membership Fees shall remain at \$36.00 a year and the Association Dues shall be \$100.00 a year, identified separately. Thereafter, Association Dues shall be determined by three-fourths (3/4) vote of the membership present and voting at a regular scheduled board meeting; provided however, any increase or decrease in the Annual Membership dues that exceeds 10 percent must be approved by a majority (51%) of members in good standing and voting at the annual membership meeting.

**SECTION III.**

The Annual Maintenance Fees and Association Dues are Due and payable on or before the 31st. day of January of each year. Members Failing to pay all fees and dues shall forfeit all rights of membership. There will be no pro-ration of fees or dues.

**SECTION IV.**

The payment of maintenance fees (\$36.00) and Association Dues (\$100.00) will entitle voting rights for a maximum of 2 adults per property owner.

**SECTION V.**

No property owner, or his family members, renters, or guests, shall use the Association's amenities, such as the pool, lake, parks and buildings, until his/her maintenance fees and Association Dues are current.

**ARTICLE IV.**  
**OFFICERS AND BOARD OF DIRECTORS**

**SECTION I.**

The officers of the Association shall be a President, Vic-President, Secretary, Treasurer. Officers shall be elected for a term of one year, except the Treasurer, Who shall hold office for a term of (2) years, Or until his/her successor is elected.

**SECTION II.**

The Board of Directors shall consist of four elected officers and six directors; including one property owner for each section and one director-at-large. Directors shall be elected for a term of (2) years, or until their successors are elected.

**SECTION III.**

The Board of directors shall conduct the business of the Association between annual meetings of the Association, and shall report their actions at the next membership meeting.

**SECTION IV.**

Regular meeting of the Board of Directors shall be held monthly as the Board of Directors may from time to time designate. All board members shall be properly notified and a notice posted on the bulletin board at least 2 days prior to such meetings.

**SECTION V.**

Special meetings of the Board of Directors may be called at any time by the President, or in his/her absence, the vic-President, or by any two directors and be held at any place the directors may from time to time designate, provided that, no less than two days notice be given to all board members and such notice posted on the bulletin board at least 2 days prior to the meetings.

**SECTION VI.**

A quorum at all meetings of the board of Directors shall consist of six (6) Board members.

**SECTION VII.**

In the event of a vacancy in the office of President, the Vic-President shall succeed to the office of President for the unexpired portion of the term. Any other vacancy in elected officers or directors shall be filled by the Board of Directors for the unexpired term.

**SECTION VIII.**

All officers and directors shall have paid all current fees and be in good standing at the time of nomination and election, and shall remain in good standing during the term for which elected. In the event any member of the Board of Directors fails to pay all Association fees when due, after 30 days written notice, his/her office shall be declared vacant and be filled as any vacancy in accordance with these Bylaws.

**SECTION IX.**

No salary shall be paid to the officers or directors for their services, but they shall be reimbursed for any authorized expenses incurred on behalf of the Association.

**SECTION X.**

If any Board member misses three (3) consecutive meetings his/her position shall be declared vacant.

**ARTICLE V.  
DUTIES OF OFFICERS**

**SECTION I.**

The President shall preside at all meetings of the members and of the Board of Directors, and shall act as Chairman of the Board of Directors. The President shall have general supervision of all affairs of the Association and shall perform all such duties as are incident to his/her office or as directed by the Association or the Board of Directors.

**SECTION II.**

The Vic-President shall exercise the functions of President during the absence or disability of the President, and shall have such powers and discharge such duties as may be assigned to him from time to time by the Association or the Board of Directors.

**SECTION III.**

The Secretary shall issue notices of the meetings as required herein, shall keep minutes of all meetings, keep the records, and perform such other duties as are incident to the office or properly required by the Association of the Board of Directors.

**SECTION IV.**

The Treasurer shall have custody of all monies and securities of the Association, and shall keep regular books of account. The treasurer shall disburse the funds of the Association and shall perform all duties incident to his/her office or which may be properly required by the Association of the Board of Directors. The Treasurer shall present a report at each board meeting and give an annual audited report at the annual membership meeting.

**SECTION V.**

The President, Vic-President, And the Treasurer shall furnish a bond in an amount equal to the assessment set by the Board of Directors, the cost of such bond to be paid out of the treasury of the Association.

**ARTICLE VI.  
ELECTION OF OFFICERS AND DIRECTORS**

**SECTION I.**

The election of officers and directors shall be by written ballot at the annual membership meeting or by absentee vote if a member is unable to attend. Any member unable to attend the annual meeting must make a written request to receive an absentee ballot. Absentee ballots must be received by five (5) days prior to the annual membership meeting. Election shall be by majority of votes cast. Elected officers and directors will assume their duties on May 1st after the April membership meeting.

**SECTION II.**

Only active members in good standing in the Association may vote, hold offices, or serve as the chairman of any committee. The records maintained by the Association secretary shall determine the voting eligibility of any member. Members eligible to vote in the annual election shall be active members in good standing on the 60th day preceding the date of commencement of the annual meeting. Only one family member may serve on the board at any one time.



**SECTION III.**

The Nominating Committee shall consist of three (3) members in good standing appointed by the President. No elected officer shall be eligible to serve on the Nominating Committee, And no member of the Nominating Committee shall be eligible to hold office.

**SECTION IV.**

The Nominating Committee shall present a list of one or more names for each office to be filled in sufficient time to be printed in the Association newsletter prior to the annual meeting. At the annual meeting, nominations may be made from the floor. The consent of each candidate must be obtained prior to any nomination.

**SECTION V.**

The President of the Association shall appoint three (3) active members to serve with the Secretary as an election committee for the purpose of recording and certifying the results of the election.

**ARTICLE VII.  
MEETINGS OF THE MEMBERS**

**SECTION I.**

The place of the regular annual membership meeting or for any special called meeting of the Association shall be in *Hidden Forest Estates* or such other place as shall be determined from time to time by the Board of Directors.

**SECTION II.**

The regular annual membership meeting of the Association shall be held on the 3rd Sunday of April or at such other time as the Board of Directors may set.

**SECTION III.**

Special called meetings of the members for any purpose may be called by the President, or in his absence; the Vic-President, or by a majority of the Board of Directors; or by any ten (10) members of the Association in good standing who petition the Board of Directors to call such a meeting. Any ten members who submit a petition to the Board of Directors for the purpose of calling a special meeting, must deposit with the Treasurer of the Association in cash or by cashier's check the cost of mailing notice of the special meeting to the members. The deposit is a condition that must be complied with in order for the ten members to have the right to petition the Board of Directors to call a special meeting. Business at all special meetings shall be confined to the subject stated in the call.

**SECTION IV.**

Notice of the time and place of all meetings of the members or of any changes in the time or the place of all meetings of the members shall be given in writing to all members no later than 10 days preceding the meeting.

**ARTICLE VIII.  
FINANCE**

**SECTION I.**

The monies of the Association shall be deposited in the name of the Association in such bank or banks, trust company or trust companies, or savings or loan association as the Board of Directors shall designate. All checks and instruments shall be signed by any 2 of the following officers: President, Vic-President or Treasurer.

**SECTION II.**

Fiscal year of the Association shall be January 1 to December 31.

**SECTION III.**

The books, accounts and records of the Association will be audited within 30 days prior to the annual meeting and the audit report shall be presented at the annual membership meeting. In the event of a vacancy in the treasurer's position, an audit will be made within 30 days after such vacancy, and such audit report will be presented at the next meeting of the Board of Directors.



**ARTICLE IX.  
BOOKS AND RECORDS**

**SECTION I.**

The books, accounts and records of the Association shall be kept by the Secretary and Treasurer, as herein provided.

**SECTION II.**

Upon written request by any member, the books, accounts and records of the Association shall be readily available for examination at reasonable times.

**ARTICLE X.  
COMMITTEES**

**SECTION I.**

Such Committees as the Association deems necessary may be appointed by the President with approval of the Board of Directors to perform any necessary work or duties for the good of the Association.

**SECTION II.**

Standing committees of the Association may include, but are not limited to the following: Work Day, Social, Deed Restrictions, Lake, Election, Newsletter, and Finance.

**ARTICLE XI.  
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Association in all cases not provided for in these Bylaws or in the Standing Rules.

**ARTICLE XII.  
AMENDMENT**

These Bylaws may be amended at any annual membership meeting by two-thirds (2/3) vote of the members voting in person or by absentee ballot returned at least five (5) days before the membership meeting, provided the amendment has been presented in writing at least thirty(30) days prior to the annual meeting.

