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**CERTIFIED RESOLUTIONS OF THE BOARD OF DIRECTORS
OF LAKEWOOD HOMEOWNERS ASSOCIATION, INC.
ADOPTION OF PROCEDURES AND GUIDELINES FOR
THE EXERCISE OF ARCHITECTURAL REVIEW AUTHORITY
PURSUANT TO CHAPTER 209 OF THE TEXAS PROPERTY CODE**

The undersigned, Lee Rutledge, as the duly elected, qualified, and acting Secretary of the Lakewood Homeowners Association, Inc., a Texas nonprofit corporation (the “**Association**”), hereby certifies on behalf of the Association that the following resolutions were duly adopted by the Board of Directors of the Association (the “**Board**”) at a meeting of the Board held on January 3, 2022, and that such preamble and resolutions have not been amended or rescinded and are in full force and effect on the date hereof.

WHEREAS, the Association is a property owners association governed by Chapter 209 of the Texas Property Code and is vested with the authority to enforce restrictive covenants and other terms and provisions of that certain Declaration of Covenants, Conditions and Restrictions, recorded in Volume 5641, Page 2341 in the Official Deed Records of Travis County, Texas, as may be amended from time to time (collectively, the “**Declaration**”).

WHEREAS, Chapter 209 of the Texas Property Code imposes certain procedures for the denial of a property owner’s application for architectural review of proposed construction or modification of an improvement and establishes procedures for appealing a denial of an application for architectural review to the Association’s Board of Directors

WHEREAS, the Board desires to adopt procedures and guidelines for conducting architectural review of a property owner’s application for proposed construction or modification of an improvement in compliance with Chapter 209 of the Texas Property Code.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby adopts the procedures and guidelines set forth on Exhibit “A”, attached hereto and incorporated herein by reference.

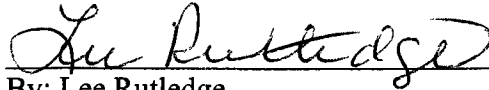
BE IT RESOLVED, FURTHER, that, the Secretary of the Association is hereby authorized and empowered, in the name and on behalf of the Association, from time to time to do and perform all such further acts and things and to execute and deliver all such further instruments as he or she may deem necessary or advisable to carry out and effectuate the intent and purposes of the foregoing resolutions and of the actions referred to therein.

BE IT RESOLVED, FURTHER, that any actions taken by the officers or directors of the Association prior to the date of this action or hereafter that are within the authority conferred hereby are hereby ratified, confirmed and approved as the act and deed of the Association.

[SIGNATURE PAGE FOLLOWS]

SECRETARY'S CERTIFICATE

IN WITNESS WHEREOF, the undersigned has executed this Certificate as Secretary on behalf of the Association to be effective upon the recording of this document in the Official Public Records of Travis County, Texas.

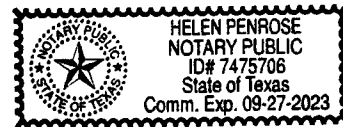

 By: Lee Rutledge
 Title: Secretary

STATE OF TEXAS §

COUNTY OF TRAVIS §

This instrument was acknowledged before me on 1-26 2022, by Lee Rutledge Secretary of the Lakewood Homeowners Association, Inc., a Texas non-profit corporation, on behalf of said non-profit corporation.


 Notary Public Signature

**AFTER RECORDING PLEASE RETURN TO:**

Gregory S. Cagle
 CAGLE PUGH, LTD. LLP
 4301 Westbank Drive, Ste. A-150
 Austin, Texas 78746

EXHIBIT A**LAKEWOOD HOMEOWNERS ASSOCIATION, INC****PROCEDURES AND GUIDELINES FOR
THE EXERCISE OF ARCHITECTURAL REVIEW AUTHORITY
PURSUANT TO CHAPTER 209 OF THE TEXAS PROPERTY CODE****ARTICLE I
Introduction**

The architectural review of applications for construction or modification of improvements is a vital task for ensuring that improvements constructed in the Lakewood community (the "Community") are in compliance with the terms and provisions of the governing documents applicable to the community. Such task commonly involves a high degree of discretionary determinations, which may be scrutinized or disagreed with by others after the fact. In order to provide greater transparency and procedures for redress when property owners disagree with architectural review decisions concerning their property, the Texas legislature enacted Section 209.00505 of the Texas Property Code, which imposes new procedures for the denial of a property owner's application for architectural review and establishes procedures for appealing a denial of an application for architectural review to the property owners association's board of directors.

