

**MEADOWOOD VILLAGE OWNERS ASSOCIATION, INC.
COMMUNITY POLICIES**

STATE OF TEXAS §
 §
COUNTY OF TARRANT §

KNOW ALL PERSONS BY THESE PRESENTS:

WHEREAS the Meadowood Village Owners Association, Inc. 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 the Board of Directors (“Board”) of the Association has determined that in connection with maintaining the aesthetics and architectural harmony of the community, and to provide clear and definitive guidance regarding policies contained therein, it is appropriate for the Association to adopt guidelines regarding policies within the community.

NOW, THEREFORE, the Board has duly adopted the following Community Policies within the community:

GENERAL INFORMATION:

Meadowood Village Townhomes is managed by:

Ross Property Management
1108 W- Pioneer Parkway
Arlington, Texas 76013

Contact information:

Property Manager – Cindy Martin

CindyM@RossInv.com

President, Ross Property Management – Terry Jones

TerryJ@RossInv.com

Office	817-261-9154
Fax	817-276-9881
Toll Free	888-872-9154
After Business Hours Emergency Number	817-718-6061
Website	www.RossInv.com

Ross Property Management is to be notified in the event maintenance is needed anywhere within the property. This includes but is not limited to light replacement, sprinkler system malfunctions, water leaks, sewer problems, access gate problems, roof leaks, etc.

Every resident is encouraged to report anything “unusual” or help to identify any person or persons creating disturbances within the community or who violates any property rules and regulations. The HOA Board or Ross Property Management does not have personnel on the property “full time”. While property inspections are made on a routine basis, every resident is needed to be the “eyes and ears” to help monitor activities on the property and to help identify violations of the property rules and regulations. Any contact made by a resident will be held confidential unless specific circumstances mandate otherwise. Regardless of how insignificant a resident believes something may be, it should be reported for documentation for future reference.

EMERGENCY INSTRUCTIONS

In case of fire, suspected fire, vandalism and/or theft within the community:

1. Call 911 immediately.
2. After emergency personnel are notified, warn your neighbors of the situation.
3. If a vehicle is involved, record the license number, description of the vehicle and any persons involved.
4. Notify the Property Manager and report the emergency situation.
5. In the event the emergency takes place outside of normal business hours, and involves fire, flood or personal injury, call the 24 Hour Telephone Hotline.

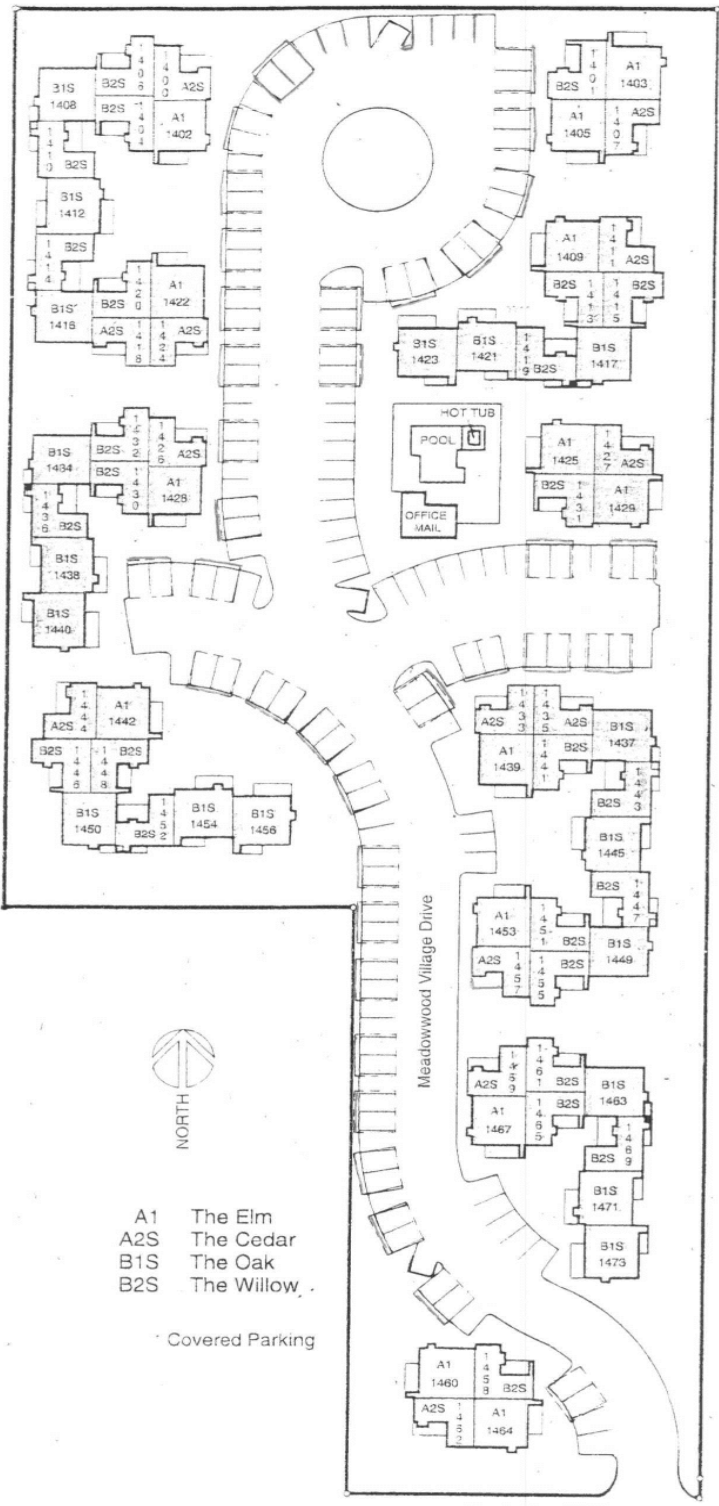
Emergency Telephone Number

911 (Medical, Police, Fire emergency)

Community Website

www.MeadowoodVillageHOA.com

PROPERTY MAP



- A1 The Elm
- A2S The Cedar
- B1S The Oak
- B2S The Willow

• Covered Parking

Site Plan

Meadowwood Village Townhomes
Fort Worth, Texas

MEADOWOOD VILLAGE OWNERS ASSOCIATION, INC.

The Meadowood Village Owners Association (HOA) is regulated by the Declaration and Master Deed and Bylaws filed of record on June 28, 1985. Every purchaser of a townhome unit is automatically a member of the HOA and subject to the obligations outlined in the Declaration, Bylaws, Community Policies/Rules and Regulations.

The Declaration and Bylaws of Meadowood Village Homeowners Association empowers the Board of Directors to enhance, adopt and enforce rules and regulations to govern the administration, management, use and operation of Meadowood Village. Each owner is responsible for themselves, their family, guests, tenants and/or service people in accordance to the Rules and Regulations outlined in the HOA documents.

ANNUAL MEETING

Association business is conducted at an HOA Annual Meeting generally held in the month of February but as determined by the Board of Directors. Notices of the annual meeting and proxy forms are forwarded to all owners no less than 10 days prior to the meeting. A quorum, which represents not less than 51% of the ownership, must be present in person or by proxy to conduct HOA business. Owners are obligated to personally attend the meeting or provide a signed proxy form to the Property Manager when unable to be present and must be current on all Association dues, fees and/or assessments to vote. Refer to the Appendix for a sample proxy form.

BOARD OF DIRECTORS

The HOA is governed by a three to five member Board of Directors. The Board currently consists of three owners elected to serve three year terms and is a volunteer and unpaid position. Directors are elected at the Annual Meeting of the Association. After the election, the Board elects among themselves a President, Vice President, Secretary and Treasurer with the fifth Board Member being a Member at Large. Terms are staggered so not all positions are vacant in any one year. The Board collectively makes all decisions regarding the financial, legal and other business matters of the HOA and has final authority on all business and/or physical activities within the property. No one member of the Board has the authority to make decisions for and on behalf of the HOA. All major decisions require approval by a majority vote of the Board.

COMMUNITY POLICIES

Community Policies, also known as Rules and Regulations, have been adopted by the Board of Directors and reinforces certain provisions of the Declaration, including restrictions and/or guidelines for the operation of the Association and the Community. These policies and regulations are intended to supplement and implement the covenants, conditions and restrictions as contained in the Bylaws and Declarations. Should any policy conflict with the Declaration and/or Bylaws, the Declaration and/or Bylaws will prevail.

When an owner leases a unit, the Community Policies, Declaration and Bylaws are automatically a part of each lease even if not attached to the lease agreement. Each owner is responsible for making sure that their tenant(s) have a copy of the Community Policies and agree to abide by them.

Community Policies are subject to change at any time at the sole discretion of the Board. Owners and residents will be notified accordingly of changes. Community Policies apply to all owners, residents, their families and guests and service contractors and personnel.

COMMITTEES

One of the most important elements of creating a “quality community”, and one that shows that the owners and/or residents take pride in their home, is for residents to get involved and assist their neighbors, the Board, and the Managing Agent any way they can. Every resident can play an important role to help ensure a “quality of life” within the community that everyone will enjoy. By working arm in arm with your neighbors and being active on one or more Committees, your thoughts for improving the Community will be heard. The Board appoints all Committee chairpersons but whoever wishes to participate on any Committee may serve as members. Committees typically meet together from time to time and discuss their area of responsibilities. If improvements are needed, once these have been identified, the Committee chairperson presents their proposal to the Board for their consideration. In this regard, the Board controls all activities within the Association but with the assistance and input of owners and/or residents who wish to participate. The following provides the name and general purpose of Committees that exist or may be formed in the future.

Community Watch or Crime Watch:

Oversees, and is alerted to, any actual or potential criminal activity within the Community. This committee works closely with local law enforcement agencies in helping to educate owners and residents of their individual responsibilities in crime prevention and what to do in the event suspicious activity is observed or if an emergency occurs. Every owner and resident within the Community has the responsibility to stay alert, record license plate numbers, description of the vehicle and personal descriptions (if possible) and notify the proper authorities **(911)** and the Managing Agent if suspicious activity is observed.

Landscaping:

Reviews and identifies problem areas within the property and makes recommendations to the Board for the care and/or improvement of all Association common areas, including the sprinkler system. Members may also participate personally by making improvements to certain common areas with the planting of shrubs, flowers, etc. or in upgrading a particular landscaped area or other light maintenance projects.