ADOPTED: June 25, 2006

FILED FOR RECORD  
07 JAN 12 AM 9:23

*Mark Turnbull*  
COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS  
COUNTY OF MONTGOMERY

I hereby certify 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 at Montgomery County, Texas.

JAN 12 2007



*Mark Turnbull*  
County Clerk  
Montgomery County, 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 black-outs, additions and changes were present at the time the instrument was filed and recorded.

STATE OF TEXAS

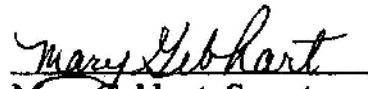
COUNTY OF MONTGOMERY

**CERTIFICATE OF BYLAWS**  
**OF**  
**CIA HIDDEN FOREST, INC.**

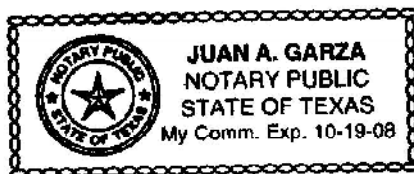
At the duly authorized annual membership meeting on April 15, 2007 the membership of CIA HIDDEN FOREST, INC. adopted the attached Bylaws of CIA Hidden Forest, Inc. (a civic association). The meeting was open to all members and notice of time, place, and purpose of the meeting was given, as required by the Bylaws.

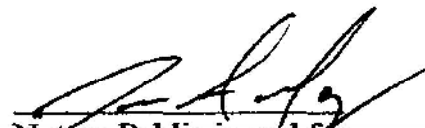
WHEREUPON, AMONG OTHER BUSINESS TRANACTED, with a quorum of the members present or by written absentee ballot, the Membership considered the adoption of the Bylaws. A true, full, and correct copy of the Bylaws, as amended and adopted at the meeting, is attached and follows this certificate.

SIGNED AND SEALED this 6<sup>th</sup> day of June 2007.

  
 Mary Gebhart, Secretary  
 Board of Directors,  
 CIA Hidden Forest, Inc.

6<sup>th</sup> SUBSCRIBED AND SWORN to before me by Mary Gebhart on this MAY day of MAY 2007.



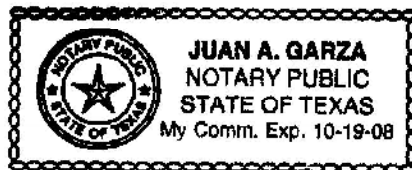
  
 Notary Public in and for  
 the State of Texas

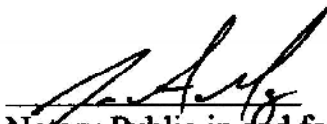
STATE OF TEXAS

COUNTY OF MONTGOMERY

**BEFORE ME**, the undersigned notary public on this day personally appeared Mary Gebhart, proved to me through her Texas Driver's license to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed and is duly authorized to execute the same on behalf of CIA HIDDEN FOREST, INC., the same for the purposes and consideration therein expressed.

Givin under my hand and seal of office  
this 6<sup>th</sup> day of May 2007.



  
Notary Public in and for  
the State of Texas

Return to:

Mary Gebhart  
5903 Peg St.  
Houston, Texas 77092

**BYLAWS**  
**C.I.A. HIDDEN FOREST, INC.**  
 (A Civic Association)

**ARTICLE I.**  
**NAME AND ADDRESSES**

The name of this organization shall be C.I.A. Hidden Forest, Inc., hereinafter referred to as "The Association". The Association is a Texas non-profit corporation. The principal office shall be in Hidden Forest Estates, a Subdivision in Montgomery County, Texas, with a mailing address of P.O. Box 599, Montgomery, TX 77356. The Association may transact business elsewhere in the State of Texas, as required by the needs of the Association.

**ARTICLE II.**  
**OBJECT**

The object of this Association shall be to promote civic pride and establish public unity in Hidden Forest Estates, to maintain property owned by the Association, to obtain needed improvements for the community, and to assist, civic, and social enterprises and activities that are for the welfare of the community.

**ARTICLE III.**  
**MEMBERS**

**SECTION I.**

Members in this Association shall be confined to adult property owners in Hidden Forest Estates who have paid their past and present Maintenance Fees and their current Association Dues and are in good standing. Property owner is defined as the owner registered with the Montgomery County Tax Authority. The boundaries of Hidden Forest Estates shall be as shown by the maps or plats of the various sections on file or of record or of which may be placed on file or of record in the office of the County Clerk of Montgomery County, Texas.

**SECTION II.**

The Annual Maintenance Fees shall remain at \$36.00 a year and the Association Dues shall be \$100.00 a year, identified separately. Thereafter, Association Dues shall be determined by three-fourths (3/4) vote of the membership present and voting at a regular scheduled board meeting; provided however, any increase or decrease in the Annual Membership dues that exceeds 10 percent must be approved by a majority (51%) of members in good standing and voting at the annual membership meeting.

**SECTION III.**

The Annual Maintenance Fees and Association Dues are Due and payable on or before the 31st. day of January of each year. Members Failing to pay all fees and dues shall forfeit all rights of membership. There will be no pro-ration of fees or dues.

**SECTION IV.**

The payment of Maintenance Fees (\$36.00) and Association Dues (\$100.00) will entitle voting rights for a maximum of 2 adults per property owner.

**SECTION V.**

No property owner, or his family members, renters, or guests, shall use the Association's amenities, such as the pool, lake, parks and buildings, until his/her maintenance fees and Association Dues are current.

**ARTICLE IV.**  
**OFFICERS AND BOARD OF DIRECTORS**

**SECTION I.**

The officers of the Association shall be a President, Vic-President, Secretary, Treasurer. All officers shall be elected for a term of two (2) years, or until his / her successor is elected.

**SECTION II.**

The Board of Directors shall consist of four elected officers and six directors; including one property owner for each section and one director-at-large. Directors shall be elected for a term of (2) years, or until their successors are elected.

**SECTION III.**

The Board of directors shall conduct the business of the Association between annual meetings of the Association, and shall report their actions at the next membership meeting.

**SECTION IV.**

Regular meeting of the Board of Directors shall be held monthly as the Board of Directors may from time to time designate. All board members shall be properly notified and a notice posted on the bulletin board at least 2 days prior to such meetings.



**SECTION V.**

Special meetings of the Board of Directors may be called at any time by the President, or in his/her absence, the vice-President, or by any two directors and be held at any place the directors may from time to time designate, provided that, no less than two days notice be given to all board members and such notice posted on the bulletin board at least 2 days prior to the meetings.

**SECTION VI.**

A quorum at all meetings of the board of Directors shall consist of six (6) Board members.

**SECTION VII.**

In the event of a vacancy in the office of President, the Vice-President shall succeed to the office of President for the unexpired portion of the term. Any other vacancy in elected officers or directors shall be filled by the Board of Directors for the unexpired term.

**SECTION VIII.**

All officers and directors shall have paid all current fees and be in good standing at the time of nomination and election, and shall remain in good standing during the term for which elected. In the event any member of the Board of Directors fails to pay all Maintenance Fees and Association Dues when due, after 30 days written notice, his/her office shall be declared vacant and be filled as any vacancy in accordance with these Bylaws.

**SECTION IX.**

No salary shall be paid to the officers or directors for their services, but they shall be reimbursed for any authorized expenses incurred on behalf of the Association.

**SECTION X.**

IF any Board member misses three (3) consecutive meetings his/her position shall be declared vacant.

**ARTICLE V.  
DUTIES OF OFFICERS**

**SECTION I.**

The President shall preside at all meetings of the members and of the Board of Directors, and shall act as Chairman of the Board of Directors. The President shall have general supervision of all affairs of the Association and shall perform all such duties as are incident to his/her office or as directed by the Association or the Board of Directors.

**SECTION II.**

The Vice-President shall exercise the functions of President during the absence or disability of the President, and shall have such powers and discharge such duties as may be assigned to him from time to time by the Association or the Board of Directors.

**SECTION III.**

The Secretary shall issue notices of the meetings as required herein, shall keep minutes of all meetings, keep the records, and perform such other duties as are incident to the office or properly required by the Association of the Board of Directors.

**SECTION IV.**

The Treasurer shall have custody of all monies and securities of the Association, and shall keep regular books of account. The treasurer shall disburse the funds of the Association and shall perform all duties incident to his/her office or which may be properly required by the Association of the Board of Directors. The Treasurer shall present a report at each board meeting and give an annual audited report at the annual membership meeting.

**SECTION V.**

The President, Vice-President, And the Treasurer shall furnish a bond in an amount equal to the assessment set by the Board of Directors, the cost of such bond to be paid out of the treasury of the Association.