These procedures and guidelines are intended to assist the Environmental Control Committee (the "Architectural Committee") in the review and approval or denial of an application for architectural review of proposed construction or modification of an improvement and, if applicable, the appellate review of a denied application (the "Guidelines"). The Guidelines have been prepared by the Cagle Pugh law firm specifically for the Architectural Committee and the Board of Directors (the "Board") of Lakewood Homeowners Association, Inc., (the "Association") and are based on that Declaration of Covenants, Conditions and Restrictions, recorded in Volume 5641, Page 2341 in the Official Deed Records of Travis County, Texas, as amended from time to time (collectively, the "Declaration").

**ARTICLE II
Purpose**

The purpose of the Architectural Committee is to serve as a "gate-keeping" function for the construction of Improvements in a development. In most Declarations, Homeowners are required to submit an application for the construction of new Improvements or the modification of existing Improvements to the Architectural Committee for its review in advance of initiating construction, and the Architectural Committee is vested with exclusive discretion to determine whether such proposed construction of new Improvements or modification of existing Improvements is in compliance with the Restrictive Covenants applicable to the community. Often such task also involves a subjective determination as to whether the proposed construction is aesthetically attractive and harmonious with the other structures in the community. The authority to review and approve construction of new Improvements and/or modifications to existing Improvements is generally referred to as the "Architectural Review Authority."

**ARTICLE III
Improvements Requiring Approval of the Architectural Committee**

The necessity of obtaining approval from an Architectural Committee is derived from a land-use restriction contained in the dedicatory instruments applicable to the community. Such land-use restriction will often restrict property owners from constructing or modifying certain improvements, buildings and/or structures without the advance written approval of the Architectural Committee. The scope of items

EXHIBIT A

requiring approval of the Architectural Committee is specified by the dedicatory instruments applicable to the community.

The Declaration for the Community requires the following items to be submitted to and approved by the Architectural Committee:

Any improvement to be erected on any Lot by anyone other than the Declarant or any assignee of Declarant. The term "improvements" shall include but shall not be limited to the erection of any structure, including but not limited to additions to or alterations of any buildings, detached buildings, storage buildings, tool sheds, kennels, or other buildings for the care of animals, and greenhouses; the erection of any fence, the moving of any structure from another locality to a Lot, the grading, scraping, excavating, or other rearranging of the surface of any Lot; the construction of any driveway, alleyway, walking entryway, patio or other similar item; the alteration or replacement of any exterior surface, including the repainting of any painted surface and the painting of formerly unpainted surfaces and the planting, replanting or rearrangement of any plant life visible from another Lot, the Common Area, or any public street.

ARTICLE IV

Scope of Architectural Review Authority

The authority of the Architectural Committee to approve or deny a property owner's application to construct or modify an improvement is not without limitation. In a 1981 case law opinion, entitled *Davis v. Huey*, the Texas Supreme Court held that dedicatory instrument provisions requiring the submission of plans to and prior consent of an architectural committee before construction of improvements are valid "insofar as they furnish adequate notice to the homeowners of the specific restriction sought to be enforced" and that an architectural committee may not impose building restrictions upon homeowners that are more stringent than those specifically set out in the dedicatory instruments through its discretionary authority to disapprove proposed construction projects. In other words, even if a dedicatory instrument vests an architectural committee with discretionary approval authority, the architectural committee is not permitted to alter or expand the specific building restrictions or to impose limitations on a property owner's construction or remodeling project that are more restrictive than the specific restrictions set out elsewhere in the dedicatory instrument. Thus, the scope of an architectural committee's review of an application for proposed construction or modification of an improvement is generally dictated by the express provisions of the dedicatory instrument establishing such committee, and an architectural committee may not exercise architectural review authority over characteristics of a proposed improvement that is not expressly within such scope of review.