Newsletter/Publisher/Communications/Community Social Committee:

Prepares prints and distributes an Association newsletter on an as-needed basis (typically once each quarter). Also, may prepare or assist in preparing a master list of Association Owner and/or Resident names, address and telephone numbers for distribution to all Owners and Residents.

Plans Association social activities such as picnics, community wide garage sales, National Night Out activities and/or any other worthwhile activity that may assist owners and residents to become better

acquainted with each other or...just to have fun.

Pool:

Oversees pool area and maintains pool deck area in a clean and orderly fashion. Monitors water level and fills pool as needed. Repairs or improvements, if needed, are recommended to the Board of Directors. Any problem areas observed are communicated to the Management Company to be resolved. Since an outside pool contractor is used for cleaning the pool shell, maintaining proper levels of chemicals as well as maintaining all pool equipment, etc., these activities are handled exclusively by the pool contractor.

Welcoming and/or Hospitality & Concerns:

Typically will meet and greet new owners/residents who move into the Community. This committee also will be alerted to any individual owner or resident experiencing a crisis situation where they may need assistance. (I.E. illness, death, etc.)

POLICY INDEX

All policy headings are arranged in alphabetical order throughout this document with the following index provided for reference. All violations are subject to fines and when applicable, the Board may require corrective action at the expense of the offending homeowner.

Review ALL policies and inform your family members

<p>Address, Contacts and Unit Numbers Air Conditioners Alarms Alterations or Modifications Animals Antennae or Satellite Dish Awnings or Patio Covers Barbecues Building Attachments Business or Commercial Activities Clubhouse Use Collection Policy and Procedures Common Property Contractors and Service Personnel Crime Prevention Criminal or Illegal Activity Decorations Disturbances Doors Driveways and Paved Areas Dumpsters Emergency Access Eviction of Residents Exterior Additions Extermination Fences and Gates Fines Fires and Fire Safety Flags Freeze Warnings Games, Play Equipment, Toys Gardening Gates</p>	<p>Grills Gutters, Downspout & Splash Blocks Landscaping Leasing Lighting Mailboxes Maintenance and Repair Modification Request Nuisances and Disturbances Occupancy Outdoor Cooking Parking/Towing/Vehicles Patios Payments - Dues/Assessments Pest Control Pets Planters Plumbing Personal Property Pool Rules and Regulations Resale Roofs Safety and Security Sale of a Townhome Satellite Dish Sewers Sidewalks, Entrances, Passageways Signs Smoke Alarms Solicitors Speed Limit Tenant Registry Transfer Fee</p>	<p>Trash Trees Unit Sales Violations, Fines, Damages Charges Water and Cut Off Valves Windows and Screens</p> <p>APPENDIX: ABC's of Community Living Maintenance Responsibility Chart Owner Registration Form Pet Registration Form Tenant Registration Form Property Modification Request Clubhouse Rental Form Annual Meeting Proxy</p>
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Community Website
www.MeadowoodVillageHOA.com

ADDRESS, CONTACTS and UNIT NUMBERS

- A. Owners are responsible to maintain correct address and telephone contact information with the Property Manager at all times. **(See APPENDIX – Owner Registration Form)**
- B. When an owner leases their unit, the owner must provide the Property Manager with a completed Tenant Registration Form before the tenant's occupy the unit. **(See APPENDIX - Tenant Registration Form)**
- C. The number of each unit must be clearly visible on each unit. The Association provides and maintains the numbers for all buildings and each unit.
- D. When an owner wishes to provide their own numbers for the front of their unit, prior written approval from the Board is required.
- E. The owner is responsible to maintain their own numbers in good condition

AIR CONDITIONERS

Supplemental air conditioners, of any type, are not permitted at any time. Anyone with a window or supplemental air conditioner is subject to an immediate fine of \$500.00.

ALARMS

Anti-Theft Alarms:

- A. Residents who have homes or vehicles with anti-theft systems shall not allow the alarm to disturb other residents due to malfunctions
- B. Vehicles in violation are subject to immediate towing without prior notice.
- C. The Association may, without liability to the owner/operator of the vehicle, cut or disconnect the alarm power source to avoid towing.
- D. Residents who have home alarms should be in compliance with the city of Fort Worth Burglar Alarm Ordinance guidelines.

Smoke Alarms:

- A. Installation and maintenance of interior smoke alarms is the responsibility of the owner and should be checked periodically for proper operation.
- B. The suggested guideline is that no less than 3 smoke alarms be installed at strategic locations in each unit.

ALTERATIONS OR MODIFICATIONS - See also MODIFICATION REQUEST and APPENDIX

- A. No owner shall make structural alterations or modifications within an owner's unit, patio or to any common or limited common property, including but not limited to erection of antennae, satellite dishes, cables, placement of any reflective or other material on windows (other than uniform draperies or blinds that are white or off-white unless otherwise approved by the Board) or make any exterior attachments or exterior changes without advance written approval from the Board. **(See APPENDIX- Property Modification Request)**
- B. Outbuildings, fences, exterior modifications, exterior colors and other exterior modifications are strictly prohibited and regulated by the Declaration.
- C. Burglar bars installed on the exterior of a window and/or the exterior of a unit entry door are not permitted.

- D. No owner shall make any alteration or modification involving plumbing, electricity and/or heating, ventilating or air conditioning within the owner's unit or common property, without advance written approval of the Board. (See **APPENDIX – Property Modification Request**)
- E. No buildings, fence, wall or other structures shall be commenced, erected or maintained, nor shall any exterior addition to or change or alteration of the exterior or interior of a townhome may be made unless approved by the Board. Exterior maintenance does not include glass surfaces, windows, door fixtures and door hardware (I.E. locks, peep holes, etc.)
- F. The Association shall not approve any alteration, decoration, or modification which will jeopardize or impair the soundness, safety or appearance of Meadowood Village.
- G. Any replacement of any entry door and/or installation of a storm or screen door or patio door must comply with HOA standards and advance written approval from the Board is required.
- H. A Property Modification Request must be completed and signed by the owner completely describing the requested modification and submitted no less than 30 days in advance of the project to the Property Manager. Proof of delivery may be required. (See **APPENDIX – Property Modification Request**)
- I. The Board reserves the right to obtain an expert opinion of a professional third party, at owner's expense, to validate the proposed construction methods and verification of proper permits from the City of Fort Worth before approval is granted.

ANIMALS - See PETS

ANTENNAE or SATELLITE DISH

Satellite dishes are permitted on a patio as long as no part of the dish or antenna extends above the patio fence line and is not visible from neighboring units or from street level. Prior written approval from the Board is required.

- A. Written requests must be submitted in advance of the installation by the unit owner only. Tenants must obtain the owners approval and the owner must file the request. (See **APPENDIX – Property Modification Request**)
- B. Request must include: complete specifications and installation procedures, owner contact information, requested installation date and owner signature to be submitted to the Property Manager.
- C. Satellite dishes or exterior antennas of any kind may not be attached to any portion of the building including the roof, fence or any common or limited common area.
- D. No holes, nails or hangers are permitted on outside building walls, roofing, or fences unless advance written approval from the Board is obtained. Violations can result in a fine and the cost of repairs/replacement at the expense of the owner.

AWNINGS or PATIO COVERS

Any awning or patio covering is not permitted. Patio umbrellas are permitted as long as they are maintained in proper condition and are not attached to any common or limited common area and are not permanently installed.

BARBECUES - see GRILLS

BUILDING ATTACHMENTS

Nothing shall be attached to or removed from any building or fence without advance written approval from the Board. (See **ALTERATIONS** or **MODIFICATIONS**)

BUSINESS or COMMERCIAL ACTIVITIES

No business activities shall be conducted on common or limited common property and no business may exist within individual units without prior written approval from the Board and/or are subject to Fort Worth City Ordinance.

CLUBHOUSE USE

The Meadowood Village Townhomes clubhouse may be rented by a resident, for a fee of \$100 (\$25 Refundable Cleaning Fee, \$75 Damage and Key deposit) if application is approved. Along with the Property Rules and Regulations, a set of Clubhouse Rules will apply when a resident rents the clubhouse. Resident should contact the Property Manager to request rental information. At that time the resident will fill out and sign an application request form, sign a copy of the Clubhouse Rules and arrange for clubhouse to be unlocked and locked at the end of rental. For more information please go to Clubhouse Rental Form.

COLLECTION POLICY and PROCEDURES (Approved June 4, 2007)

General

The timely payment of Association dues is essential to permit prompt payment of on-going expenses for the Meadowood Village HOA in order to protect the assets of all owners. Association dues are payable monthly and **are due on the 1st of the month**. In the event other assessments become necessary, the due date in which such assessments are due will be included within the assessment notice. Any dues or assessment that remains unpaid on the 16th of the month will incur a **\$25.00** late charge. An additional **\$25.00** late charge will be added on the 16th of each month thereafter for as long as the delinquency exists. Interest may also be added to any delinquent amount at the rate of 10% per annum until paid. When an owner's account goes into the third month of delinquency it will be forwarded to the Association's attorney to begin legal collections. All attorney fees and other charges necessary for collection purposes will be added to the owner's account. In the event any check payable to the Association is returned NSF, a \$30.00 returned check charge will be applied to the owner's account. If a special assessment is payable in installments, and an owner defaults in the payment of any installment, the Association may declare the entire assessment to be in default and accelerate the due date on all remaining installments of that assessment. When payments are received, payments will first be applied to collection costs including legal fees, fines, reimbursable expenses, late charges, interest, delinquent special assessments, delinquent regular assessments, current special assessments then to current regular assessments that are due. Specific procedures are as follows:

Payments Delinquent (15-days)

On or about the 16th of the month after dues or other payments are 15-days delinquent, a Late Notice will be generated and mailed to the owner via regular mail with a late fee and/or interest added to the amount due.

Payments Delinquent (45-days)

On or about the 16th of the month after dues or other payments are 45-days delinquent, a Late Notice will be generated and mailed to the owner via regular mail with an additional late fee and/or interest added to the amount due.