**ARTICLE VI.  
ELECTION OF OFFICERS AND DIRECTORS**

**SECTION I.**

The election of officers and directors shall be every other year beginning April 15, 2007. The election of officers and directors shall be by written ballot at an election or by absentee vote if a member is unable to attend. Any member unable to attend the election must make a written request to receive an absentee ballot. Absentee ballots must be received by five (5) days prior to the election. Election shall be by majority of votes cast. Elected officers and directors will assume their duties on May 1<sup>st</sup>. after the April election.

**SECTION II.**

Only active members in good standing in the Association may vote, hold offices, or serve as the chairman of any committee. The records maintained by the Association secretary shall determine the voting eligibility of any member. Members eligible to vote in the annual election shall be active members in good standing on the 60th day preceding the date of commencement of the annual meeting. Only one family member may serve on the board at any one time.



**SECTION III.**

The Nominating Committee shall consist of three (3) members in good standing appointed by the President. No elected officer shall be eligible to serve on the Nominating Committee, and no member of the Nominating Committee shall be eligible to hold office.

**SECTION IV.**

The Nominating Committee shall present a list of one or more names for each office to be filled in sufficient time to be printed in the Association newsletter prior to the election. At the meeting prior to the election, nominations may be made from the floor. The consent of each candidate must be obtained prior to any nomination.

**SECTION V.**

The President of the Association shall appoint three (3) active members to serve with the Secretary as an election committee for the purpose of recording and certifying the results of the election.

**ARTICLE VII.**  
**MEETINGS OF THE MEMBERS**

**SECTION I.**

The place of the regular annual membership meeting or for any special called meeting of the Association shall be in Hidden Forest Estates or such other place as shall be determined from time to time by the Board of Directors.

**SECTION II.**

The regular annual membership meeting of the Association shall be held on the 3rd Sunday of April or at such other time as the Board of Directors may set.

**SECTION III.**

Special called meetings of the members for any purpose may be called by the President, or in his absence; the Vice-President, or by a majority of the Board of Directors; or by any ten (10) members of the Association in good standing who petition the Board of Directors to call such a meeting. Any ten members who submit a petition to the Board of Directors for the purpose of calling a special meeting, must deposit with the Treasurer of the Association in cash or by cashier's check the cost of mailing notice of the special meeting to the members. The deposit is a condition that must be complied with in order for the ten members to have the right to petition the Board of Directors to call a special meeting. Business at all special meetings shall be confined to the subject stated in the call.

**SECTION IV.**

Notice of the time and place of all meetings of the members or of any changes in the time or the place of all meetings of the members shall be given in writing to all members no later than 10 days preceding the meeting.

**ARTICLE VIII.**  
**FINANCE**

**SECTION I.**

The monies of the Association shall be deposited in the name of the Association in such bank or banks, trust company or trust companies, or savings or loan association as the Board of Directors shall designate. All checks and instruments shall be signed by any 2 of the following officers:  
President, Vice-President or Treasurer.

**SECTION II.**

Fiscal year of the Association shall be January 1 to December 31.

**SECTION III.**

The books, accounts and records of the Association will be audited within 30 days prior to the annual meeting and the audit report shall be presented at the annual membership meeting. In the event of a vacancy in the treasurer's position, an audit will be made within 30 days after such vacancy, and such audit report will be presented at the next meeting of the Board of Directors.

**ARTICLE IX.  
BOOKS AND RECORDS**

**SECTION I.**

The books, accounts and records of the Association shall be kept by the Secretary and Treasurer, as herein provided.

**SECTION II.**

Upon written request by any member, the books, accounts and records of the Association shall be readily available for examination at reasonable times.

**ARTICLE X.  
COMMITTEES**

**SECTION I.**

Such Committees as the Association deems necessary may be appointed by the President with approval of the Board of Directors to perform any necessary work or duties for the good of the Association.

**SECTION II.**

Standing committees of the Association may include, but are not limited to the following: Work Day, Social, Deed Restrictions, Lake, Election, Newsletter, and Finance.

**ARTICLE XI.  
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Association in all cases not provided for in these Bylaws or in the Standing Rules.

**ARTICLE XII.  
AMENDMENT**

These Bylaws may be amended at any annual membership meeting by two-thirds (2/3) vote of the members voting in person or by absentee ballot returned at least five (5) days before the membership meeting, provided the amendment has been presented in writing at least thirty(30) days prior to the annual meeting.

ADOPTED: April 15, 2007

FILED FOR RECORD  
07 JUN 22 PM 2: 37  
*Mark Tennell*  
COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS  
COUNTY OF MONTGOMERY

I hereby certify 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 at Montgomery County, Texas.

JUN 22 2007

PAGE 4



*Mark Tennell*  
County Clerk  
Montgomery County, Texas



- c. a written notice that the requested Records are available for delivery once a payment of the cost to produce the records is made and stating the cost thereof; or
  - d. a written notice that a request for delivery does not contain sufficient information to specify the Records desired, the format, the delivery method and the delivery address; or
  - e. a written notice that the requested Records cannot be produced within ten (10) business days but will be available within fifteen (15) additional business days from the date of the notice and payment of the cost to produce the records is made and stating the cost thereof.
4. The following Association Records are not available for inspection by owners or their proxies:
- a. the financial records associated with an individual owner; and
  - b. deed restriction violation details for an individual owner; and
  - c. personal information, including contact information other than an address for an individual owner; and
  - d. attorney files and records in the possession of the attorney; and
  - e. attorney-client privileged information in the possession of the Association.


The information in a, b and c above will be released if the Association receives express written approval from the owner whose records are the subject of the request for inspection.

5. Association Records may be maintained in paper format or in an electronic format. If a request is made to inspect Records and certain Records are maintained in electronic format, the owner or their proxy will be given access to equipment to view the electronic records. Association shall not be required to transfer such electronic records to paper format unless the owner or their proxy agrees to pay the cost of producing such copies.
6. If an owner or their proxy inspecting Records requests copies of certain Records during the inspection, Association shall provide them promptly, if possible, but no later than ten (10) business days after the inspection or payment of costs, whichever is later.
7. The owner is responsible for all costs associated with a request under this Policy, including but not limited to copies, postage, supplies, labor, overhead and third party fees (such as archive document retrieval fees from off-site storage locations) as listed below:

- a. black and white 8½"x11" single sided copies ... \$0.10 each
  - b. black and white 8½"x11" double sided copies ... \$0.20 each
  - c. color 8½"x11" single sided copies ... \$0.50 each
  - d. color 8½"x11" double sided copies ... \$1.00 each
  - e. PDF images of documents ... \$0.10 per page
  - f. compact disk ... \$1.00 each
  - g. labor and overhead ... \$18.00 per hour
  - h. mailing supplies ... \$1.00 per mailing
  - i. postage ... at cost
  - j. other supplies ... at cost
  - k. third party fees ... at cost
8. Any costs associated with a Records request must be paid in advance of delivery by the owner or their proxy. An owner who makes a request for Records and subsequently declines to accept delivery will be liable for payment of all costs under this Policy.
  9. On a case-by-case basis, in the absolute discretion of the Association, and with concurrence of the owner, the Association may agree to invoice the cost of the Records request to the owner's account. Owner agrees to pay the total amount invoiced within thirty (30) days after the date a statement is mailed to the Owner. Any unpaid balance will accrue interest as an assessment as allowed under the Declarations.
  10. On a case-by-case basis where an owner request for Records is deemed to be minimal, the Association or its managing agent reserves the right to waive notice under section 2 and/or fees under section 4.
  11. All costs associated with fulfilling the request under this Policy will be paid by the Association's Managing Agent. All fees paid to the Association under this Policy will be reimbursed to the Association's Managing Agent or paid directly to the Association's Managing Agent.

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

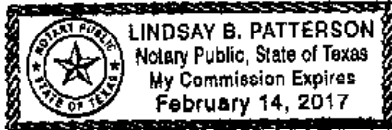
Approved and adopted by the Board on this 9<sup>th</sup> day of July 2013.

  
George D. Walker II, President  
Board of Directors  
C.I.A. HIDDEN FOREST, INC.

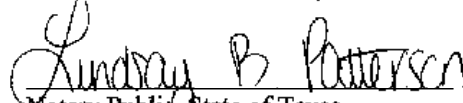
STATE OF TEXAS           §  
  §  
COUNTY OF MONTGOMERY §

Before me, the undersigned authority, on this day personally appeared George D. Walker II, president of the Board of Directors of C.I.A. HIDDEN FOREST, INC., a Texas non-profit corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 9<sup>th</sup> day of JULY, 2013.



