

**CERTIFICATE OF ADOPTION  
OF  
CHANGE OF ADDRESS POLICY  
OF  
MEYERLAND COMMUNITY IMPROVEMENT ASSOCIATION**

STATE OF TEXAS           §  
                                          §        **KNOW ALL PERSONS BY THESE PRESENTS:**  
COUNTY OF HARRIS       §

**WHEREAS**, the Board of Directors (the "Board") of Meyerland Community Improvement Association, a Texas non-profit corporation (known as the "Association", or "MCIA"), is charged with administering and enforcing, among other restrictions and covenants, restrictive covenants contained in Deed Restrictions (the "Restrictive Covenants") applicable to the Meyerland Community (the "Community") as recorded in the Real Property Records of Harris County, Texas; and

**WHEREAS**, the Board has determined that in connection with providing rules and regulations regarding the notification to the Association of a property owner's change of address, it is appropriate for the Association to adopt a change of address policy; and

**WHEREAS**, the Bylaws of the Association provide that a majority of the members of the Board shall constitute a quorum for the transaction of business and that the action of a majority of the members of the Board at a meeting at which a quorum is present is the action of the Board; and

**WHEREAS**, the Board held a meeting on November 12, 2012 (the "Adoption Meeting"), at which at least a majority of the members of the Board were present and duly passed the change of address policy described herein below (the "Change of Address Policy").

**NOW, THEREFORE**, to give notice of the matters set forth herein, the undersigned, being the President of the Association, does hereby certify that at the Adoption Meeting, at least a majority of the members of the Board were present and the Board duly adopted the Change of Address Policy. The Change of Address Policy is effective upon adoption by the Board, and supplements any applicable Restrictive Covenants, policy or policies regarding the change of address which may have previously been in effect for the Community, unless such policy or policies are in conflict with the Change of Address Policy, in which case the terms of the Change of Address Policy will control. In the event that the Change of Address Policy is in conflict with any applicable Restrictive Covenants, the Restrictive Covenants will control.

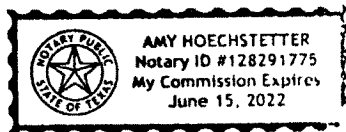
**EXECUTED** on the date of the acknowledgment set forth herein below, to be effective upon date adopted by the Board.

Meyerland Community Improvement Association,  
a Texas non-profit corporation

By: Gerald R. Radack  
Gerald R. Radack, President

THE STATE OF TEXAS     §  
                                          §  
COUNTY OF HARRIS     §

This instrument was acknowledged before me on March 18, 2020, by Gerald R. Radack, President of Meyerland Community Improvement Association, a Texas non-profit corporation, on behalf of said corporation.



Amy Hoechstetter  
Notary Public, State of Texas

## Change of Address Policy

### **Purpose:**

This Change of Address Policy was established to assist with compliance with the Deed Restrictions regarding the care and use of homes in the area governed by the Association as single-family residences as well as to compel homeowners to consistently provide the Association with current and valid contact information in the event the Association should need to contact the homeowner regarding the care of their property or other reason.

### **Definition:**

#### **"Property Owner":**

The person(s) who holds record title to the property in the area governed by the Association.

#### **The "Property":**

A lot located in the boundary of the area governed by the Association that is either improved or unimproved.

### **Rules:**

#### ○ Contact information:

- If you are not residing on the Property, you must inform the Association in writing of your new mailing address within 30 days of changing residence by completing the change of address form provided by the Association.
- If you are residing on the Property, but communication should be directed to another address, you must inform the Association in writing within 30 days of the change by completing the change of address form provided by the Association.
- If you have recently purchased a Property, but will be performing a new construction or major renovation project on the Property or home such that residing on or in it during that process is undesirable or impractical, you must inform the Association in writing within 30 days by completing the change of address form provided by the Association.
- If you have recently moved out of your home on the Property and the home is for sale, you must inform the Association in writing within 30 days of the change of address by completing the change of address form provided by the Association.
- If you have recently inherited the Property due to the death of or transference from the Property Owner, you must inform the Association in writing within 30 days of the change of address by completing the change of address form provided by the Association.
- If your Property is vacant (unimproved lot), you must inform the Association in writing within 30 days of the change by completing the change of address form provided by the Association.

*Please note that all communication will go to the last known address unless the Association is notified otherwise in writing.*

## Change of Address Form

Property address: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Contact phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Address change effective date: \_\_\_\_\_

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of signed above

RP-2020-147843  
# Pages 5  
04/06/2020 07:39 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
DIANE TRAUTMAN  
COUNTY CLERK  
Fees \$30.00

RECORDERS MEMORANDUM

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

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

THE STATE OF TEXAS  
COUNTY OF HARRIS

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



*Diane Trautman*

COUNTY CLERK  
HARRIS COUNTY, TEXAS