Payments Delinquent (75-days)

On or about the 16th of the month after dues or other payments are 75-days delinquent, in addition to a Late Notice being generated and mailed to the owner via regular mail with an additional late fee and/or interest added, the owner's account will be forwarded to the Association's attorney for collection purposes. Upon receipt, the attorney will generate a "Notice of the Associations Intent to Foreclose" on the owner's property unless the delinquency is paid in full, with this notice mailed to the owner via regular and certified mail. If the delinquency continues, foreclosure proceedings will begin approximately 30-days thereafter or at such time as allowed by law. **Once legal collection efforts have been initiated on any delinquent account, the total amount of delinquency must be paid in order for legal collection efforts to be terminated.**

The above collection procedures will also apply for the collection of any special assessment made by the Board of Directors which is not paid on or before the due date such assessments are declared due.

No one at Ross Property Management has the authority to waive or make any adjustments on an owner's account. This Collection Policy applies to everyone.

COMMON PROPERTY

Common property, common area and/or common elements refer to the property that is shared ownership, such as driveways, pool, sidewalks, fences, exteriors of the buildings, etc. Any common property area or limited common property area (such as patios) which is damaged by the conduct of a unit owner or by the owners' family, tenants, guests or service persons will be repaired by the Association and the cost assessed to the responsible unit owner.

No digging is allowed on this property. Any damage to the sprinkler system caused by digging will be repaired at the owner/resident's expense.

Any planting of flowers, grass and/or shrubbery must have prior approval of the Board of Directors.

DO NOT leave trash outside the provided dumpsters or park a vehicle that blocks the dumpsters. Large boxes or containers should be broken down before they are deposited into the dumpsters.

All walkways must be free from debris and/or clutter at all times. (City of Fort Worth Fire Code and Townhome Declaration.)

Solicitation of any nature is prohibited and includes advertising flyers left on doors, cars and/or gates by anyone, including residents. "No Soliciting" and "No Trespassing" signs are posted at the entrance of the property and any resident can direct a trespasser to leave the property or call 9-1-1 to notify police.

CONTRACTORS and SERVICE PERSONNEL

Owners may utilize the services of contractors and other service personnel for work inside their units. For the protection and safety of the community, anyone doing installations involving electrical, plumbing and remodeling must be a licensed professional with general liability and workers compensation insurance (proof of insurance is required). Owners are responsible for any damage done to the property by contractors and service personnel. For example, the owner will be held accountable for damages to the landscape, sidewalk and pavement by a paint contractor washing brushes and pans in a common or limited common area. All modifications require advance board approval. (See **ALTERATIONS or MODIFICATIONS**)

CRIME PREVENTION

- A. Keep in mind that property and effective crime prevention requires the cooperation and attention of all residents within the Community. Call the Police immediately (911) for any emergency situation. After notifying the police, contact the Association Manager so they may take appropriate action.
- B. Know your neighbors. Know their vehicles and know your immediate area. Do not leave your doors, windows or vehicles unlocked and do not leave valuable items inside the vehicle that may be visible.
- C. While on vacation or out of town, stop your newspaper delivery and have a neighbor check on your property routinely. Keep your exterior porch lights burning on the front door and patio at night and off during the day. Notify the Property Manager of lights not functioning in common areas.
- D. Solicitors are not allowed on the Property. Do not hesitate to call the police if they are on property distributing flyers or knock on your door.

CRIMINAL or ILLEGAL ACTIVITY

- A. No owner, family member, residents or guests may violate any criminal laws, health codes or applicable City Ordinances while on property.
- B. Meadowood Village Townhome HOA has a "zero tolerance" for drug use and/or activity of any kind and violators will be reported and prosecuted.
- C. No activity shall be conducted on property which might be reasonably considered as annoying or disturbing to neighbors of ordinary sensibilities or might be reasonably calculated to diminish the quality of living or desirability of the property. (See Nuisances and Disturbances)
- D. Gang association or gang affiliated attire and activity is prohibited and will be reported to the proper authorities when observed.
- E. No unsafe, noxious, offensive or illegal activity or odor is permitted on the property and no exterior speakers or flashing lights are allowed.
- F. No person may do anything that will increase insurance rates for the property or which may make the HOA uninsurable or cause any policy to be canceled, suspended or materially modified by the issuing company without prior written consent of the Board.

DECORATIONS

- A. No decorations are permitted on any building unless advance written approval from the Board is obtained with the exception of periodic holiday decorations.
- B. No roof decorations are allowed.
- C. Outdoor holiday decorations shall not be installed or used more than 30 days prior to the holiday and must be removed no later than 15 days after the holiday.

- D. Outdoor holiday lights may be draped on the branches of trees and on shrubs provided the material and method are in accordance with general safety standards.
- E. Outdoor holiday lights may be temporarily attached or supported from exterior surfaces provided no damage is caused to the fence or building exterior.
- F. Outdoor holiday decorations must be kept within reason and not interfere with landscape maintenance or create a safety hazard.
- G. All damage to the property caused by the installation and/or use of outdoor decorations shall be repaired by the Association and the repair cost assessed to the unit owner.

DISPLAY OF CERTAIN RELIGIOUS ITEMS – GUIDELINES

The Association has determined that in connection with maintaining the aesthetics and architectural harmony of the community, and to provide clear and definitive guidance regarding the display of certain religious items therein, it is appropriate for the Association to adopt guidelines regarding the display of certain religious items within the community. A property owner or resident may display or attach one or more religious items to the entry to their dwelling. Such items include anything related to any faith that is motivated by the resident’s sincere religious belief or tradition.

- 1. Individually or in combination with each other, the items at any entry may not exceed 25 square inches total in size.
- 2. 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.
- 3. 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.
- 4. Approval from the Architectural Control Committee (“ACC”) is not required for displaying religious items in compliance with these guidelines.
- 5. As provided by Section 202.018 of the State property code, the Association may remove any items displayed in violation of these guidelines.

DISTURBANCES – See NUISANCES

DOORS – FRONT ENTRY and PATIO

All unit entry doors are the responsibility of the unit owner and must comply with the design standards set by the Board of Directors.

- A. Entry doors must be maintained in good condition. Broken glass must be replaced and is the responsibility of the homeowner.
- B. The Board has the authority to require replacement of any entry door that does not meet design standards or remove any storm or screen door not maintained in accordance with design standards.
- C. Storm doors are permitted providing a modification request is submitted and advance approval from the Board is obtained.

- D. Any homeowner who wishes to replace any entry door and or hardware needs advance written approval from the Board. (See **ALTERATIONS or MODIFICATIONS**)

DRIVEWAYS and PAVED AREAS

All driveway areas are maintained by the Association. All driveways and carports are to be kept free and unobstructed at all times.

- A. Washing of vehicles is not permitted at any time.
- B. Washing anything onto the sidewalk and/or driveways or off of the patios is not permitted.
- C. Mechanical repair of vehicles is not permitted, especially involving chemicals such as oil changes, anti-freeze/coolant, brake and transmission fluids, etc.
- D. Vehicles leaking fluids require immediate attention or will be deemed inoperable and are subject to towing.
- E. Anyone who damages the driveways and paved areas is subject to a fine and the cost of repairs is at the expense of the owner.

DUMPSTERS - See TRASH

EMERGENCY ACCESS

All unit entry locks and bolts are the sole responsibility of the unit owner. The Association has the right (not an obligation) to enter a unit and/or patio in the event of an emergency, in the protection of property rights and enjoyment of others. Emergency utility leaks may be repaired by the Association at the owner's expense without prior notice.

EVICTION of RESIDENTS and/or OCCUPANTS

Owners are responsible for the action of their tenants and/or any persons occupying the owner's townhome with fines assessed against the owner's townhome in the event their tenants and/or persons occupying the owner's townhome does not comply with HOA Community Policy, Declaration, Bylaws, City Ordinances and State and Federal Laws. The Association has the right but not the obligation to evict an owner's tenants or persons occupying the owner's townhome that substantially or repeatedly violates these policies and/or laws. Any residents or occupants evicted by the Association shall not be permitted back on the property at any time for any reason.

EXTERIOR ADDITIONS - See ALTERATIONS or MODIFICATIONS

EXTERMINATION

Treatment of general pests on the interior of individual units is the responsibility of the owner. The Association is responsible for treatment of the exterior for termites or other insects that destroy wood. Notify the Property Manager immediately in the event of Termite or Carpenter Ant infestation.

FENCES and GATES

- A. The Association is responsible for maintaining the fences. Any modification, including painting the interior or making holes to install or hang anything on the fence and gates requires prior written approval from the Board.
- B. Nothing may be hung over fences and gates, including but not limited to clothes, towels, rugs, mops, etc.

- C. Holiday decorations may be permitted. (See **DECORATIONS** and **FIRES and FIRE SAFETY**)
- D. Residents may lock their patio gate. The Association has the right to access the interior of any patio and may require the gate be left unlocked or specify a combination lock as the circumstance requires. If necessary, the Association has the right to remove the lock to gain access.

FINES - See VIOLATIONS

FIRES and FIRE SAFETY

Burning or fires are not permitted anywhere within the Association except for outdoor barbecues. It is strongly suggested that each unit be equipped with fire extinguishers. No flammable, combustible or explosive material may be kept inside a townhome at any time. The kitchen vent-a-hood should be cleaned (once each month recommended) to avoid a possible grease fire hazard. Only flame retardant Christmas trees and U.L. approved seasonal decorations are permitted in or on any townhomes. (See **GRILLS**)

FLAGS

U.S. or Texas flags are permitted according to national holiday observances. Installation and location of flag hardware requires advance written approval from the Board. Proper flag etiquette must be observed. Once hung, flags must remain in good condition or be removed or replaced.

FREEZE WARNINGS

Owners are responsible for damage to pipes and for consequential damages to personal property and to the property of others as a result of freezing and leaking pipes.

- A. Set the heat at no less than 60 degrees. Keep all windows closed. Open cabinet doors under the kitchen sink, bathroom sink, and laundry areas to allow heat to get to the plumbing.
- B. Outside faucets on patios are the responsibility of the owner and must be wrapped with insulation tape or enclosed by a Styrofoam cover.
- C. Depending on the severity of the freeze, drip water at a steady drip of about 15 drops per minute. This includes cold and hot water in your kitchen sink, bathroom sinks, bath tubs, showers, etc. Leave all drains open, including sinks and bathtubs.
- D. Notify the Property Manager immediately if you observe any water running from a building or from under your walls or anywhere on the property.
- E. Be careful about ice on steps and sidewalks. Neither the Association, nor the Board, nor the Managing Agent has a duty to remove any ice, sleet or snow.