[Notarial Seal]

  
Notary Public, State of Texas

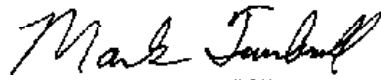
Lindsay B. Patterson  
Printed Name

My commission expires: 2/14/2017

Return to  
CIA Hidden Forest Inc  
PO Box 599  
Montgomery, TX 77356

**FILED FOR RECORD**

08/14/2013 8:34AM



COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS  
COUNTY OF MONTGOMERY

I hereby certify 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 Montgomery County, Texas.

08/14/2013



County Clerk  
Montgomery County, Texas



**MANAGEMENT CERTIFICATE**

**C.I.A. HIDDEN FOREST, INC., INC.**



The undersigned certifies that he is the duly appointed and is the acting president of the Board of Directors of the C.I.A. HIDDEN FOREST, INC., inc. (the "Association"). The Association is the property owners association for HIDDEN FOREST ESTATES SUBDIVISION, an unrecorded subdivision in Montgomery County, Texas. This Management Certificate is filed by the Association pursuant to Section 209.004 of the Texas Property Code.

**Name of Subdivision:** HIDDEN FOREST ESTATES, a residential subdivision in Conroe, Montgomery County, Texas 77302

**Name of Association:** C.I.A. HIDDEN FOREST, INC., a Texas non-profit corporation

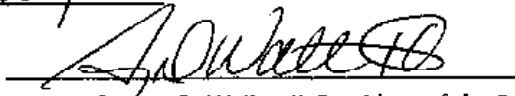
**Recording Data for the Subdivision:** An unrecorded subdivision located in Montgomery County, Texas

**Recording Data for the Restrictions:** Hidden Forest Estates Restrictions Section 4 and 5  
Volume 776, Page 484, filed in the Public Official Records of the County Clerk, Montgomery County, Texas

**Mailing Address for the Association:** Arvella Dancaster, Secretary of the Board of Directors  
P. O. Box 599  
Montgomery, Texas 77356

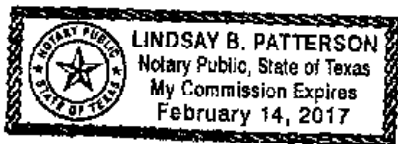
**Name & Mailing Address of Person Managing the Association or Designated Representative:** Arvella Dancaster, Board Secretary  
C.I.A. HIDDEN FOREST, INC.,  
P. O. Box 599, Montgomery, Texas 77356  
Phone: 936-597-3934

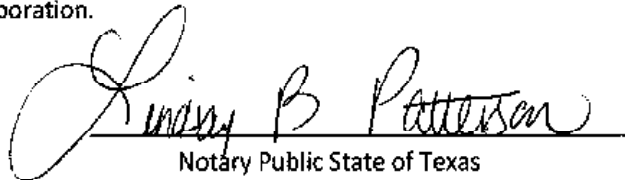
Signed this 9<sup>th</sup> day of July 2013.



George D. Walker II, President of the Board  
C.I.A. HIDDEN FOREST, INC.

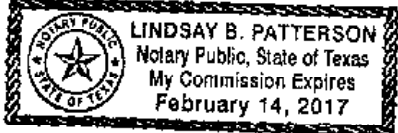
SWORN TO AND SUBSCRIBED BEFORE ME on this 9<sup>th</sup> day of JULY 2013, by  
George D. Walker II, president of the Board of Directors of C.I.A. HIDDEN FOREST, INC., a Texas non-  
profit corporation, on behalf of said corporation.

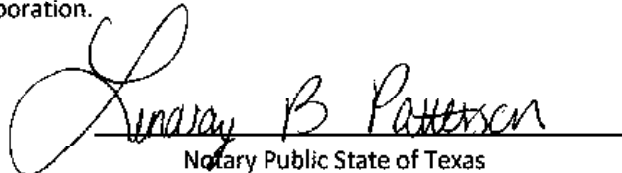


  
Notary Public State of Texas

STATE OF TEXAS  
COUNTY OF MONTGOMERY

This instrument was acknowledged before me on the 9<sup>th</sup> day of JULY 2013 by  
George D. Walker II, president of the Board of Directors of C.I.A. HIDDEN FOREST, INC., a Texas non-  
profit corporation on behalf of said corporation.

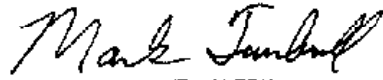


  
Notary Public State of Texas

**After Recording Return to:**  
Arvella Dancaster  
C.I.A. HIDDEN FOREST, INC.  
P. O. Box 599  
Montgomery, Texas 77356

**FILED FOR RECORD**

08/14/2013 8:34AM



COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS  
COUNTY OF MONTGOMERY

I hereby certify 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 Montgomery County, Texas.

08/14/2013



County Clerk  
Montgomery County, Texas

**C.I.A. HIDDEN FOREST, INC.  
DOCUMENT RETENTION POLICY**

PT145-2013088648-4

STATE OF TEXAS                    §  
  §  
COUNTY OF MONTGOMERY       §

KNOW ALL PERSONS BY THESE PRESENTS:

**WHEREAS**, the C.I.A. HIDDEN FOREST, INC., (“Association”) is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as “Declarations”); and

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

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

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

1. Association Documents may be maintained in paper format or in an electronic format this can be readily transferred to paper.
2. Association Documents shall be retained for the durations listed below:
  - a. certificate of formation or articles of incorporation, bylaws, restrictive covenants, other dedicatory instruments and any amendments to same shall be retained permanently; and
  - b. financial books and records, including annual budgets, reserve studies, monthly financial statements and bank statements, shall be retained for seven (7) years (for example the July 2011 financial statements shall be retained until July 31, 2018); and
  - c. account records of current owners shall be retained for five (5) years (for example, invoice, payment and adjustment records on an owner’s account with a transaction date of 08/15/2011 will be retained until 08/15/2016 subject to section (d) below); and
  - d. account records of former owners shall be retained as a courtesy to that former owner for one (1) year after they no longer have an ownership interest in the property; and
  - e. contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term (for example, a contract expiring on 06/30/2011 and not extended by amendment must be retained until 06/30/2015); and
  - f. minutes of meetings of the owners and the Board shall be retained for seven (7) years after the date of the meeting (for example, minutes from a 07/20/2011 board meeting must be retained until 07/20/2018); and

- g. tax returns and CPA audit records shall be retained for seven (7) years after the last date of the return or audit year (for example, a tax return for the calendar year 2011 shall be retained until 12/31/2018); and
  - h. decisions of the Architectural Control Committee or Board regarding applications, variances, waivers or related matters associated with individual properties shall be retained for seven (7) years from the decision date (for example, an application for a swimming pool approved on 10/31/2011 must be retained until 10/31/2018).
3. Any Documents not described above may be retained for the duration deemed to be useful to the purpose of the Association, in the discretion of the Board, its attorney or its managing agent.
  4. Upon expiration of the retention period listed above, the Documents shall no longer be considered Association records and may be destroyed, discarded, deleted, purged or otherwise eliminated.

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

Approved and adopted by the Board on this 9<sup>th</sup> day of July 2013.



George D. Walker II, President  
Board of Directors  
C.I.A. HIDDEN FOREST, INC.

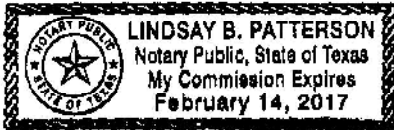


STATE OF TEXAS

COUNTY OF MONTGOMERY

Before me, the undersigned authority, on this day personally appeared George D. Walker II, president of the Board of Directors of the C.I.A. HIDDEN FOREST, INC., a Texas non-profit corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 9<sup>th</sup> day of July, 2013.



[Notarial Seal]

*Lindsay B Patterson*  
Notary Public, State of Texas

Lindsay B Patterson  
Printed Name

My commission expires: 2-14-2017

Return to:  
CIA Hidden Forest Inc.  
PO Box 599  
Montgomery, TX 77356

**FILED FOR RECORD**

08/14/2013 8:34AM

*Mark Tumball*

COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS  
COUNTY OF MONTGOMERY

I hereby certify 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 Montgomery County, Texas.