The permitted scope of Architectural Review Authority by the Architectural Committee established by the Declaration is as follows:

Since the maintenance of environmental and architectural harmony and unity is essential for the preservation and enhancement of the value of the Lots and the harmonious functioning of the community affected hereby, no improvements may be erected on any Lot by anyone other than the Declarant or any assignee of Declarant without the approval of the Architectural Committee appointed by the Association.

ARTICLE V

Variance Authority

It is very common for a dedicatory instrument to vest an architectural committee with the power to grant a property owner a variance from compliance with one or more of the land-use restrictions in the dedicatory instrument regarding construction or modification of an improvement. When such variance authority is granted to an Architectural Committee it may be limited to certain types of land-use restrictions

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or the architectural committee may be restricted from granting a variance except in limited to circumstances where the architectural committee determines there is good cause or justification for allowing the deviation and such variance will not have an adverse impact on the community.

The Declaration does grant the Architectural Committee the authority to grant variances; the Architectural Committee shall have the right and privilege to permit any owner to vary from the guidelines; provided that such variance is necessary in order to carry out the general guidelines of the Covenants and/or the Architectural Guidelines and Standards for Construction in Lakewood Subdivision filed at document number 2001022285, Travis County, Texas.

In addition, the Architectural Committee may grant conditional variances (i.e., variances that are conditioned upon the continued existence of certain conditions) or temporary variances (i.e., variances that expire upon the expiration of specified period of time or upon an event, such as the sale of the lot).

The variance must be in writing and shall not constitute a waiver of the Environmental Control Committee's power to require compliance with the guidelines as to any other property in the Lakewood subdivision.

ARTICLE VI
Time Period for Review

The Declaration provides that the Environmental Control Committee shall meet within fifteen (15) days after an Owner has made application to it for approval, submitting at that time a minimum two (2) sets of plans and specifications. The Environmental Control Committee shall render its decision within thirty (30) days after this meeting. It is very important that the Architectural Committee comply with this deadline as the failure to do so will result in an approval of the application by default.

If the Architectural Committee does not have sufficient information from the requesting property owner to be able to approve an application with the specified time period to do so, the Architectural Committee should deny the application for such reason before the expiration of the deadline, request the additional information needed to perform a review of the application, and inform the requesting property owner that the application will be reconsidered by the Architectural Committee upon receipt of the requested information.

ARTICLE VII
Denial of an Application

Section 209.00505 of the Texas Property Code requires all denials of an application for construction or modification of an improvement to be in writing and delivered to the requesting property owner by certified mail, hand-delivery, or electronic delivery. The written denial must also (1) describe the basis for the denial in reasonable detail and changes, if any, to the application or improvements required as a condition to approval; and (2) inform the property owner that he or she may request a hearing with the board of directors for the purpose of appealing the denial by the architectural committee on or before the 30th day after the date the written denial is mailed, hand-delivered or electronically delivered to the property owner.

Based on the permitted scope of Architectural Review Authority described above, an application may be denied by the Architectural Committee for one (1) or more of the following reasons:

1. Zero Lot Line: Windows placed on the "zero" side of the structure. The "zero" side of the structure is not walled or fenced along the length of the "zero" lot line.