GAMES, PLAY EQUIPMENT, TOYS, etc.

When not in use, games, toys, bikes, etc, are to be removed from the common areas and stored accordingly. Articles left out overnight are subject to disposal in the trash.

GARDENING – See LANDSCAPING

GATES - See FENCES and GATES

GRILLS

Cooking out of doors is governed by Fort Worth City Ordinance and Fire Code. Users should demonstrate appropriate fire safety and prevention and keep water, sand or fire extinguisher available when grilling. The Fort Worth Fire Department makes routine checks of all multi-family properties, without notice, and will issue a fine to any resident in violation. Violators are subject to a \$2,000.00 fine by the City and a fine by the HOA.

- A. The City Ordinance defines a grill as a cooking utensil on which food is exposed to red heat or open flame as from heated briquettes, charcoal, natural gas, propane compressed gas or wood, which is commonly referred to as barbecue grill, hibachi or smoker.
- B. Barbeque grilling on patios or front porches is strictly prohibited by City of Fort Worth Fire Code. This code states that there may not be open flames within 10 feet of any building or overhang (trees, patio roof/ceiling, fence).
- C. Electric grills are preferred and may be stored on patios.
- D. Grills used in accordance with the City Ordinance must be returned to the user's patio when the fire is extinguished and not in use. Grills left in any common area may be disposed of without notice or owners may be subject to a fine.

GUTTERS, DOWN SPOUTS and SPLASH BLOCKS

The HOA provides and maintains gutters on buildings and downspouts and splash blocks to manage rain water away from the buildings. No resident should move or make adjustments themselves but should notify the Property Manager in the event of blockage or any need for repairs.

LANDSCAPING

The Association is responsible for the landscaping on property in the common areas. This includes but is not limited to lawns, flowers, shrubs, trees, grading and irrigation.

- A. Trimming and/or removal of trees is the responsibility of the Association.
- B. There is to be no planting, tilling, gardening or alteration in any common area including landscape timbers or decorative brick, without prior written approval from the Board.
- C. No ground covering that will incur pests like termites, such as mulch that isn't treated, is permitted.
- D. Gardening is permitted inside patios provided the plants are not permanent and there is no damage to buildings, fences, irrigation pipes and foundations. Written approval from the Board is required in advance for permanent landscaping on patios.
- E. Plantings in patio areas must be tended appropriately. Weeds or overgrown patio areas are not permitted. Vines should not be allowed to grow on or attached to buildings or fences because this causes damage to these areas. In not properly maintained, the Association may remove any vines that are in violation at the owner's expense.
- F. Potted plants and shrubs must be properly maintained especially if kept in front of a unit. The front of a unit is common property and the responsibility of the HOA. Dead plants and plants in pots that are cracked, broken or in disrepair are subject to disposal without prior notice.
- G. Water hoses must be properly maintained with a tight connection that doesn't leak and waste water. Hoses must be coiled and properly stored in an unobtrusive manner when not in use.
- H. No planters or window boxes may be attached anywhere on the exterior of a building, gate or fence. Violations can result in a fine and the cost of repairs/replacement at the expense of the owner.
- I. The Association has the right to remove any resident plantings in common or limited common areas without prior notice.

- J. Notify the Property Manager immediately of any broken sprinkler heads or irrigation leaks on patios or in common areas on the property. No resident may interrupt, reroute or cap off the supply of irrigation water without prior written approval from the Board.
- K. The Association maintains sprinkler systems on timers with sensors to detect rain and freezing temperatures according to City Ordinances. No homeowner or resident is permitted to interfere with the operation of the timing and control equipment.

LEASING

Leasing of the townhome is allowed provided that the townhome is leased only as a single family residence, and;

- A. The lease is in writing and is subject to the provisions of the Community Policies, Declaration, City Ordinances and State and Federal Laws, with any violation causing the lease to be terminated.
- B. The lease is not leased for hotel or transient purposes or for less than six months.
- C. A copy of the Meadowood Village HOA Community Policy is provided by the owner to the lessee at the beginning of the lease.
- D. The owner must supply the HOA a completed Tenant Registry. (See **APPENDIX – Tenant Registration Form**)
- E. The following language is included in the lease; “Tenant/Lessee and Occupants agree to abide by the terms and conditions of the Meadowood Village Association Community Policies, Declaration, City Ordinances and State and Federal Laws. Non-compliance of any provisions of these documents shall constitute a default of this Lease Agreement.”
- F. Prior to any tenant taking occupancy, owners must provide the Association Manager with a copy of the application, lease and verification of criminal history from Dallas and Tarrant County and/or the county of last residence, for each occupant who is 18 years of age or older and register the occupant with the Association. (See **APPENDIX – Tenant Registration Form**)
- G. No tenant may occupy a townhome if he/she has a criminal conviction, pending case or deferred adjudication, (traffic violations and theft by check excluded). The criminal history of an applicant will not be used in determining the qualifications of a tenant if that applicant/tenant has had no arrests for a period of seven (7) years and/or has completed the sentencing period or periods of parole, probation or deferred adjudication for a period of seven years. Anyone occupying a townhome in excess of thirty-days in a six-month period will be considered as a tenant. Any family member of the deeded owner who occupies a townhome without the presence of the deeded owner for more than 31-days will be considered a tenant.
- H. Consult your attorney or legal representative but the following is provided for informational purposes only. Subject to Texas State law, if a townhome is leased, the owner must install the following devices:

(1) Keyless deadbolt on all exterior doors.	(2) Keyed deadbolts on at least one entry door.
(3) Pin locks on all sliding glass doors.	(4) Door viewers on all exterior doors.
(5) A window latch on each window.	(6) Smoke alarms.

- I. Texas State law also provides that owners must re-key entry doors at every tenant turnover. This statute states the owner must re-key between the dates the old tenant leaves and the 7th day after the new tenant moves in. Such devices are subject to change by the State Legislature or as required by the City of Fort Worth.
- J. Owners could be held responsible for crimes committed against their residents that are caused in part by the owner’s failure to comply with the 1993 Texas Security Device Statute. Consult management

regarding your statutory security device obligations as a landlord if you ever lease your dwelling. If you lease your townhome and these safety devices do not exist, contact the owner of your unit in writing and demand that these be installed immediately.

- K. The Association and/or the Property Manager are not responsible for the interior maintenance of a unit otherwise provided in these Policies and/or the installation of exterior door locks or any of the safety devices listed above. If maintenance is required, the lessee should contact the owner or owner's managing agent for needed repairs and/or replacements.

LIGHTING

- A. The Association is responsible for maintaining lighting in carports, pool and exterior building flood lights.
- B. Residents are requested to immediately report exterior common area lighting problems to the Property Manager.
- C. Any light and/or light fixture controlled by a switch inside a unit is the responsibility of the owner.
- D. Exterior lighting fixtures are the responsibility of the unit owner and must be properly maintained.
- E. Replacement of any exterior lighting fixture requires advance written approval from the Board and installation by a licensed electrician. (See **APPENDIX – Property Modification Request**)

MAIL BOXES

A mailbox is provided for each unit and is centrally located close to the pool. Keys and/or replacement locks must be arranged through the US Postal Service. Properly discard trash mail in the bin provided. Any damage to the mail box and/or parcel facility will be charged back to the unit owner. Additional fines may be applied by the U. S Post Office.

MAINTENANCE and REPAIRS

In the event any owner or resident observes a potential problem, it is to be reported to the Property Manager immediately. Verbal notification may be acceptable, but owners or residents may be requested to provide a maintenance request in writing to either be mailed/emailed/faxed to the Property Manager's corporate office. Maintenance requests considered to be an emergency will be handled immediately or as soon as practical. Other maintenance requests will be handled on a priority basis and/or as the maintenance schedule allows.

The Property Manager will notify any owner in writing of the maintenance that may be required for any exterior townhome or patio item that is the responsibility of the owner. In the event maintenance is not completed, the owner may be fined and/or the Association has the right to make the repairs or perform the maintenance needed and assess the owner for the cost of all work. (See **APPENDIX – Property Modification Request**)

- A. No holes may be drilled or nails, hangers or cables installed on any outside area of the building, roofing systems, fences, gates or storage buildings without advance written approval from the Board.
- B. In the event this policy is violated and damage occurs, the Association has the right to make repairs at the owner's expense.
- C. Owners and/or residents are responsible for proper up-keep and maintenance of the interior of their townhome and for the interior of their patio. The owner is solely responsible for the repair of any damage that occurs to building structures or foundation that is caused by vegetation, pets and neglect to patio areas.

- D. The Association is responsible for the repair, replacement and/or up-keep of all building exteriors, including but not limited to walls, roofs, patio fences, storage buildings, foundations, etc.
- E. The Association does not make any repairs to townhome interiors except to correct or repair damage that has resulted from the failure of a component that is the responsibility of the Association to maintain. (See **APPENDIX - Maintenance Responsibility Chart**)
- F. Owners or residents are to notify the Managing Agent immediately when potential problems (such as roof leaks, missing sprinkler heads, sewers running over, etc.) are noted.
- G. No buildings, fence, wall or other structures shall be commenced, erected or maintained, nor shall any exterior addition to or change or alteration of the exterior or interior of a townhome be made unless approved by the Board. Exterior maintenance does not include glass surfaces, windows, door fixtures and door hardware.
- H. These provisions are necessary to protect the physical and visual integrity of all buildings within the Meadowood Village Community. All townhomes, common elements or property and limited common areas are to be maintained in order for the appearance not to be unsightly.