**08/14/2013**



*Mark Tumball*

County Clerk  
Montgomery County, Texas

1

## ARCHITECTURAL CONTROL GUIDELINES AND REGULATIONS OF C.I.A. HIDDEN FOREST, INC.

PI145-2013088649-8

**WHEREAS**, the property affected by these Architectural Control Guidelines and Regulations is subject to certain dedications, covenants and restrictions (the "Declaration") set out in an instrument recorded in the Official Public Records of at Montgomery County, Texas as follows:

**WHEREAS**, pursuant to the authority vested in C.I.A. HIDDEN FOREST, INC. (the "Association") in the Declaration and as required by the TEXAS PROPERTY CODE, the Board of Directors of the Association (the "Board") has determined that, in order to provide clear and definitive guidance for maintaining the aesthetics and architectural harmony of the community, it is appropriate to adopt guidelines toward that end. Therefore, the Board hereby promulgates the following Architectural Control Guidelines and Regulations.

**NOW, THEREFORE, BE IT RESOLVED** that the following conditions and requirements are hereby established for Association Architectural Control Guidelines and Regulations:

### GUIDELINES AND REGULATIONS

The following are guidelines adopted by the Architectural Control Committee (the "ACC") to specify their standards, requirements and thought process used in evaluating various exterior improvements. These guidelines may be amended from time-to-time as circumstances, conditions or opinions of the ACC dictate. The ACC has the right to deny approval for a similar improvement based on the proximity of a property to a main boulevard or the visual relativity of the site to the overall development. The intent being to maintain overall integrity within areas of higher visual impact.

It should be noted that the ACC approval is required prior to the installation or construction of the improvement or change. If an improvement is made without ACC approval, the Board of Directors has the legal right to enforce its removal.

The following guidelines shall be applicable to all properties under the jurisdiction of the C.I.A. HIDDEN FOREST, INC. (the "Association"). These guidelines shall also encumber any future property which may be brought within the jurisdiction of the Association. These guidelines supersede and take the place of any previous architectural control guidelines for the Association.

#### A. DISPLAY OF FLAGS:

1. These Guidelines apply to the display of ("Permitted Flags"):

- a. the flag of the United States; and
  - b. the flag of the State of Texas; and
  - c. the official flag of any branch of the United States armed forces.
2. These Guidelines do not apply to any flags other than the Permitted Flags listed in Section 1 above including, but not limited to:
  - a. flags for schools, sports teams, businesses or foreign countries; or
  - b. flags with marketing, seasonal, historical, commemorative, nautical, political or religious themes; or
  - c. historical versions of flags permitted in section 1 above.
3. Permitted Flags may be displayed subject to these guidelines. Advance written approval of the ACC is required for any free-standing flagpole and any additional illumination associated with the display of Permitted Flags.
4. Permitted Flags must be displayed in a respectful manner in accordance with the current relevant federal, state or military code.
5. Permitted Flags must be displayed from a pole attached to a structure or to a freestanding pole. Permitted Flags may not be draped over or directly attached to structures. For example, a Permitted Flag may not be laid across a fence or stapled to a garage door.
6. Permitted Flags shall be no larger than three foot (3') by five foot (5') in size.
7. Only one Permitted Flag may be displayed on a flagpole attached to a structure. Up to two Permitted Flags may be displayed on an approved free-standing flagpole that is at least fourteen feet (14') tall.
8. Flagpoles must be constructed of permanent, long-lasting materials with an appropriate finish that is harmonious with the dwelling.
9. A flagpole attached to a structure may be up to six feet (6') long and must be securely attached with a bracket with an angle of 30 to 45 degrees down from vertical. The flagpole must be attached in such a manner as to not damage the structure. One attached flagpole is allowed on any portion of a structure facing a street and one attached flagpole is allowed on the rear or backyard portion of a structure. Brackets which accommodate multiple flagpoles are not allowed.
10. Free-standing flagpoles may be up to twenty feet (20') tall, including any ornamental caps. Free-standing flagpoles must be permanently installed in the ground according to manufacturer's instructions. One free-standing flagpole is allowed in the portion of the owner's property between the main residential dwelling and any street and one free-standing flagpole is allowed in the rear or backyard portion of a property.
11. Free-standing flagpoles may not be installed in any location described below:



- a. in any location other than the Owner's property; or
- b. within a ground utility easement or encroaching into an aerial easement; or
- c. beyond the side or rear setback lines (for example, on a lot with a 10' side setback line, a flagpole may not be installed closer than 10' from the side property line); or
- d. beyond half the distance of the front setback line (for example, on a lot with a 30' front setback line, a flagpole may not be installed closer than 15' from the front property line); or
- e. closer to a dwelling on an adjacent lot than the height of the flagpole (for example, a 20' flagpole cannot be installed closer than 20' from an adjacent house).

12. Lighting may be installed to illuminate Permitted Flags if they will be displayed at night and if existing ambient lighting does not provide proper illumination. Flag lighting must:

- a. be ground mounted in the vicinity of the flag; and
- b. utilize a fixture that screens the bulb and directs light in the intended direction with minimal spillover; and
- c. point towards the flag and face the main structure on the property or to the center of the property if there is no structure; and
- d. provide illumination not to exceed the equivalent of a 60 watt incandescent bulb.

13. Flagpoles must not generate unreasonable noise levels which would disturb the quiet enjoyment of other residents. Each flagpole owner should take steps to reduce noise levels by using vinyl or plastic snap hooks, installing snap hook covers or securing a loose halyard (rope) around the flagpole with a flagpole clasp.

14. Flagpoles are allowed solely for the purpose of displaying Permitted Flags. If a flagpole is no longer used on a daily basis, it must be removed.

15. All flags and flagpoles must be maintained in good condition. Deteriorated flags must be removed and promptly replaced. Deteriorated or structurally unsafe flagpoles must be promptly repaired, replaced or removed.

#### **B. RAINWATER RECOVERY SYSTEMS:**

1. Rainwater Recovery Systems may be installed with advance written approval of the ACC subject to these guidelines.

2. All such Systems must be installed on land owned by the property owner. No portion of the Systems may encroach on adjacent properties or common areas.

3. Other than gutters and downspouts conventionally attached to a dwelling or appurtenant structure, all components of the Systems, such as tanks, barrels, filters, pumps, motors, pressure tanks, pipes and hoses, must be substantially screened from



public view from any street or common area. Screening may be accomplished by:

- a. placement behind a solid fence, a structure or vegetation; or
- b. by burying the tanks or barrels; or
- c. by placing equipment in an outbuilding otherwise approved by the ACC.

4. A rain barrel may be placed in a location visible from public view from any street or common area only if the configuration of the guttering system on the structure precludes screening as described above with the following restrictions:

- a. the barrel must not exceed 55 gallons; and
- b. the barrel must be installed in close proximity to the structure on a level base with the guttering downspout leading directly to the barrel inlet at a substantially vertical angle; and
- c. the barrel must be fully painted in a single color to blend with the adjacent home or vegetation; and
- d. any hose attached to the barrel discharge must be neatly coiled and stored behind or beside the rain barrel in the least visible position when not in use.

5. Overflow lines from the Systems must not be directed onto or adversely affect adjacent properties or common areas.

6. Inlets, ports, vents and other openings must be sealed or protected with mesh to prevent children, animals and debris from entering the barrels, tanks or other storage devices. Open top storage containers are not allowed, however, where space allows and where appropriate, ACC approved ponds may be used for water storage.

7. Harvested water must be used and not allowed to become stagnant or a threat to health.

8. All Systems must be maintained in good repair. Unused Systems should be drained and disconnected from the gutters. Any unused Systems in public view must be removed from public view from any street or common area.

#### **C. DISPLAY OF RELIGIOUS ITEMS:**

1. A property owner or resident may display or attach one or more religious items to each or any entry to their dwelling. Such items may include any thing related to any faith that is motivated by the resident's sincere religious belief or tradition.

2. Individually or in combination with each other, the items at any entry may not exceed 25 square inches total in size.

3. The items may only be displayed on or attached to the entry door or frame and may not extend beyond the outside edge of the door frame.

4. To the extent allowed by the Texas state constitution and the United States constitution, any such displayed or affixed religious items may not:

- a. threaten public health or safety; or
- b. violate any law; or
- c. contain language, graphics or any display that is patently offensive to a passerby.

5. Approval from the ACC is not required for displaying religious items in compliance with these guidelines.

6. As provided by Section 202.018 of the TEXAS PROPERTY CODE, the Association may remove any items displayed in violation of these guidelines.

