

RESOLUTION OF  
WILLOW POINTE HOMEOWNERS ASSOCIATION, INC.  
Regarding Ratification of  
Architectural Review Authority Guidelines  
for the Purpose of Filing  
in the Harris County Real Property Records

DATED: February 19, 2026.

STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS       §

I, J. S. Sedgwick-Landry President of WILLOW POINTE HOMEOWNERS ASSOCIATION, INC. (the "Association"), do hereby certify that at a regular meeting of the Board of Directors of the Association, which was held on the 29<sup>TH</sup> day of January, 2026, with a quorum present and remaining throughout, and being duly authorized to transact business, the following resolution for the ratification of the attached Architectural Review Authority Guidelines was duly made and approved.

WHEREAS, the Association is a Texas non-profit corporation governed by the Texas Property Code;

WHEREAS, the Architectural Review Authority Guidelines attached hereto as Exhibit "A", is hereby ratified for the purpose of filing in the Harris County Real Property Records;

IT IS, HEREBY, RESOLVED that the Board of Directors of the Association unanimously adopts this formal resolution for the purpose of filing the aforementioned document in the Harris County Real Property Records.

Dated: February 19, 2026 J.S. Sedgwick-Landry  
WPHOA President

STATE OF TEXAS           §  
  §           ACKNOWLEDGMENT  
COUNTY OF HARRIS       §

This instrument was acknowledged before me on the 19<sup>TH</sup> day of February, 2026, by J.S.S. Landry President of WILLOW POINTE HOMEOWNERS ASSOCIATION, INC. on behalf of said corporation.



Kathleen J Sprunger  
Notary Public in and for the State of Texas

RP-2026-71446

# WILLOW POINTE HOMEOWNERS ASSOCIATION, INC.

## Architectural Review Authority Guidelines

### I. PURPOSE AND OBJECTIVES

- 1.1 **Purpose:** The purpose of these Architectural Review Authority Guidelines (the "ARA Guidelines") is to establish and preserve a harmonious and aesthetically pleasing design for Willow Pointe (the "Subdivision") and to protect and promote the value of the properties subject to the restrictions set forth in the Declaration. The ARA Guidelines are designed to provide a standard by which **WILLOW POINTE HOMEOWNERS ASSOCIATION, INC.** (the "Association") approves any improvements, or alterations to existing improvements, and a standard as to the general upkeep of properties within the Subdivision.
- 1.2 **Application Required:** To preserve the architectural and aesthetic appearance of the Subdivision, site work, placement of improvements, construction of improvements, or alterations that effect the exterior appearance of existing improvements shall not commence, unless and until they have been submitted to and approved in writing by the Association's Architectural Review Authority ("ARA")<sup>1</sup> as to the compliance of such work and improvements with the Declaration and other policies of the Association.
- 1.3 **Exclusive Jurisdiction:** These guidelines are intended to function as a summary of the detailed expectations and design requirements of the Association in accordance with the power bestowed upon it by the Declaration. The Association has the exclusive jurisdiction over the approval of all improvements made to properties and modifications or additions made to existing improvements within the Association.

### II. APPLICATION PROCEDURE

- 2.1 **Application Submittal:** Owners shall submit a Request for Approval for any proposed modification or addition to the Lot, including any building already on the Lot or contemplated to be built on the Lot. Applications shall be obtained from the Association or its assigned agent.
- 2.2 **Required Contact Information:** The Owner shall provide a valid, current address, e-mail and phone number. Applications shall be submitted via mail or email to the Association or its assigned agent. All applications must be in writing. The ARA will not respond to fax or verbal requests.
- 2.3 **Incomplete Applications:** If an Owner neglects to submit a completed application, the application shall be automatically denied.

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<sup>1</sup> "Architectural review authority" means the governing authority for the review and approval of improvements within a subdivision, regardless of the name it is given in any of the Association's dedicatory instruments. Thus, "Architectural Control Committee," "Architectural Review Committee," and similar variations are all synonymous for the purposes of this policy.

- 2.4 **Simultaneous Applications:** An Owner may have a maximum of two (2) applications open at any one time. For purposes of this policy, a denied application in the process of being appealed is counted as an "open" application. Any applications received by the ARA in excess of an Owner's maximum simultaneous allotment will be automatically denied.
- 2.5 **Duplicative / Harassing Applications:** Upon receipt of an application deemed by the ARA to be duplicative of harassing, the ARA will send written or electronic notice to the submitting party levying a \$25.00 non-refundable processing fee. The fee must be paid in certified funds made payable to "Willow Pointe Homeowners Association, Inc." and directed to the Association's current property management company. The processing fee must be paid within ten (10) days of the above-described notice, or the application will be automatically denied.
- 2.6 **Acknowledgement:** It shall be the Owner's responsibility to ensure the ARA has received a complete application, which must be confirmed by the ARA in writing. Any applicable review periods shall not commence until the date of the written application acknowledgement.
- 2.7 **Authority:** The ARA shall have full power and authority to reject any plans and specifications that do not comply with the Association's governing documents.