MODIFICATION REQUEST - See also ALTERATIONS and MODIFICATIONS and APPENDIX

Prior to making any alterations, an owner must submit a Property Modification Request reflecting improvements or additions anticipated detailing any structural modifications, finished exterior and/or interior views, materials and finish coatings to be used, and any other information helpful and pertinent to the activity for advance approval by the Board. (See **APPENDIX – Property Modification Request**)

- A. All documents are to then be submitted to the Board for approval no less than thirty (30) business days in advance of the projected start date. If the documents are mailed they should be directed to the Meadowood Village Board in care of the Property Manager. Proof of delivery of the request may be required.
- B. In some cases, the Property Manager may have the authority to approve the request immediately. If not, the request will be directed to the Board of Directors for their review. In the event any information is to be clarified, the owner will be contacted accordingly.
- C. The Board reserves the right to request the expert opinion of a professional third party, at the owner's expense, to determine appropriateness of proposed modifications and for proper permits to be obtained from the city before approval is granted.
- D. The Board also reserves the right to require that the approved work be completed in no more than thirty (30) days (unless an extension is approved by the Board) and/or to be reviewed by a professional third party at selected phases of specifications at the owner's expense.
- E. If the Board fails to approve or disapprove a “written request” made by owner within thirty (30) days of submission, and owner has not been contacted to the contrary, approval of the owner’s request is assumed. Every effort will be made to review each request made on a timely basis with the owner contacted in writing regarding the decision of the Board.
- F. If approval is not obtained, and if alterations or additions are made, the Association has the right to remove any additions and/or return alterations or modifications of effective items to their previous condition at the owner’s expense. Prior notice will be given before removal of the additions and/or before alterations or modifications are made.
- G. Owners and their families, residents, guests, invitees, contractors and agents shall comply with all ordinances of the City of Fort Worth, as well as these policies.

NUISANCES and DISTURBANCES

No activity shall be carried on which might be reasonably considered as causing annoyance to one's neighbors. The Board and/or the Managing Agent have the sole and exclusive discretion to determine what causes an annoyance.

- A. Should any resident be disturbed by any noise, odor or activity at the property, they are to contact the police and report the disturbance. When notifying the Police with a complaint such as noise or trespassers, it is at the caller's discretion or option whether they choose to provide a full name, phone number or want to be contacted by the Police. Next, contact the Property Manager to supply as much detail as possible, including the unit number of the offender, etc. In addition to a fine being assessed, the Managing Agent may either take immediate action to remedy the problem or may refer the issue to the Board of Directors who will provide final directions for resolution.
- B. A nuisance may be defined as any conduct that interferes with the legal rights of others by causing damage, annoyance or inconvenience. A nuisance may include but is not limited to:
 - 1. Yelling, shouting, screaming or public intoxication.
 - 2. Loud or otherwise objectionable noises in the use or playing or permitting the use of musical instruments, radios, stereos, televisions, cell phones, etc. in such a manner as to disturb other residents whether from inside a unit or vehicle or patio.
 - 3. Any activity that may provide noxious odors.
 - 4. Any vehicle of any type that generates excessive noise levels.
 - 5. Barking and/or howling dogs.
 - 6. Vehicles with an unattended alarm that becomes disturbing to other residents. Any vehicle that violates this policy may be towed from the property at the vehicle owner's expense without notice.
- C. For safety, nobody (including adults and children) should play in the parking or driveway areas.
- D. Climbing trees and climbing fences or gates or climbing in or out of windows is prohibited.
- E. Owners, residents or their guests shall refrain from playing radios, televisions, stereos, and other electrical or mechanical devices at volumes so loud that they may be heard outside their unit or outside a vehicle.
- F. Should any resident be disturbed by nuisance or disturbance, the police should be called immediately at 9-1-1. Next call the Property Manager with as many details as possible.

OCCUPANCY

All townhomes within Meadowood Village are for single family occupancy. No more than four (4) individuals may occupy a two (2) bedroom unit and no more than four (4) individuals may occupy a one (1) bedroom unit. Permanent occupancy shall be defined as any resident in excess of thirty (30) days not separated by intervals of at least six (6) months. No unit shall be used for other than single family residence purposes.

OUTDOOR COOKING – See GRILLS

PARKING/TOWING/ VEHICLES

- A. Vehicles permitted on property include "passenger type" vehicles such as cars, light trucks, motorcycles and passenger vans.
- B. No commercial vehicles, boats, trailers or heavy trucks (2 tons or more) are permitted at any time anywhere on the property.

- C. Recreational vehicles such as boats, trailers, motor homes, mini-bikes and all terrain vehicles are not allowed on property and may not be stored on property.
- D. Commercial trucks are allowed on property only if making a delivery to a resident.
- E. Moving vans are allowed on property for a maximum of thirty-six (36) hours and should be parked in the over-flow parking in front of or on the west side of the clubhouse.
- F. Parking of any vehicle, motorcycle and bicycle in grassy areas, flower beds, walkways or sidewalks is prohibited. No motorcycles are permitted on patios.
- G. Vehicles must be serviced or repaired off property. Any vehicle leaking oil or other fluids causing damage to the driveway are prohibited and must be removed from the property at owner expense. Repair costs will be assessed to the unit owner.
- H. Any vehicle which creates disturbances due to excessive noise from car alarms, mufflers, engines, sound systems, etc. are not permitted on the property at any time.
- I. All vehicles must be in operable condition with current license and inspection tags visible. No inoperable vehicle or vehicle with expired tags may be stored on the property. Vehicles with expired tags or appear to be inoperative will be tagged and the vehicle owner will have 10 days to correct the violation.
- J. Vehicle maintenance of any kind (i.e. washing, oil change, repairs, etc.) is not permitted on property.
- K. Abandoned vehicles will be reported to the police and are subject to towing. If the violation is not corrected after 10 days, the vehicle may be towed from the property at the expense of the owner.
- L. The Board of Directors may require residents to display a parking decal in the rear window, bottom corner on the driver's side of their vehicles. If these are required, decals may be obtained from the Property Manager.
- M. The Association is not responsible for damage or loss of or to vehicles including theft, fire, collision or vandalism.
- N. At the expense of the unit owner, including family, guests and/or tenant, the Association may tow without notice any vehicles parked or unattended along the curb in driveway areas in such a manner that it blocks passage of other vehicles, is parked in a fire lane or impedes emergency vehicles.
- O. In the event a vehicle is towed, the owner of the vehicle must contact the towing company directly. The contact information for the towing service is posted at the entrances to the property.
- P. For the protection of all residents and visitors, property speed limit is no more than 10 miles per hour and will be strictly enforced. If a resident observes anyone (resident, visitor or service providers) violating this speed limit, please obtain the tag number of the vehicle and report it to the Property Manager.
- Q. Each resident should use discretion when giving out a combination to the drive through gate and the pedestrian gate on the property.
- R. Each townhome is assigned one covered parking space and is allowed access to one uncovered space as needed.
- S. It is the resident's responsibility to assure that guests park in the uncovered parking spaces.
- T. The parking spaces directly in front of and on the west side of the clubhouse shall be used for over-flow parking.

PATIOS

Patios are defined as Limited Common Property which means they are available for use by the owner of the unit but are part of the HOA and not the sole property of the unit owner. Therefore, limitations and restrictions apply. (See **LANDSCAPING** and **APPENDIX – Property Modification Request**)

- A. Patios are not for general purpose storage. Acceptable items that may be stored temporarily or permanently are the following: outdoor lounges and lawn chairs; exterior patio tables; electric grills only; decorative plants in hanging baskets or pots, patio umbrellas and all such items stored on patios must not appear to be in disrepair. No cables or holes may be drilled or cut into the exterior walls.
- B. All other personal property must be kept out of sight, or inside the townhome.
- C. All property stored in violation of this rule is subject to removal and disposal without prior notice.
- D. No clothes, towels, rugs or other items may be hung outside draped over fences, shrubs, etc. Such items in violation of this rule are subject to removal and disposal without prior notice.
- E. Patios are to be kept free of debris, garbage, appliances, unused or stored furniture or any other unsightly items and/or anything that would represent a health or fire hazard.
- F. Hot tubs are not allowed anywhere within the property at any time.
- G. Refrigerators, freezers, clothes washers and/or dryers are not to be installed inside any patio.
- H. Satellite dishes are permitted as long as they are not visible above the fence line and are not attached to any common or limited common area.
- I. Patios may be rinsed off with water only if needed. Washing or rinsing off any chemical or using soap products is prohibited.

PAYMENT OF DUES and OTHER ASSESSMENTS – See COLLECTION POLICY and PROCEDURES

PERSONAL PROPERTY – See PATIOS and SHEDS

PEST CONTROL – See EXTERMINATION

PETS

Meadowood Village Townhomes is a “pet-friendly” property, however rules do apply:

- A. The Bylaws and City Ordinance require animals housed within Meadowood Village be approved and registered by the Association. No more than two (2) dogs or two (2) cats may be harbored or kept. If approved, the owner and/or resident will be permitted to keep the pet as described subject to the following restrictions.
 - 1. No animal over 40 pounds will be allowed unless approved in advance by the Board of Directors.
 - 2. No savage, dangerous animals, livestock or poultry may be kept on property at any time.
 - 3. Animals must be properly vaccinated according to Fort Worth City Ordinance and display a proper tag with the owner’s identification.
 - 4. No animal shall be allowed to become a nuisance, create unreasonable amounts of noise from barking or howling, or obnoxious odors or be left in unsanitary conditions.
 - 5. Fort Worth City Ordinance mandates no animal may be allowed to roam at large and must be kept on a leash and under the control of a person at all times.
 - 6. An animal is not to be tied by a leash or other means to any object and left unattended outside. Animal feces are to be removed immediately from common property areas and properly disposed in plastic bags and correctly discarded.
 - 7. No animal feces may be swept or washed onto sidewalks, parking areas or driveways.
 - 8. Used cat litter must be secured in a plastic bag and discarded in proper trash receptacles and not dumped in flower beds or shrubs.

9. Owners and residents must keep their unit clean and sanitary and free from fleas, pet parasites and noxious odors. Pet food may not be left outside.
10. Animals can not be bred on property for any commercial purpose.
- B. The unit owner is responsible to all other owners, residents, respective families, guests and service personnel for any damage or injury caused by an animal brought or kept on property, with or without Board approval.
- C. Neither the HOA, Board or Management Company shall have any liability for any injury nor damage caused by an animal brought or kept on property by an owner, family member, resident or guest.
- D. Any pet loose on property or leashed and unattended is subject to collection by Fort Worth City Animal Control.
- E. Violations are subject to immediate fine for each offense.
- F. Habitual offenders may have their pet registration revoked and be mandated to remove the animal from the property within ten (10) days of written notice. If the owner fails to comply, the animal may be collected and given to the Society for the Prevention of Cruelty to Animals (SPCA).