**D. ROOFING MATERIALS:**

1. All buildings shall be roofed with composition shingles unless otherwise approved in writing by the ACC. Wood shingles are specifically prohibited for safety reasons.
2. Composition shingles must weigh at least 230 pounds per square and have a stated warranty of at least 25 years. Shingles must have a laminated design. Three-tab shingles are specifically prohibited except for use as a starter and cap rows.
3. Roof shingles must be dark brown or dark gray tones. Light brown, light gray, blue, green, red and white colors are not allowed.
4. Roof overlays are not allowed. Prior to roofing, all existing materials must be removed down to clean decking. Any damaged or deteriorated decking must be replaced.
5. Ridge vent are encouraged, to improve ventilation, reduce attic temperature and reduce cooling costs, but are not required.
6. All roof protrusions, such as vents, roof jacks, must be painted to match the shingles.
7. Subject to Section 8 below and with advance written approval from the ACC, an owner may install shingles ("Alternative Shingles") which are designed primarily to:
  - a. be wind and hail resistant; or
  - b. provide heating or cooling efficiencies greater than traditional composition shingles; or
  - c. provide solar energy capture capabilities.
8. Once installed, any such Alternative Shingles must:
  - a. resemble the shingles used or authorized to be used on other structures within the Association; and
  - b. be more durable than and of equal or superior quality to the shingles used or authorized to be used on other structures within the Association; and
  - c. match the aesthetics of properties surrounding the owner's property.

## **E. SOLAR ENERGY DEVICES:**

1. These guidelines apply to solar energy devices ("Devices") as defined in Section 171.107(a) of the Texas Tax Code. A solar energy device means a system or series of mechanisms designed primarily to provide heating or cooling or to produce electrical or mechanical power by collecting and transferring solar-generated energy. The term includes a mechanical or chemical device that has the ability to store solar-generated energy for use in heating or cooling or in the production of power.
2. Such Devices may only be installed with advance written approval of the ACC subject to these guidelines.
3. Any such Device must be installed on land or structures owned by the property owner. No portion of the Devices may encroach on adjacent properties or common areas.
4. Such Devices may only be installed in the following locations:
  - a. on the roof of the main residential dwelling; or
  - b. on the roof of any other approved structure; or
  - c. within a fenced yard or patio.
5. For Devices mounted on a roof, the Device must:
  - a. have no portion of the Device higher than the roof section to which it is attached; and
  - b. have no portion of the Device extend beyond the perimeter boundary of the roof section to which it is attached; and
  - c. conform to the slope of the roof; and
  - d. be aligned so the top edge of the Device is parallel to the roof ridge line for the roof section to which it is attached; and
  - e. have a frame, brackets and visible piping or wiring that is a color to match the roof shingles or a silver, bronze or black tone commonly available in the marketplace; and
  - f. be located in a position on the roof which is least visible from any street or common area, so long as such location does not reduce estimated annual energy production more than 10% over alternative roof locations (as determined by a publically available modeling tool provided by the National Renewable Energy Laboratory [[www.nrel.gov](http://www.nrel.gov)] or equivalent entity).
6. For Devices located in a fenced yard or patio, no portion of the Device may extend above the top of the fence. If the fence is not a solid fence which blocks view of the Device, the Association may require the Device be placed in a location behind a structure or otherwise require visual screening. The Association may consider installation of Devices on properties without a fenced yard if there is adequate screening from public view from any street or common area.

7. All Devices must be installed in compliance with manufacturer's instruction and in a manner which does not void material warranties. Licensed craftsmen must be used where required by law. Permits must be obtained where required by law.

8. Installed Devices may not:

- a. threaten public health or safety; or
- b. violate any law; or
- c. substantially interfere with the use and enjoyment of land by causing unreasonable discomfort or annoyance to any adjoining property owner.

9. All Devices must be maintained in good repair. Unused or inoperable Devices must be removed.

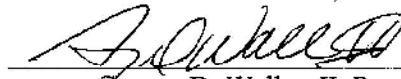
These guidelines are effective upon recordation in the Public Records of Montgomery County, Texas, and supersede any guidelines which may have previously been in effect. Except as affected by the TEXAS PROPERTY CODE and/or by these guidelines, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

This is to certify that the foregoing Architectural Control Guidelines and Regulations was adopted by the Board of Directors by unanimous consent, effective as of March, 2012 until such date as it may be modified, rescinded or revoked.

The Board of Directors hereby approves and authorizes the above Policy.

Signed this 9<sup>th</sup> day of July, 2013.

**C.I.A. HIDDEN FOREST, INC.**

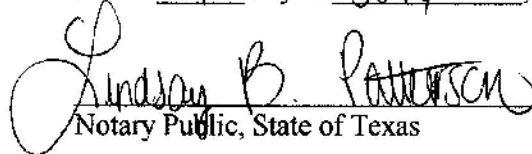


George D. Walker II, President  
Board of Directors

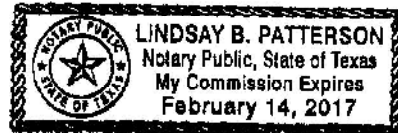
STATE OF TEXAS                    §  
COUNTY OF MONTGOMERY       §

Before me, the undersigned authority, on this day personally appeared GEORGE D. WALKER II, president of the Board of Directors of C.I.A. HIDDEN FOREST, INC., a Texas non-profit corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 9<sup>th</sup> day of JULY, 2013.

  
Notary Public, State of Texas

✓ CIA Hidden Forest, Inc.  
ACC Guidelines & Regulation  
PO Box 599  
Montgomery, TX 77356



**FILED FOR RECORD**

08/14/2013 8:34AM

*Mark Tumbull*

COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS  
COUNTY OF MONTGOMERY

I hereby certify 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 Montgomery County, Texas.

08/14/2013



*Mark Tumbull*

County Clerk  
Montgomery County, Texas



**C.I.A. HIDDEN FOREST, INC.  
PAYMENT PLAN POLICY**

PI145-2013088650-4

STATE OF TEXAS                    §  
  §  
COUNTY OF MONTGOMERY       §

KNOW ALL PERSONS BY THESE PRESENTS:

WHEREAS, the C.I.A. HIDDEN FOREST, INC., INC. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations"); and

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

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

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

1. Subject to Section 12 below, owners are entitled to make partial payments for delinquent amounts owed to the Association under a Payment Plan in compliance with this Policy.
2. Late fees, penalties and delinquent collection related fees will be not be added to the owner's account while the Payment Plan is active. The Association may impose a fee for administering a Payment Plan. Such fee, if any, will be listed on the Payment Plan form and may change from time-to-time. Interest will continue to accrue during a Payment Plan as allowed under the Declarations. The Association can provide an estimate of the amount of interest that will accrue under any proposed plan.
3. All Payment Plans must be in writing on the form provided by the Association and signed by the owner.
4. The Payment Plan becomes effective and is designated as "active" upon:
  - a. receipt of a fully completed and signed Payment Plan form; and
  - b. receipt of the first payment under the plan; and
  - c. acceptance by the Association as compliant with this Policy.
5. A Payment Plan may be as short as three (3) months and as long as eighteen (18) months based on the guidelines below. The durations listed below are provided as guidelines to assist owners in submitting a Payment Plan.
  - a. Total balance up to 2 times annual assessment ... up to 6 months
  - b. Total balance up to 3 times annual assessment ... up to 12 months
  - c. Total balance greater than 3 times annual assessment ... up to 18 months
6. On a case-by-case basis and upon request of the owner, the Board may approve more than one Payment Plan to be executed in sequence to assist the owner in paying the amount owed. The individual Payment Plans may not exceed eighteen (18) months.

7. A Payment Plan must include sequential monthly payments. The total of all proposed payments must equal the current balance plus Payment Plan administrative fees, if any, plus the estimated accrued interest.
8. If an owner requests a Payment Plan that will extend into the next assessment cycle, the owner will be required to pay future assessments by the due date in addition to the payments specified in the Payment Plan.
9. If an owner defaults on the terms of the Payment Plan, the Payment Plan will be voided. The Association will provide written notice to the owner that the Payment Plan has been voided. It is considered a default of the Payment Plan, if the owner:
  - a. fails to return a signed Payment Plan form with the initial payment; or
  - b. misses a payment due in a calendar month; or
  - c. makes a payment for less than the agreed upon amount; or
  - d. fails to pay a future assessment by the due date in a Payment Plan which spans additional assessment cycles.

In the absolute discretion of the Association, the Association may waive default under item b, c or d above if the owner makes up the missed or short payment on the immediate next calendar month payment. The Association may, but has no obligation to, provide a courtesy notice to the owner of the missed or short payment.