### **III. APPROVAL/DENIAL PROCESSING PERIOD**

- 3.1 **Response and Supplement:** The ARA will respond in writing to all completed applications within thirty (30) calendar days from date of confirmed receipt. If additional information is required to process the application, the ARA shall request such information from Owner, and the thirty (30) day processing period will restart once the additional information is received.
- 3.2 **Failure to Respond:** In the event the ARA fails to indicate its approval or denial within thirty (30) days after its acknowledged receipt of a completed ARA application that does not violate any of the covenants, or any State, County or local law or ordinance, then the approval process and the related covenants set out in the Declaration shall be deemed to have been fully satisfied.
- 3.3 **Appeal After Denial:** A decision by the ARA denying an application or request by an Owner for the construction of improvements in the subdivision may be appealed to the Board. A written notice of the denial must be provided to the Owner by certified mail, hand delivery, or electronic delivery. The notice must:
- a. Describe the basis for the denial in reasonable detail and changes, if any, to the application or improvements required as a condition to approval; and
  - b. Inform the Owner that the Owner may request a hearing with the Board on or before the 30th day after the date the notice was mailed to the Owner.
- 3.3.1 To request an appeal hearing, an Owner must send a notice requesting such appeal to the

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Association via certified mail.

- 3.4 **Hearing:** The Board shall hold an appeal hearing not later than the 30th day after the date the Board receives the Owner's request for a hearing and shall notify the Owner of the date, time, and place of the hearing not later than the 10th day before the date of the hearing. Only one hearing is required.
- 3.4.1 During a hearing, the Board or the designated representative of the Property Owners' Association and the Owner or the Owner's designated representative will each be provided the opportunity to discuss, verify facts, and resolve the denial of the Owner's application or request for the construction of improvements, and the changes, if any, requested by the ARA in the notice provided to the Owner.
- 3.5 **Postponement of Hearing:** The Board or the Owner may request a postponement. If requested, a postponement shall be granted for a period of not more than 10 days. Additional postponements may be granted by agreement of the parties.
- 3.6 **Recordings:** The Property Owners' Association or the Owner may make an audio recording of the meeting.
- 3.7 **Board's Superseding Authority:** The Board may reverse, in whole or in part, any denial made by the ARA at its sole and absolute discretion, which discretion shall not be subject to further review.
- 3.8 **Expiration of Application:** If construction has not begun within eight (8) weeks from the date of approval, the approval expires and a new application must be resubmitted. All construction shall be completed within twelve (12) consecutive months from the date of approval unless an extension is granted by the ARA, in writing.

#### IV. ARA MEMBERSHIP REQUIREMENTS AND RESTRICTIONS

- 4.1 **Number & Term:** The ARA shall ideally consist of no fewer than three (3) and not more than five (5) Members. However, the ARA may continue to function regardless of the number of its current members.
- 4.2 **Appointment:** The Members of the ARA shall be appointed by the Board of Directors, after a Solicitation Notice, and reasonable Response Period. The Board of Directors shall, however, have no obligation to appoint any person to the ARA, even if a vacancy exists.
- 4.3 **Solicitation of Members:** At least ten (10) days before the Association or Board of Directors elects or appoints a person to serve on the Architectural Review Authority, the Association must provide notice ("Solicitation Notice") to all Association Members requiring that all persons interested in serving on the Architectural Review Authority ("ARA Applicants") submit a written request to the Association ("Consideration Request").

1. The Solicitation Notice must be:

- a. mailed to each Owner; or
  - b. posted in a conspicuous manner reasonably designed to provide notice to Property Owners' Association Members:
    - i. in a place located on the Association's common property or, with the property Owner's consent, on other conspicuously located privately owned property within the subdivision; or
    - ii. on any Internet website maintained by the Association or other Internet media; and
  - c. sent by e-mail to each Owner who has registered an e-mail address with the Property Owners' Association; and
2. The Solicitation Notice must contain instructions on how ARA Applicants may submit their Consideration Request to the Property Owners' Association, and the date of the Submission Deadline.
  3. The Submission Deadline must be at least ten (10) days after the Solicitation Notice was transmitted by the Association ("Response Period").

4.4 **Board Members Excluded:** Unless otherwise provided herein, a person may not be appointed or elected to serve on the ARA if the person is: (1) a current Board Member; (2) a current Board Member's spouse; or (3) a person residing in a current Board Member's household. Further, a person may not be appointed or elected to serve on the ARA unless the person submitted a Consideration Request to the Association within the Response Period.

4.4.1 If a vacancy remains on the ARA after the Response Period has elapsed, and all otherwise eligible ARA Candidates have already been elected or appointed to the ARA, the Board of Directors may appoint any person to fill the vacancy, including a person not otherwise eligible under Subsection 4.4.

4.5 **Additional Exclusions:** A person may not be appointed to, elected to, or serve on the ARA if the person is: (1) an Owner not in good standing with the Association (i.e. currently delinquent in the payment of assessments); (2) an Owner whose home has an uncured deed restriction violation; or (3) a person who has been convicted of a felony within the last five (5) years.

4.6 **No Binding Authority:** The ARA shall not have any authority to bind the Association or to commit the Association to any action which has not been specifically approved by the Board of Directors. Neither the ARA nor any of its members shall have the authority to enter into any oral or written agreements or contracts on behalf of the Board of Directors or the Association, other than written improvement approvals or denials. All approvals must be in writing—oral approvals of any kind are wholly disallowed.

4.7 **Resignation & Removal:** A Member of the ARA may resign at any time by written notice to the Board of Directors. Such resignation shall be effective as of the date of acceptance by the Board of Directors. The Members of the ARA serve at the pleasure of the Board of Directors, and may be removed by a vote of the Board of Directors, with or without cause.

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- 4.8 **Conflicts of Interest:** No Member of the ARA may review, consider, or take any action with regards to any issue which would normally be within the ARA's purview if that issue relates or would materially affect themselves, or their spouse, parents, siblings, children, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law and anyone who shares the person's residence.

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# Pages 7  
02/26/2026 09:59 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$45.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or use of the described real property because of color or race is invalid and unenforceable under federal law.

THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



*Teneshia Hudspeth*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

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