PLANTERS - See LANDSCAPING

PLUMBING

Owners are responsible for the plumbing within their townhome unit, including domestic water or sewer lines at the point in which they enter the exterior wall of the townhome. Otherwise, the HOA manages the plumbing in all common areas such as irrigation, sewer lines (outside of the townhomes), unless damages are caused by the owner, their resident(s), occupant(s) or guests. (**See APPENDIX - Maintenance Responsibility Chart**)

- A. Plumbing repairs must be completed by licensed professionals. (See Contractors)
- B. Modifications to plumbing within a unit require prior written approval from the Board. (See **APPENDIX - Property Modification Request**)
- C. Owners are responsible for protecting pipes inside their unit and external faucets in the event of a freeze.

POOL RULES and REGULATIONS

- A. The swimming pool and hot tub are for the exclusive use of residents of the Meadowood Village Community and may not be reserved for private use at any time.
- B. Pool Hours are from 9:00 AM to 10:00 PM.
- C. Emergency equipment must be maintained in the pool area and not used for play. The life preserver must have the rope attached and stored on the fence. The City of Fort Worth will close the pool if emergency equipment is not properly maintained. A telephone is maintained next to the office for use in an emergency.
- D. No one is to play on or attempt to climb the pool fence, nor is the pool gate to be propped or left open at any time. When entering or exiting the pool area, close the gate firmly.
- E. All occupants of the pool and hot tub should have identification available upon request.
- F. Guests are limited to no more than two (2) guests for any townhome at one time without the approval of the Board and guests must be accompanied by the owner or resident at all times.
- G. For safety reasons no one under 16 years of age is permitted in the pool area without a parent

- or guardian. Persons under the age of 18 are not allowed in the hot tub at any time.
- H. Proper attire is required at the pool and nude sun bathing is prohibited. No street clothes, cut-offs, diapers unless they are "Swimmers" (I.E. brand name for waterproof diapers) are permitted while using the pool. Bobby pins, hairpins or other such materials are to be removed before entering the pool.
 - I. Glass containers of any nature are prohibited from all areas of the pool deck area. Smoking or eating while in the pool area is prohibited. Animals of any kind are also prohibited.
 - J. Pool furniture is not to be removed from the pool area.
 - K. No running, pushing or scuffling is permitted in the pool area. No diving or splashing of water other than that accompanying normal swimming is permitted.
 - L. Intoxicated persons are not allowed in pool area.
 - M. Absolutely no grills (or other cooking devices) of any kind are allowed in the pool area.
 - N. Ashtrays are provided and must be used to dispose of any tobacco products used in the pool area.
 - O. Voices must be kept at normal conversation levels. Only battery operated radios, tape or disc players are allowed and must be kept to a level as to not disturb residents.
 - P. Any person having any medical condition posing a threat to others is excluded from using the pool.
 - Q. Owners or residents are responsible for cleaning up the pool area that they or their guest(s) have used. This includes disposing of beverages, trash, soiled diapers, etc. and removing these items away from the pool area. All personal articles brought to the pool area, including but not limited to towels, books, magazines and newspapers, inflatable toys, etc. are also to be removed. If any personal items are left at the pool area, these may be removed and discarded without notice.
 - R. Owners are financially responsible for any damage to Association property caused by themselves, residents, family members or guests.
 - S. Residents are responsible for any injuries and/or damages occurring as a result of their behavior or the behavior of their guests.

RESALE – See SALE of a TOWNHOME

ROOFS

The roofing system can be easily damaged by someone merely walking on the roof allowing water to penetrate the roof and damage the interior of a unit(s).

- A. Under no circumstances should anyone be on the roofs, whether it be an owner, family member, guest or contractor.
- B. In the event an owner (including a family member, guest, and tenant) allows anyone to get on top of the roof without expressed written consent by the Board and/or the Association's Property Manager, a **\$1,000** fine will be assessed for each violation.
- C. In addition to the fine, the owner will be assessed the cost of making any repairs to the roof and/or to the interior of any units if water damage occurs.

SAFETY and SECURITY

- A. Neither the Association nor the HOA's management company provide or warrants security. Each owner is responsible for their own safety, that of their family, guests, tenants and service people.
- B. Residents are requested to immediately report exterior lighting problems and potential and/or hazardous conditions to the Property manager.
- C. Violation of the posted speed limit will result in a fine.
- D. Residents are encouraged to participate in the active Crime Watch group established on this property.
- E. Persons under the age of 16 years must be accompanied at all times by an adult, whether inside the residence or outside the residence while on property. This applies to residents as well as visitors.

SALE of a TOWNHOME

A transfer fee will be charged for each townhome that is sold and/or conveyed to another party. The fee is to be paid at the time of each conveyance with payment made by the owner at the time the owner provides notification of the sale to the Association or by the Title Company handling the sale at time of closing. Normal steps taken in regards to a townhome sale are summarized as follows:

- A. Notice to the Association of an owners intent to sell, including the name, address and telephone numbers of the intended purchaser, Title Company or attorney designated to close the transaction, real estate agents representing both the seller and purchaser.
- B. A copy of the Meadowood Village Declaration, Bylaws and Community Policies is provided to the purchaser for review.
- C. Upon conclusion of the sale, a copy of the deed or documents verifying the name of the purchaser and/or new owner(s) and their mailing address, telephone numbers and other information are required by the Association to be forwarded to the Management Company.
- D. Failure of owner to provide this information may result in the Association withholding information that may be necessary to conclude the conveyance of a townhome. All information required by the Association is to be directed to the Property Manager or such other person that may be designated by the Board.
- E. In addition to the above transfer fee, fees as deemed appropriate may be charged from time to time for other services that may include but not necessarily limited to providing copies of the Meadowood Village Declaration, Bylaws and Community Policies to an existing or prospective owners or residents, Sales Agent, Mortgage Company, etc.

SATELLITE DISH – See ANTENNA

SEWERS

The Association schedules routine maintenance throughout each year to keep the main sewer lines from backing up. Any resident that observes water escaping from any sewer line either in the driveway or in front of a unit should notify the Property manger immediately.

- A. Only toilet paper and facial tissue should be flushed down commodes.
- B. Grease should be disposed of properly in the trash and never flushed down a sink.
- C. When a drain or sewer line is blocked within the unit boundaries, the owner is responsible for the repair.

- D. When a drain or sewer line is blocked outside the unit boundaries, the HOA is responsible for the repair.
- E. The property is a mature property and all residents must take care not to contribute to blocked sewer lines.

SIDEWALKS, ENTRANCES and PASSAGEWAYS

- A. These areas shall not be obstructed or used by anyone for any other purpose than to enter or exit units. No loitering is permitted.
- B. Unless advance written approval from the Board is obtained, no owner or family member, resident, guest or service person shall use the general common area, sidewalks, driveways and passage ways as a play area.
- C. Entry areas, walkways, steps, and sidewalks must be kept neat and clean. Doormats must be kept neat and clean. Such items are subject to removal without prior notice if not maintained.

SIGNS

Except as designated by the Board, "For Sale" or "For Lease" signs and all other signs are prohibited and may not be exhibited anywhere on the property, including the interior of a unit door or window. Violations are subject to a fine and the immediate removal and disposal of the sign.

SMOKE ALARMS – See ALARMS

SOLICITORS

- A. Solicitation of any nature is prohibited which includes advertising fliers left on cars, doors and gates by anyone, including residents.
- B. "No Soliciting" and "No Trespassing" signs are posted at the entrance of the property and any resident can direct a trespasser to leave the property or call 911 to notify the police.
- C. It is the policy of Meadowood Village to remove and trash any flyers and advertisements left by solicitors anywhere on the property.

SPEED LIMIT

The posted speed limit on property is **10 miles per hour**. Owners are responsible for their family, guests and tenants to observe the posted speed limit. Speeders are subject to immediate fines.

TENANT REGISTRY – See LEASING and APPENDIX

TRANSFER FEE - See SALE of a TOWNHOME

TRASH

- A. Trash dumpsters are provided by the Association for the express use of residents. Residents must ensure children are able to properly dispose of trash.
- B. All general household refuse must be properly placed in dumpsters located within the property. Nothing may be left outside of the dumpster.
- C. Trash or trash bags, debris, cigarette butts and rubbish shall not be left or deposited, even temporarily, in any common area or on a patio.

- D. Keep the doors/covers to the dumpsters closed after depositing trash. Don't allow the tops to slam shut, especially during night time hours.
- E. Boxes of all sizes must be broken down and placed in the dumpster.
- F. Liquids must be in sealed containers and remain leak free after being discarded inside the dumpster.
- G. Disposal of non-household trash such as furniture, carpet, old appliances, large boxes, mattresses, etc. in or near the dumpsters is not permitted. Residents must make their own arrangements for removal of such items.
- H. Owners are responsible for contractors and any waste material from modifications must be hauled off property and not placed in the dumpsters.
- I. Should a dumpster be filled, take the trash to another dumpster and notify the Property Manager. "Towers of Trash" are not permitted.
- J. If any resident witnesses disposal of any items outside the dumpster, non-household trash or littering in common areas, contact the Property Manager. Fines and removal fees will be levied against the responsible unit owner. A fine of \$100.00 will be assessed for the first offense, \$200.00 for the second offense and a \$300.00 for each subsequent offense. All contacts will be held in confidence.
- K. Any resident observing trespassers filling dumpsters should note the model of the vehicle and license number and contact the police.

TREES – See LANDSCAPING

UNIT SALES – See SALE of a TOWNHOME

VIOLATIONS, FINES and DAMAGE CHARGES

The Association Declaration, Bylaws and Community Policies clearly outline the established guidelines adopted for the overall benefit of everyone within the Community. These guidelines are necessary not only for everyone's personal welfare but also to enhance the future value of all homes and safeguard the "quality of life" that our Community provides.

While some policies are specific in nature and establish "rules of conduct" within the Community, others are made to reinforce certain provisions of the Declaration and Bylaws. Other policies are necessary to reinforce City Ordinances as well as Federal and State Laws. The majority of owners and/or residents and guests within our Community conduct their personal activities to fully comply with these regulatory documents. However, there are those who refuse to do so. Therefore, when any provision of the policies outlined in this document is violated, a fine will be assessed against the Owner, whether such violations are caused by owner, members of their family, occupants, renters, guests or contractors.