10. On a case-by-case basis, the Association may agree, but has no obligation, to reinstate a voided Payment Plan once during the original duration of the Payment Plan if all missed payments are made up at the time the owner submits a written request for reinstatement.
11. If a Payment Plan is voided, the full amount due by the owner shall immediately become due. The Association will resume the process for collecting amounts owed using all remedies available under the Declarations and the law.
12. The Association has no obligation to accept a Payment Plan from any owner who has defaulted on the terms of a Payment Plan within the last two (2) years.

**This Policy is effective upon recordation in the Official Public Records of Montgomery County, and supersedes any policy regarding alternative payment schedules which may have previously been in effect. Except as affected by Section 209.0062 and/or by this Policy, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.**

Approved and adopted by the Board on this 9<sup>th</sup> day of July 2013.

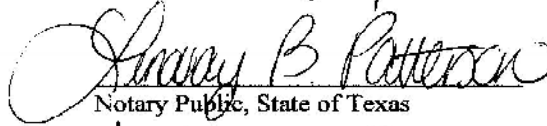
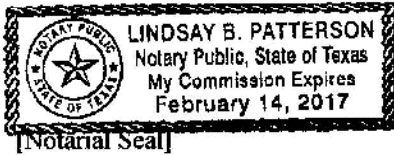


George D. Walker II, President  
Board of Directors  
C.I.A. HIDDEN FOREST, INC.

STATE OF TEXAS                   §  
   §  
COUNTY OF MONTGOMERY       §

Before me, the undersigned authority, on this day personally appeared GEORGE D. WALKER II, president of the Board of Directors of C.I.A. HIDDEN FOREST, INC., a Texas non-profit corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 9<sup>th</sup> day of JULY, 2013.



Notary Public, State of Texas

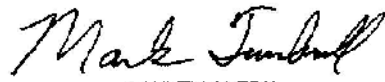
Lindsay B Patterson  
Printed Name

My commission expires: 2.14.2017

Return to:  
CIA Hidden Forest Inc.  
PO Box 599  
Montgomery, TX 77354

**FILED FOR RECORD**

08/14/2013 8:34AM



COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS  
COUNTY OF MONTGOMERY

I hereby certify 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 Montgomery County, Texas.

**08/14/2013**



County Clerk  
Montgomery County, Texas

BY LAWS of CIA Hidden Forest, Inc.  
(A Civic Association)

Amended July 2014

Article I

Name and Addresses

The name of the organization shall be CIA Hidden Forest, Inc. hereinafter referred to as the "Association". The Association is a Texas non-profit corporation. The principle office shall be in Hidden Forest Estates, a subdivision in Montgomery County, Texas with a mailing address of P.O. Box 599, Montgomery, Texas 77356. The Association may transact business elsewhere in the State of Texas, as required by the needs of the Association.

Article II

Object

The object of this Association shall be to promote civic pride and establish public unity in the Hidden Forest Estates, to maintain property owned by the Association, to obtain needed improvements for the community and to assist, civic, and social enterprises and activities that are of the welfare of the community.

Article III

Members

Section I

Members in the Association shall be confined to adult property owners in Hidden Forest Estates, Property owners are defined as the registered owner with the Montgomery County Tax Authority. The boundaries of Hidden Forest Estate shall be as shown by the maps or plats of the various sections on file or of record or of which may be placed on file or of record in the office of the County Clerk of Montgomery County, Texas

Section II

The owner or Owners of each lot are entitled to one vote for each lot owned in the Subdivision. If record title to a particular lot or lots in the name of two or more persons, all co-owners shall be Member and may attend any meeting of the Association but the voting rights appurtenant to each such lot may not be divided and fractional votes shall not be allowed. Any one of said co-owners may exercise the vote appurtenant to each such lot so owned at any meeting of the Members and such vote shall be binding and conclusive on all of the other co-owners of said lot who are not present: provided, if one of the non-attending co-owners has given the Association notice of objection to the attending co-owners vote. No vote shall be cast for said lot except upon notice of unanimous consent by all such co-owners being given to the Association. In the event more than one vote is cast for a single lot, none of the votes so cast, shall be counted and all of such votes shall be deemed void.



In the absence of a quorum at a meeting of Members, the meeting may be adjourned and immediately reconvened for the sole purpose of conducting Director Elections. The quorum required for election of Directors at the reconvened meeting shall be the number of votes cast in person by proxy, absentee ballot, or electronic ballot.

### Section III

The annual Membership fees shall remain \$36 a year and the Association Dues shall be \$100 a year, identified separately. Thereafter, Association Dues shall be determined by three fourths vote of the membership present and voting at a regular scheduled board meeting, provided, however, any increase or decrease in the Annual Membership dues does not exceed ten percent, must be approved by a majority of members voting at the Annual meeting.

### Section IV

The Annual Maintenance fees and Association Dues are due and payable on or before the 30<sup>th</sup> of April each year. There will be no proration of fees due.

Member may be cast or given:

- 1) In person or by proxy at a meeting of the Association
- 2) By Absentee ballot: or
- 3) By electronic ballot via email

The absentee ballots may not be counted, even if properly delivered, if the Member attends any meeting to vote in person. Any vote cast in a meeting by the Member supersedes any vote submitted by absentee or electronic ballot previously submitted. Absentee or electronic ballots may not be counted on the final vote of a proposal if the motion was amended at a meeting of the Members to be different from the exact language on the absentee or electronic ballot. Any solicitation for votes by absentee ballots by the Association must include an absentee ballot that contains each proposed action and provides an opportunity to vote for or against the proposed action, instructions for delivery of the completed absentee ballot, including the delivery location, all of which are required by Section 209.00592 of the Texas Property Code.

### Section VI

A Member may, not later than the fifteenth day after the date of the meeting, at which an election was held, require a recount of votes in accordance with section 209.0057 of the Texas Property Code.

### Section VII

A person who is a candidate in an Association election or who is otherwise the subject of an Association vote, or a person related to that person within the third degree of consanguinity or affinity, as determined under Chapter 573 of the Texas Government Code, may not tabulate or otherwise be given access to the ballots cast in the election or vote.

### Section VIII

Standing committees of the Association may include, but not limited to the following; Work day, social, deed restrictions lake, elections, newsletter, and finance.

## Article IV

### Officers and Board of Directors

The officers of the Association shall be a President, Vice President, and Treasurer and Secretary. All officers shall be elected for term of 2 years. The Treasurer shall hold office until his/her successor is elected.

#### Section II

The Board of Directors shall consist of four (4) elected officers and six (6) directors: including one property owner from each section and one Director at Large. Directors shall be elected for a term of two (2) years or until their successor is elected. Members with a felony conviction or a conviction for a crime involving moral turpitude are not eligible.

Any Board member whose term has expired must be elected by the owners who are members of the Association. A Board member may be appointed to fill a vacancy caused by any reason, as provided in these Bylaws. A Board member appointed to fill a vacancy position shall serve the unexpired term of the predecessor Board member.

Now withstanding any other provision in these Bylaws, a quorum for purposes of election of Directors shall be the number of ballots cast in person or by proxy, by absentee ballot, and by electronic ballot, if available, as provided in these Bylaws.

#### Section III

The Board of Directors shall conduct the business of the Association between annual meetings of the Association and shall report the action at the next meeting.

#### Section IV

Regular meetings of the Board of Directors shall be held monthly as the Board may from time to time designate. All Board members shall be properly notified and a notice posted on the bulletin board at least 2 days prior to the meetings.

#### Section V

Special meetings of the Board of Directors may be called at any time by the President, or in his/hers absence, the Vice President, or by any two Directors and be held at any place the Directors designate. Provided that, no less than two days' notice be given to all Board members and such notice is posted on the bulletin board two days prior to the meeting.

#### Section VI

Regular Board meetings shall be open to Members, subject to the right of the Board to adjourn a meeting and reconvene in a closed executive session to consider actions involving personnel, pending or threatened litigation, contract negotiations, enforcement actions, confidential communications with the Association's Attorney, matters involving the invasion of privacy of individual owners, or matters that are to remain confidential by request of the parties and agreement by the Board. Following any executive session, any decision made in the executive session shall be summarized orally and placed in the minutes, in general terms, without breaching the privacy of individual owners, violating any

privilege, or disclosing information that was to remain confidential at the request of the affected parties. The oral summary shall include a general explanation of any expenditure approved in executive session.

#### Section VII

Members shall be given notice of the date, hour, place and general subject of a regular or special meeting of the Board, including a general description of any matter to be brought up for deliberation in executive session. The notice shall be (a) mailed to each member not later than the tenth day or earlier than the sixtieth day before the date of the meeting; or (b) provided at least seventy-two hours before the start of the meeting by; posting the notice in a manner reasonably designed to provide notice to the members in a place located on the Association's common property, or on conspicuously located private property within the subdivision, or by posting the notice on an Internet website maintained by the Association.

