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Rancho Escondido

Community Improvement Association Inc.

9600 Rancho Drive

Willis, Texas 77318

GENERAL POLICIES

(Version A, Updated January 1992)

(Version B, Updated October 2000)

(Version C, Updated July 2006)

(Version D, Updated May 2007)

(Version E, Updated August 2007)

(Version F, Updated August 2012)

(Version G, Updated May 2019)

(Version H, Updated July 2021)



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SECTION I: MAINTENANCE DUES

1. Liens on the property will be filed by RECIA after a member is in arrears for a period of one year. It is the view of legal council that filing a lien at an earlier date is normally unwarranted considering the amount of money involved and the costs associated with filing a lien. (October 1990).
2. The names of Members in arrears more than 90 days will be published in the minutes of Board meetings. (June 1990).
3. A past-due fee will be assessed on overdue accounts as specified in RECIA By-laws. (June 1990).
4. There will be a \$500.00 bookkeeping set-up fee for each lot transferred, refinancing of a lot is excluded. (May 2019)
5. A resale certificate if requested will be furnished within five (5) days at a cost of \$375.00. (July 2021).
6. An updated resale certificate on a previous resale certificate will incur a cost of \$75.00 (July 2021).

SECTION II: ARCHITECTURAL CONTROL

1. SHOWN BELOW ARE FEE REQUIREMENTS FOR ACC APPLICATIONS.

- Application for Approval (see form available on RECIA website www.ranchoescondidotexas.com)

FEES REQUIRED

- Improvement Oversight Deposit (new home construction, remodeling or demolition in cost excess of \$10,000 shall require An Improvement Oversight Deposit of \$1000. For projects below \$10,000 a \$500 Improvement Oversight Deposit will be required. This deposit will be refundable if there is not any damage to RECIA property.
- In addition to the above Improvement Oversight Deposit a Non-Refundable Private Roadway Heavy Load Usage Fee will be required as shown below:
 1. \$2,000 for construction of a new home.
 2. \$1,000 for construction of a new pool or home demolition.
 3. \$500 for a new bulkhead construction or new boathouse construction, pool remodeling, roof replacement, driveway replacement or any project that requires an on-site dumpster.
 4. The Architectural Control Committee will determine which fee category applies to any project that will impose heavy road loads and is not defined in one of the three categories above.

The fees imposed for items 1 thru 4 will not be refundable and will be deposited into the Dedicated Annual Road Maintenance Fund. (Approved by Board of Directors 10-2018)

(May 2019)

SECTION III: CORPORATE RECORDS

1. Valuable corporate records will be maintained in a safe deposit box at Woodforest National Bank. Persons having access to the box shall be the President and Secretary/Treasurer of RECIA. (April 1990)
2. The permanent address for the Corporation shall be 9600 Rancho Drive, Willis, Texas, 77318. This is a mailbox located on Rancho Drive near the intersection of Rancho Drive and Escondido Drive. It is the responsibility of the Secretary/Treasurer to collect mail from this mailbox. (1998).
3. RECIA will not furnish copies of corporate records or correspondence to individual Members. RECIA records are available for inspection by Members, however, by making an appointment with the Secretary/Treasurer. (November 1990).

SECTION IV: COMPLAINTS AGAINST MEMBERS:

Violation Remedies:

For restrictions without action or remedies specified, the Association will:

1. Call the Owner of the Lot where the restriction has been violated. If no corrective action is taken within thirty (30) days:
2. A certified letter will be sent; if no corrective action is taken on the Owners' part within thirty (30) days receipt of the letter:
3. The Association may take action in a court of law against the Owner(s).

(July 2006)

SECTION V: FINANCIAL (June 1992)

1. CASH TRANSACTIONS:

RECIA neither pays nor receives payments in cash. All transactions must be done by check (March 1991).

2. CAPITAL PROJECTS: (March 1991).

- A. Capital expenditures of \$2,500.00 or less may be approved by individual committees, and may be awarded without competitive bidding. (July 2021).
- B. Capital expenditures in excess of \$2,500.00 must be approved by the Board of Directors, and must be handled as follows: (July 2021).
 1. A specification must be prepared to describe the proposed work.
 2. Bids for the work must be solicited. If bids are solicited from fewer than three qualified vendors, justification must be prepared for the RECIA records.
 3. The contract will be awarded to the individual or company with the lowest actual bid. Should the lowest equated bid be other than the lowest actual bid, Board approval is required, and a letter of justification must be retained in the RECIA files.
 4. Copies of specifications, bids, and all related correspondence shall be retained in the RECIA files

NOTE: Please note Amendment 3 to the by-laws, which states: "Conflict of interest by directors shall be avoided. Specifically, directors, or companies with whom directors have a financial interest, shall not engage in work or services for the association."