VIOLATIONS:

- A. When violation(s) are observed or discovered, the Association Property Manager shall have the authority to forward a written notice of an assessment to the Owner that contains a description of the policy violated and the amount of the fine or fines that will be assessed in the event the violation(s) are not corrected.
- B. The owner will be allowed a reasonable period of time and will be provided a specific date in which to cure or correct the violation(s) and avoid the assessment UNLESS the owner was

- given notice and a reasonable opportunity to cure a similar violation within the preceding 12 months.
- C. A reasonable time to correct and cure is not necessary in a notice of a damage assessment or in the notice of a current violation that is similar to a violation that the Owner was given notice of previously.
 - D. The owner may, no later than 30-days after the date of the notice, request a hearing before the Board of Directors to contest the assessment. The request for a hearing with the Board must be received by the Association's Manager within 30-days from the date of notice of the original fine. If the notice of appeal is received after the 30-day expiration period, it will not be valid and the fine assessment will be automatically due and payable.
 - E. Following the period of time given to the owner to resolve the violation(s) voluntarily, an assessment will be made against the owner. Each day that violation(s) exists may be considered a separate violation if the violation(s) continue after written notice has been provided.
 - F. Assessments are due immediately after the expiration of the 30-day period to request a Board hearing.
 - G. If a hearing is requested, the assessment(s) shall be due immediately after the Board's decision at the hearing, assuming that an assessment of some amount is confirmed by the Board at such hearing.
 - H. Failure to pay any fine(s) or assessments and/or reimbursement, including the cost of repair of any damages, the owner will be subject to collections as outlined within the Meadowood Village Homeowners Association, Inc. Collection Policy and Procedures.
 - I. Any costs incurred by the Association (i.e., attorney fees, court costs, etc.) will be assessed to the owner.
 - J. Any consent or approval given under these policies may be amended or repealed at any time by resolution of the Board.

FINES:

Unless otherwise modified by the Board, the amount of fines assessed due to specific violations is based on the following guidelines but with all fines subject to change at any time by the Board of Directors.

- A. First Violation: Warning letter provided to the owner (and Lessee if the owner's dwelling is leased) notifying them of the violation(s) and requesting the violation(s) to be resolved within a reasonable amount of time, with a specific date provided.
- B. Second Violation: Owner is notified that a **\$50.00** fine has been assessed.
- C. Third Violation: Owner is notified that a **\$100.00** fine has been assessed.
- D. Subsequent Violations: Owner notified that a **\$250.00** fine has been assessed with this fine continuing to be assessed in reasonable time increments (which could be daily) until the violation(s) is resolved.
- E. Any time the Police are summoned to the property to address or resolve an issue for disturbances due to such as noise, domestic squabble, inappropriate conduct, etc., a fine will be assessed to the owner of the unit involved.

Any time a violation(s) is committed by someone renting/leasing a townhome or a guest of someone renting/leasing, the "owner" of the townhome will receive the

same correspondence sent to their tenant.

DAMAGES:

An assessment for damages (equal to all costs of repair or replacement of the damaged property) may be made against an owner for any financial loss suffered by the Association from property damage or destruction of common areas or common facilities by the owner or the owner's family, guests, employees, contractors, agents, tenants or invitees.

WATER and CUT OFF VALVES

- A. Water supplied to the property **may not** be terminated by any owner, resident or contractor employed by the owner or resident.
- B. Scheduled repairs to domestic water pipes may require water to be shut off to the property. Every effort is made to provide advance notice and keep disruption and inconvenience to residents at a minimum.
 - 1. The owner must notify the Property Manager to coordinate the water shut down and provide residents with not less than 24 hours notice except in the case of an emergency.
 - 2. All repairs must be completed by a licensed plumber with license details supplied to the Property Manager. Residents must also provide written owner authorization/permission.
- C. An owner is liable, regardless of fault, for damages to their unit and/or neighboring units caused by any water leaks from the owner's dishwashers, bath tubs, showers, sinks, water furniture and water appliances.
 - 1. Each owner shall be responsible for the repair of leaks in all plumbing lines, plumbing fixtures, washing machines, lavatories, sinks, tubs and shower stalls inside their unit and any exterior patio faucet.
 - 2. If the Association deems it necessary to make plumbing repairs inside a unit or patio faucet, the owner will be assessed the cost of the repair plus 35% of the total cost for administrative overhead.
- D. All residents should immediately report obvious water leaks, any standing water, dripping exterior faucets, sprinkler leaks and running water to the Property Manager.

WINDOWS, COVERINGS and SCREENS

The Association has the right and responsibility to control the visual attractiveness of the property including requiring the removal of objects from the common area that detract from the property's appearance.

- A. Broken glass in any window must be replaced and is the responsibility of the homeowner.
- B. Replacement of any window requires a permit from the City of Fort Worth and advance written approval from the Board. Work must be accomplished by a licensed contractor.
- C. Only white window blinds should cover every window in each residence.
- D. Foil, "decorative" window decals or any window tint is not permitted. The only exception to this rule will be military decals for **actively deployed** individuals.
- E. All window treatments viewed from the exterior must be properly maintained.
- F. Window sills and ledges must be clear of clutter and obstacles for safety purposes.
- G. Window screens are required on the exterior of all windows. Damaged, torn and/or missing screens shall be replaced at owner expense. Replacement screens must conform to the current property standard. Contact the Property Manager for additional information.

- H. Unless approved by the Board, burglar bars are not permitted on the exterior of a window and/or the exterior of a unit entry door. In the event of Board approval, they must be installed according to City Ordinances.

APPENDIX

The following forms and information are contained in the Appendix. In the event multiple copies of a form are required, the form may be copied or requested from the Property Manager. The most current version of any request form is required for submission. Any form or request must be submitted with accurate and complete information, all necessary and correct signatures and dated or the form will be rejected.

1. The ABC's of Community Living
2. Maintenance Responsibility Chart
3. Owner Registration Form
4. Pet Registration Form
5. Tenant Registration Form
6. Property Modification Request Form
7. Clubhouse Rental Form
8. Annual Meeting Proxy

THE ABC'S OF COMMUNITY LIVING

Alarms **B**laring, dogs **B**arking, & **B**ouncing **B**alls all disturb your neighbor's sleep.
Cars speeding, **C**rashing speed bumps, and **C**ar doors slamming make it tough as well.
Did I mention your **D**arn **D**og barking?!! **D**o something about these things, please.
Everyone wants to **E**njoy living here. It's **E**asy if **E**ach of us...
Follows a **F**ew **F**riendly rules. **F**ines can get costly if you're **F**ound in violation.
Guests are your responsibility. **G**ive them this list if needed, but **G**et them to comply.
Happy is what we all want to be. A **H**onking **H**orn waking up the neighborhood is so
Inconsiderate. **I**nstead, **I**nsist that your ride call when they arrive to pick you up. **I**ngenious!
Just your home, I remind you, this isn't! Keep **J**unk off the fence & the patio- what's in it?!!
Kids we love but, **K**eep an eye on them and **K**eep them out of mischief on property.
Lights coming on in the evening signal to us all—**L**et's be a **L**ittle more quiet. And...
Muffle that **M**onster **M**uffler and turn down the **M**usic in the **M**iddle of the night. Be...
Nice to your **N**eighbors. And remember these two things...most of them are permanent
Owners who pay to maintain the property... and **O**utside voices carry---especially at night!
Please contain **P**arties to within your unit and your cell **P**hone yakking too. A little **P**eace &
Quiet is all the neighbors ask. **Q**uit being inconsiderate. It'll improve our **Q**uality of life.
Renters are **R**equired to comply with our **R**ules too. **R**oss Property will see to that. **R**eally.
Summertime is here. If you **S**wim-wear a **S**uit! **S**upervise your children, & pick up all your
Trash. **T**ake it with you when you leave the pool. **T**oss it in the dumpster. **T**ell others to also.
Understand this---this is not an apartment complex. **U**nlike an apartment---most own our **U**nit.
Very hard, it's not, to get the drift. A **V**ariety of community **V**iolations must be addressed.
Work schedules vary-- remember that. **W**hile you're **W**ild & crazy—others are not. So be
Xtra thoughtful to all residents. Remember...
You're not the only one living here.

It's **E-Z** to forget, we know, but it's just as **E-Z** to.... **A**lways **B**e **C**onsiderate!

Owner	HOA	DESCRIPTION
-	-	1 Air conditioning – supplemental air conditioning of any kind is NOT PERMITTED. Includes but not limited to portable and/or window units.
X		2 Air conditioning and heating equipment located inside townhomes, including repair and/or replacement of air handlers.
X		3 Building components – exterior, due to neglect or damage caused by owner, their tenant or guest.
	X	4 Carports – exterior, repair or replacement and painting due to normal wear and tear.
X		5 Carports – exterior, to repair damage caused by owner, their tenant or guest.
X		6 Concrete – exterior areas that have been modified or improved by owner (patio floor finish, etc.) PRIOR BOARD APPROVAL REQUIRED.
	X	7 Concrete – exterior ground level components – original construction or as modified by the HOA.
X		8 Door frames – exterior door frames replaced or repaired as a result of damage caused by the owner, their tenant or guest.
	X	9 Door frames – exterior door frames replaced or repaired as a result of natural deterioration, damage by water or wood destroying insects.
X		10 Doors – repair and/or replacement of any type of exterior door (patio, front entry, storm, including hardware) PRIOR BOARD APPROVAL REQUIRED.
X		11 Dryer – clothes dryer venting, interior and/or exterior vents and/or vent covers, includes cleaning PRIOR BOARD APPROVAL REQUIRED.
	X	12 Electrical components – exterior area common to more than one unit and common areas, including building electrical panels and bulb replacements.
X		13 Electrical components – interior and/or exterior electric wiring, switches, outlets, doorbell, outside lights and electrical panel dedicated to one townhome.
	X	14 Exterior building components – original construction or otherwise installed by the HOA, including maintaining exterior siding to be watertight.
	X	15 Fencing – all exterior common area fencing including patio fencing and patio gates.
	X	16 Foundation repairs including building stabilization.
X		17 Glass replacement for windows, sliding glass doors, storm doors, etc., unless damaged by HOA or HOA contractors.
X		18 Hot water heater providing hot water to a single townhome.
	X	19 Interior damages caused by the failure of a component that is the HOA's responsibility to maintain, such as the roofing System.
X		20 Keys and/or locks for townhome entrances and patio gates.
	X	21 Landscaping – all common areas including grass, shrubs, trees, retaining walls, etc. unless damaged by owner, their tenant or guest.
X		22 Landscaping – patio area - SOIL CANNOT TOUCH WOOD COMPONENTS (fence, building, etc.) to prevent termite infestation.
	X	23 Numbers (street and/or unit number for each townhome) for the front and rear entrance. UNIT NUMBERS MUST BE DISPLAYED.