#### Section VIII

The Board, by any method of communication, including electronic and telephonic meetings, may meet without prior notice to Members, if each Director must be heard by every other Director, or the Board wants to take action by unanimous written consent to consider routine and administrative matters or a reasonably unforeseen emergency or urgent necessity that requires immediate Board attention. The action taken without notice to the Members must be summarized orally, including and explanation of any known actual or estimated expenditures approved at the meeting and documented in the minutes at the next regular or special meeting of the Board. Notwithstanding the authority to meet without notice to the Members, the Board may not, without prior notice to the Members, consider or vote on findings; damage assessments; initiation of foreclosure actions; initiation of enforcement actions, excluding temporary restraining orders or violation involving a threat to health and safety; increases in assessments; levying of special assessments, appeals from a denial of architectural control approval; or the suspension of a right of a particular Member before the Member has opportunity to attend a Board meeting to present the Members position, including any defense on the issue.

#### Section IX

A quorum at all meetings of the Board of Directors shall consist of six Board members.

#### Section X

In the event of a vacancy in the office of President, the Vice President shall succeed to the office of the President for the unexpired term. Any other vacancies in the elected officers or Director shall be filled by the Board of Directors for the unexpired term.

#### Section XI

No salary shall be paid to the officers or Directors for their services, but they shall be reimbursed for any authorized expenses incurred on behalf of the Association.

#### Section XII

If any Board member misses three consecutive meetings, his/her position shall be declared vacant.

## Article V

### Duties of Officers

#### Section I

The President shall reside at all meetings of the member and of the Board of Directors, and shall act as Chairman of the Board of Directors. The President shall have general supervision of all affairs of the Association and shall perform all such duties as incident to his/her office or as directed by the Association or the Board of Directors.

#### Section II

The Vice President shall exercise the functions of the President in the absence or disability of the President and shall have such powers and discharge such duties as may be assigned to him/her from time to time by the Association or the Board of Directors.

#### Section III

The Secretary shall issue notices of the meetings as required herein, shall keep minutes of all meetings, keep record, and perform such duties as are incident to the office or properly required by the Association or the Board of Directors.

#### Section V

The Treasurer shall have custody of all monies and securities of the Association and shall keep regular books of accounts. The Treasurer shall disburse the funds of the Association and shall perform all duties incident to his/her office or which may be properly required by the Association or Board of Directors. The Treasurer shall present a report at each Board meeting and give the annual audited report at the annual meeting.

#### Section V

The President, Vice President, and Treasurer shall furnish a bond in the amount equal to the assessments set by the Board of Directors and the cost of such bond shall be paid out of the treasury of the Association.

## Article VI

### Election of Officers and Directors

#### Section I

The election of officers and Director shall be of written ballot at the annual membership meeting or by absentee vote if a member is unable to attend. Any Member unable to attend the annual meeting must make a written request to receive absentee ballots. Absentee ballots must be received by 5 days prior to

the annual membership meeting. Election shall be by majority of votes cast. Elected officers and Director will assume their duties on May 1st after the April membership meeting.

#### Section II

Only active members in the association may vote, hold office, or serve as the chairman of any committee. The records maintained by the Association secretary shall determine the voting eligibility of any member. Members eligible to vote in the annual election shall be active members on the 60<sup>th</sup> day preceding the date of the commencement of the annual meeting. Only one family member shall serve on the Board at any time.

#### Section III

The nominating Committee shall consist of three members, appointed by the President. No elected officers shall be eligible to serve on the Nominating Committee. And no member of the Nominating Committee shall be eligible to hold office.

#### Section IV

The nominating committee shall present a list of one or more names for each office to be filled in sufficient time to be printed in the Association newsletter prior to the annual meeting. Nominations may be made from the floor. The consent of each candidate must be obtained prior to any nominations.

### Article VII

#### Meetings of the Members

##### Section I

The place of the regular annual membership meeting or for any special meeting of the Association shall be in Hidden Forest Estates or such other place as shall be determined from time to time by the Board of Directors.

##### Section II

The regular annual membership meeting of the Association shall be held on the 3<sup>rd</sup> Sunday of April or at such other time as the Board of Directors may set.

##### Section III

Special called meetings of the members for any purpose may be called by the President, or in his absence, the Vice President or by a majority of the Board of Directors or by any ten members of the Association who petition the Board of Directors to call such meeting. Any ten members, who submit a petition to the Board of Directors for the purpose of calling a special meeting, must deposit with the Treasurer of the Association, in cash or by cashiers check, the cost of mailing notices of the special meeting to the members.

##### Section IV



Notice of the time and place of all meetings of the members or of any changes in the time or the place of all meetings of the member shall be given to all members no later than ten days preceding the meeting.

#### Article VI

##### Finance

###### Section I

The monies of the Association shall be deposited in the name of the Association in such bank or bank trust or savings as the Board of Directors shall designate. All checks and instruments shall be signed by two of the following officers; President, Vice President, Treasurer.

###### Section II

Fiscal year for the Association shall be April 1st to March 31th.

###### Section III

The books, accounts and records of the Association will be audited within 30 days prior to the annual meeting and the audit report shall be presented to the annual membership meeting. In the event of a vacancy in the Treasurers position, an audit will be made within 30 days after such vacancy, and such audit report will be presented at the next meeting of the Board of Directors.

#### Article IX

##### Books and Records

###### Section I

The books, accounts and records of the Association shall be kept by the Secretary and the Treasurer as herein provided. Upon written request by any member, the financials, meeting notes, bank statements and records of the Association shall be readily available for examination at a reasonable time in accordance with the Associations record production Policy.

#### Article XI

##### Parliamentary Authority

Roberts Rule of Order, Newly revised, shall govern the proceeding of the Association in all cases not provided for in the bylaws or in the standing rule.

#### Article XII

##### Amendment

These Bylaws may be amended at any membership meeting by two thirds vote of the members voting in person or by absentee ballot returned at least five days before the membership meeting.

STATE OF TEXAS

COUNTY OF MONTGOMERY

CERTIFICATE OF BYLAWS  
OF CIA HIDDEN FOREST INC.

At the duly authorized executive meeting on September 14<sup>th</sup>, 2014 the board members of CIA HIDDEN FOREST, INC adopted the attached Bylaws of CIA Hidden Forest, Inc. ( a civic association).

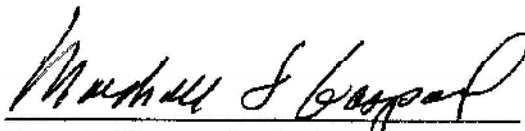
Whereupon, among other business transacted, with a quorum of the members present , the Board considered the adoption of the Bylaws. A true, full, and correct copy of the Bylaws, as amended and adopted at the meeting is attached and follows this certificate.

SIGNED AND SEALED THE 7 <sup>November</sup> DAY OF SEPTEMBER 2014.



Arvella Dancaster, Secretary  
Board of Directors,  
CIA Hidden Forest, Inc.

SUBSCRIBED AND SWORN to before me by Arvella Dancaster  
on this 9<sup>th</sup> <sup>November</sup> day of September 2014.



Notary Public in and for the State of Texas

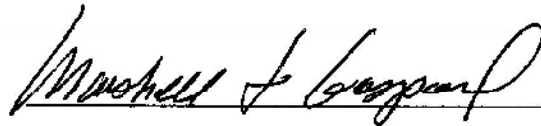


STATE OF TEXAS

COUNTY OF MONTGOMERY

Before me, the undersigned notary public on this day, personally appeared Arvella Dancaster, proved to me through her Texas Driver's License to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed and is duly authorized to execute the same on behalf of CIA Hidden Forest, Inc. the same for the purposes and consideration therein expressed.

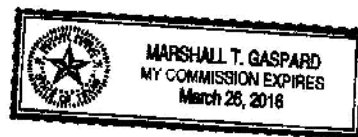
Given under my hand and seal of office  
this 9th day of November, 2014.



Notary Public in and for the State of Texas

Return to :

Arvella Dancaster  
P.O. Box 599  
Montgomery, Texas 77356



**FILED FOR RECORD**

02/18/2015 11:35AM



COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

**RECORDER'S MEMORANDUM:**

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

STATE OF TEXAS  
COUNTY OF MONTGOMERY

I hereby certify 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 Montgomery County, Texas.

**02/18/2015**



County Clerk  
Montgomery County, Texas