3. ONE-TIME MAINTENANCE: (March 1991).

- A. The Board member or committee responsible for such maintenance may approve maintenance expenditures of \$2,500.00 or less. (July 2021).
- B. The Board of Directors without competitive bidding may approve maintenance expenditures of between \$2,500.00 and \$5,000 (July 2021).
- C. Maintenance expenditures in excess of \$5,000.00 must be approved by the Board of Directors and must be done by competitive bid in a manner similar to capital projects, except that emergency maintenance may be done without competitive bids if approved by a majority of the members of the Board of Directors. (July 2021).

4. ON-GOING MAINTENANCE: (March 1991).

Ongoing maintenance contracts (such as mowing services) shall be handled on a competitive basis in a manner similar to capital projects, and shall cover a period not to exceed one year. With approval of the Board of Directors, however, the contract with a company or individual that has provided satisfactory maintenance service may be re-negotiated or extended on a yearly basis without re-bid for a total contract period of ten years. All such contracts shall be re-bid at the end of ten years. (July 2021)

SECTION VI: PROCEDURAL

1. In matters concerning RECIA policy, Directors shall act as a body – not as individual

- members. Majority rule applies to Board decisions. (October 1989).
2. Minutes of Board meetings will be posted on the Ranch Escondido Website after approval by the R.E.C.I.A. Board of Directors. (May 2019)

SECTION VII: ENTRY GATE

1. Members who hold functions at their homes should instruct their invitees in advance regarding the procedures for calling their home for admittance. The gate will not be routinely left open. (July 2006).
2. In case of an emergency which precludes informing guests as to gate access, the entry gate will be opened for approximately two (2) hours. Prior notice to the Board is required. (July 2006).
3. Gate codes will only be issued for temporary time periods, not to exceed ninety (90) days. These codes will be for real estate sales, construction, repairs, etc., for one-time occasions. If you need additional time, the code can be renewed for an additional thirty (30) day period, if necessary, but arrangements should be made to provide a routine user with a card, opener, or gate code number (available from the RECIA Secretary) to access the entry gate. *(Cell phone numbers can be entered into gate computer system to allow you to open gate for a contractor from any where you can receive a cell phone call.)* (July 2006).

SECTION VIII: INTERNET SECURITY (May 2007)

1. Each member wishing to access the web site must have their own user's name and password.
2. Any member allowing their user's name and password to be used by anyone other than the legal owners will immediately have their privilege of accessing the member's section revoked.
3. RECIA will seek a court order, if necessary, against any member providing access to the member's section of the web site to the general public.
4. RECIA will seek to recover any legal costs involved in the process.

General Policies codified 08-2021.

CERTIFICATION

I, the undersigned, pursuant to Texas Property Code §202.006 do hereby certify:

That I am the duly elected and acting Secretary of the Rancho Escondido Community Improvement Association, (hereinafter the "Association") a Texas Corporation.

That the attached documents are documents that apply to the operation and utilization of property within Rancho Escondido, a subdivision located in Montgomery County, Texas.

That these documents which affect the use and operation of Rancho Escondido are The General Policies of the Rancho Escondido Community Improvement Association.

That the attached documents are true and correct copies of the originals.

IN WITNESS WEEREOF, I have hereunto subscribed my name this 20th day of August, 2021.

RANCHO ESCONDIDO COMMUNITY
IMPROVEMENT ASSOCIATION

Jim Haymon
Name: Jim Haymon

Title: Secretary/Treasurer, R.E.C.I.A.

STATE OF TEXAS

§

§

COUNTY OF MONTGOMERY

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BEFORE ME, on this day personally appeared Jim Haymon the Secretary/Treasurer of the Rancho Escondido Community Improvement Association, known by me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that s/he executed the same for the purposes and consideration therein expressed and in the capacity therein and herein stated, and as the act and deed of said corporation.

Given under my hand and seal of office, this 20 day of August, 2021.

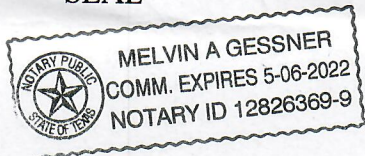
Melvin Gessner

Melvin Gessner

Printed Name

Notary Public – State of Texas

SEAL



After Recording, Please Return To:

Secretary/Treasurer
Rancho Escondido C.I.A.
9600 Rancho Drive
Willis, TX 77318

FILED FOR RECORD
08/20/2021 02:39PM

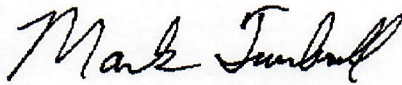


COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS,
COUNTY OF MONTGOMERY

I hereby certify that this instrument was filed in the file number
sequence on the date and time stamped herein
by me and was duly RECORDED in the Official Public
Records of Montgomery County, Texas.

08/20/2021



County Clerk
Montgomery County, Texas