X		24 Spills – Oil / Chemical / Paint /etc. – clean up in parking / driveway / sidewalk areas from vehicles or other spills caused by the owner, their tenant or guest.
X		25 Personal property of owner including but not limited to items attached to their townhome.
X		26 Pest extermination – interior for ridding of general pests, fleas, wasps and rodents including owner’s patio area.
	X	27 Pest extermination – interior and exterior for the control of wood destroying insects such as termites, carpenter ants, etc.
	X	28 Pest extermination – pests which may be in the walls and/or roofs such as squirrels, birds or other rodents unless access caused by owner neglect.
X		29 Plumbing – to clear and/or clean kitchen plumbing trap from patio to the interior of the unit.
	X	30 Plumbing – exterior faucets / fixtures (including patio) for repair or replacement including leak repairs, unless damaged by the owner, their tenant or guest.
X		31 Plumbing – replacement or repair of exterior water cut-offs to individual townhomes unless damage is caused by the owner, their tenant or guest.
X		32 Plumbing lines – including water lines, plumbing fixtures, and sewer blockages beginning with the townhome’s exterior wall inward.
	X	33 Plumbing lines – repair or replacement of all underground plumbing / sewer lines including those which run under the foundation of a townhome.
	X	34 Plumbing lines – to the point where plumbing lines enter or pass outside of a townhome’s foundation line.
	X	35 Rain gutters including repair, replacement and cleaning unless damage is caused by the owner, their tenant or guest.
	X	36 Roof systems, flashing, etc. unless damage is caused by the owner, their tenant or guest. \$1000 FINE ASSESSED FOR UNAUTHORIZED ROOF ACCESS.
X		37 Satellite dish installation is the responsibility of the owner. Restrictions apply to placement and installation. PRIOR BOARD APPROVAL REQUIRED.
X		38 Smoke detectors – IT’S STRONGLY SUGGESTED THAT MULTIPLE DETECTORS BE INSTALLED AT STRATEGIC POINTS IN EACH TOWNHOME!
	X	39 Tree trimming and/or removal of trees and stumps, including limited common areas (patios).
X		40 Water damage – interior, caused by a sewer blockage in a line serving a single townhome.
	X	41 Water damage – interior, caused by a sewer blockage within a sewer line serving more than one townhome.
X		42 Window cleaning – inside or outside unless the need for cleaning is caused by an event the HOA is responsible for (i.e. exterior painting, etc.)
X		43 Window screens – replaced/repared unless damage caused by an event the HOA is responsible for (i.e. mowing) PRIOR BOARD APPROVAL REQUIRED
X		44 Windows and/or window frames –replacement or repair.. PRIOR BOARD APPROVAL REQUIRED
X		55 Wires – exterior wires/cable attached to a townhome must be maintained in a neat and orderly fashion. PRIOR BOARD APPROVAL REQUIRED.

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Meadowood Village Owners Association, Inc.

OWNER REGISTRATION

Owners must keep current contact information on file with the Property Manager for administrative purposes, especially in the case of an emergency.

Unit Owner's Name: _____ Unit Number: _____

Address: _____

Email: _____@_____

Owner Telephone: Daytime: _____ Evening: _____

Emergency Contact: _____ Telephone: _____

All townhomes are for single family occupancy. No unit shall be used for other than single family residence purposes. List the names and ages of members of your household. Supply the appropriate information for your vehicles. Submit the Pet Registration Form if applicable.

Name	Age

Vehicle (s)

Year	Make	Model	License Plate Number

I have read the entire Meadowood Village Community Policies and agree that I, my family and members of my household will conform to said policies at all times.

Owner Signature: _____ Date: _____

Complete and fax to 817- 276-9881 or mail to:

Meadowood Village Owner's Association
c/o Ross Property Management
1108 W. Pioneer Pkwy.
Arlington, TX 76013

Meadowood Village Owners Association, Inc.

PET REGISTRATION

The Bylaws and City Ordinance require animals housed within Meadowood Village be approved and registered by the HOA. Not more than a total of two (2) pets (such as birds, dogs and/or cats) are permitted. Owners are responsible for Tenant compliance.

Unit Owner's Name: _____ Unit Number: _____

Address: _____

Email: _____@_____

Owner Telephone: Daytime: _____ Evening: _____

This form is completed by: Owner Tenant

Tenant's Name: _____ Unit Number: _____

Address: _____

Email: _____@_____

Owner Telephone: Daytime: _____ Evening: _____

In addition to the required information below, photographs may also be submitted for file reference.

Description of Pet(s):

Name	Type of Pet	Height	Weight	Breed	Color	Age

I have read the Meadowood Village Community Policies and specifically the provisions pertaining to animals and agree that my family and I will conform to said policies at all times. Violations are subject to fines.

Signature: _____ Date: _____

Complete and fax to 817- 276-9881 or mail to:
Meadowood Village Owner's Association
c/o Ross Property Management
1108 W. Pioneer Pkwy., Arlington, TX 76013

APPROVED BY THE BOARD OF DIRECTOR(S): _____ Date: _____

Meadowood Village Owners Association, Inc.

TENANT REGISTRATION

An Owner must keep current contact information on file with the Property Manager for themselves and their Tenant for administrative purposes, especially in the case of an emergency.

Occupant Information:

Name: _____ Unit Number: _____

Address: _____

Email: _____ @ _____

Telephone: Daytime: _____ Evening: _____

Emergency Contact: _____ Telephone: _____

Unit Owner Information:

Name: _____ Unit Number: _____

Address: _____

Email: _____ @ _____

Telephone: Daytime: _____ Evening: _____

Emergency Contact: _____ Telephone: _____

This form is completed by: [] Owner [] Tenant Date Completed: _____

Tenant Occupancy Date: _____ Term of Lease: _____

All townhomes are for single family occupancy. No unit shall be used for other than single family residence purposes. List the names and ages of members of Tenant's household. Supply the appropriate information for Tenant's vehicles. Submit the Pet Registration Form if applicable.

Name	Age

Vehicle (s)

Year	Make	Model	License Plate Number

Tenant has been provided a copy of the Meadowood Village Community Policies and Tenant has read the entire Meadowood Village Community Policies and agrees to abide by all Meadowood Village Policies and Regulations.

Tenant Signature: _____ Date: _____

Complete and fax to 817- 276-9881 or mail to:
 Meadowood Village Owner's Association
 c/o Ross Property Management; 1108 W. Pioneer Pkwy.; Arlington, TX 76013

MEADOWOOD OWNERS ASSOCIATION, INC. - PROPERTY MODIFICATION REQUEST

Please print all information

Date: _____

Homeowner: _____

Address: _____

Telephone: Daytime: _____ Evening: _____

Email address: _____@_____

Submit request and all documentation by registered or certified mail, email CindyM@RossInv.com, or fax to 817-276-9881. Verification of delivery may be required. Committee has 30 days to respond.

Meadowood Village HOA – ACC
c/o Ross Property Management, 1108 W. Pioneer Pkwy. Arlington, TX 76013

Description of modification(s) proposed; to prevent delay, please be as detailed as possible.

Required: I (the homeowner) have reviewed the Meadowood Village architectural guidelines per the Covenant and Deed Restrictions; continue on back or attach additional pages as needed.

Descriptions should be as detailed as possible and include the following appropriate information:

- Designs and plans, showing dimensions
- Colors (example if possible)
- Elevations
- General topography – Property Plot
- Materials to be used
- Distances from existing Dwellings of homeowners and adjacent Lots
- Sketch or photograph of a manufacturers’ product
- Provisions for drainage
- Statements from adjacent property owners, if appropriate
- Modifications that require digging call 811 DIG TESS to locate utility lines
- Owners are responsible for damage or consequential damage to utility lines

Estimated Start Date: _____ Estimated Completion Date: _____

(Unless otherwise approved by the Board, improvements are required to be completed within 90 days)

Owner Signature: _____ Date: _____

Architectural Committee Only

ACC Decision: Approved Denied Approved as modified or with stipulation(s); attach comments if needed

Committee Chairman Signature: _____ Date: _____

Meadowood Village Owners Association, Inc.

Annual Meeting PROXY

I/We (Please print) _____ being the legal

Owner(s) of the following townhome(s) *Number(s)*:

(Please Print) _____ located within the

Meadowood Village Townhome Community in the City of Fort Worth, Texas, do hereby authorize and appoint

the person so designated as follows: (Check one)

The President of the Board of Directors or in his/her absence the Secretary of the Association, or

(Print the name of the person you wish to cast your vote.)

to be my/our proxy, to represent me/us on the issues to be discussed at the ANNUAL MEETING of the Meadowood Village Homeowners Association, Inc. scheduled to be held on _____

and to vote on my/our behalf on the issues submitted to vote at this meeting, or, in the event a quorum shall fail to attend, at such time and place as the adjourned meeting shall be resumed.

This proxy shall remain in full effect until it shall be revoked by me/us in writing, or eleven (11) months from the date of execution.

Signature of Owner: _____ Date: _____
(Date Required)

Signature of Owner: _____ Date: _____
(Date Required)

The policies in this format were approved and adopted by the Board of Directors of the Meadowood Village Owners Association, Inc. on this _____ day of _____, 2012.

Frank Houseman, President
Meadowood Village Owners Association, Inc.

STATE OF TEXAS §
 §
COUNTY OF TARRANT §

Before me, the undersigned authority, on this day personally appeared Frank Houseman, President of the Meadowood Village Owners Association, Inc., a Texas 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 _____ day of _____, 2012.

Notary Public, State of Texas

[Notarial Seal]

Printed Name

My commission expires: _____

After filing return to:

Ross Property Management
1108 W. Pioneer Parkway
Arlington, Texas 76013