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2. Ridge Line Heights: Structure unreasonably interferes with the view from existing dwellings or lots which will be home sites in the future.
3. Setback: Structure will extend beyond the setback lines or beyond the property line into a common area.
4. Building Materials: Exterior surface is not wood, masonry, stucco or a combination of these. Exposed concrete block is unacceptable.
5. Construction operations will not be confined to the hours of 7:00 AM to 8:00 PM on Monday through Friday or 8:00 AM to 6:00 PM on Saturdays.
6. Fences, wall or hedge exceeds six (6) feet in height.
7. Patio, Sunshade or Gazebo does not compliment the architectural style and features of the house.
8. The proposed improvement is not aesthetically harmonious with other improvements within the property.

A template letter for denial of an application that conforms to the Architectural Committee's scope of Architectural Review Authority under the Declaration and complies with the requirements of Section 209.00505 of the Texas Property Code is attached hereto as Exhibit A-1 and the Architectural Committee is strongly encouraged to use such template when denying a property owner's application for architectural review. **The denial of an application letter should state all applicable reasons for the denial.**

ARTICLE VIII Appellate Review by the Board

If a request for an appellate review hearing is timely received from a property owner, the Board must conduct an appellate review hearing not later than the 30th day after the date the Board receives the property owner's request and the Board must provide the property owner notice of the date, time, and place of the hearing not later than the 10th day before the date of the hearing.

During an appellate review hearing, the Board, or a designated representative of the Association, and the owner, or his or her designated representative, will each be provided the opportunity to discuss, verify facts, and resolve the denial of the property owner's application or request for the construction or modification of an improvement, and the changes, if any, requested by the architectural committee in the written denial provided to the property owner.

The Board or the property owner may request a postponement of the scheduled hearing. If requested, a postponement shall be granted for a period of not more than 10 days. Subsequent postponements may be granted by agreement of the parties. The Association and/or the property owner may make an audio recording of the appellate review hearing.

The Board is authorized to affirm, modify, or reverse, in whole or in part, any decision of the Architectural Committee as consistent with the Declaration. In other words, the Board is limited to the same scope of architectural review as the Architectural Committee.

EXHIBIT A-1

LAKEWOOD HOMEOWNERS ASSOCIATION INC.

ENVIRONMENTAL CONTROL COMMITTEE

[insert date]

Via Certified Mail, Hand-Delivery, and/or
Electronic Delivery

RE: Denial of application for construction or modification of improvement at _____ (the "Property") submitted to the Architectural Committee (the "Committee") on [insert date] (the "Application")

Dear [insert owner name]:

Thank you for your submission of the Application. The Committee has denied the Application for the following reasons:

- ☐ Zero Lot Line: Windows placed on the "zero" side of the structure. The "zero" side of the structure is not walled or fenced along the length of the "zero" lot line.
- ☐ Ridge Line Heights: Structure unreasonably interferes with the view from existing dwellings or lots which will be home sites in the future.
- ☐ Setback: Structure will extend beyond the setback lines or beyond the property line into a common area.
- ☐ Building Materials: Exterior surface is not wood, masonry, stucco or a combination of these. Exposed concrete block is unacceptable.
- ☐ Construction operations will not be confined to the hours of 7:00 AM to 8:00 PM on Monday through Friday or 8:00 AM to 6:00 PM on Saturdays.
- ☐ Fences, wall or hedge exceeds six (6) feet in height.
- ☐ Patio, Sunshade or Gazebo does not compliment the architectural style and features of the house
- ☐ The submitted Application failed to include information required by the applicable dedicatory instrument and/or requested by the Committee. Please provided the required/requested information and the Committee will reconsider the Application
- ☐ Other: _____

[if applicable – add the following provision]

Notwithstanding the denial above, the Committee shall reconsider its denial and approve the Application on the following conditions:

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Pursuant to Section 209.00505 of the Texas Property Code, you may request an appellate review hearing with the Board of Directors of Lakewood Homeowners Association, Inc. (the "Board"). A request for an appellate review hearing must be sent by Certified Mail and received by the Board on or before the 30th day from the date this notice was transmitted to you at the following mailing and/or email address:

[Insert Homeowner's mailing and/or email address]

Sincerely,

Name

Title