

**AFFIDAVIT IN COMPLIANCE WITH SECTION 202.006
OF THE TEXAS PROPERTY CODE**

THE STATE OF TEXAS §

COUNTY OF HARRIS §

BEFORE ME, the undersigned authority, on this day personally appeared Sarah B. Gerdes, who, being by me duly sworn according to law, stated the following under oath:

“My name is Sarah B. Gerdes. I am over twenty-one (21) years of age and fully competent to make this affidavit. I have personal knowledge of all facts stated herein, and they are all true and correct.

I am the attorney for Forrest Lake Townhouse Association, Inc., a Texas non-profit corporation (the “Association”), and I have been authorized by the Association’s Board of Directors to sign this Affidavit.

The Association is a “property owners’ association” as defined in Section 202.001(2) of the Texas Property Code.

Attached hereto is an original of, or true and correct copy of, the following dedicatory instrument, including known amendments or supplements thereto, governing the Association, which instrument has not previously been recorded: **Forrest Lake Townhouse Association, Inc. Personnel Policies Guide, Compensation and Benefits.**

The documents attached hereto are subject to being supplemented, amended or changed by the Association.

Dedicatory instruments of the Association that have already been filed in the Real Property Records are as follows:

- 1) Forrest Lake Townhouse Association, Inc. Reservations, Restrictions, and Easements recorded March 6, 1975 under Clerk’s File No. E380175 in the Official Public Records of Harris County, Texas;
- 2) Forrest Lake Townhouse Association, Inc. Correction to Reservations, Restrictions and Easements recorded March 14, 1975 under Clerk’s File No. E386773 in the Official Public Records of Harris County, Texas;
- 3) Forrest Lake Townhouse Association, Inc. First Amendment to Reservations, Restrictions and Easements recorded April 18, 1975 under Clerk’s File No. E4134109 in the Official Public Records of Harris County, Texas;
- 4) Articles of Incorporation of Forrest Lake Townhouse Association, Inc. recorded December 28, 1999 under County Clerk’s File No. U147592 in the Official Public Records of Real Property of Harris County, Texas;
- 5) Articles of Amendment to the Articles of Incorporation of Forrest Lake Townhouse Association, Inc. recorded December 28, 1999 under County Clerk’s File No. U147592 in the Official Public Records of Real Property of Harris County, Texas;

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- 6) Forrest Lake Townhouse Association, Inc. By-Laws recorded December 28, 1999 and recorded under County Clerk's File No. U147592 in the Official Public Records of Real Property of Harris County, Texas;
- 7) Summary of Policies (Rules and Regulations) for Forrest Lake Townhouse Association, Inc. recorded December 28, 1999 under County Clerk's File No. U147592 in the Official Public Records of Real Property of Harris County, Texas;
- 8) Forrest Lake Townhouse Association, Inc. Maintenance Fees Policy recorded December 28, 1999 under County Clerk's File No. U147592 in the Official Public Records of Real Property of Harris County, Texas;
- 9) Forrest Lake Townhouse Association, Inc. Payment Plan Policy dated September 11, 2012 and recorded under County Clerk's File No. 20120495641 in the Official Public Records of Real Property of Harris County, Texas;
- 10) Forrest Lake Townhouse Association, Inc. Voting, Tabulation of Ballots, and Access to Ballots Policy recorded October 24, 2012 under County Clerk's File No. 20120495646 in the Official Public Records of Real Property of Harris County, Texas;
- 11) Forrest Lake Townhouse Association, Inc. Guidelines for Solar Energy Devices recorded October 24, 2012 under County Clerk's File No. 20120495645 in the Official Public Records of Real Property of Harris County, Texas;
- 12) Forrest Lake Townhouse Association, Inc. Guidelines for Display of Certain Religious Items recorded October 24, 2012 under County Clerk's File No. 20120495644 in the Official Public Records of Real Property of Harris County, Texas;
- 13) Forrest Lake Townhouse Association, Inc. Records Production and Copying Policy recorded October 24, 2012 under County Clerk's File No. 20120495643 in the Official Public Records of Real Property of Harris County, Texas;
- 14) Forrest Lake Townhouse Association, Inc. Guidelines for Rainwater Recovery Systems recorded October 24, 2012 under County Clerk's File No. 20120495642 in the Official Public Records of Real Property of Harris County, Texas;
- 15) Forrest Lake Townhouse Association, Inc. Guidelines for Display of Flags recorded October 24, 2012 under County Clerk's File No. 20120495640 in the Official Public Records of Real Property of Harris County, Texas;
- 16) Forrest Lake Townhouse Association, Inc. Document Retention Policy recorded October 24, 2012 under County Clerk's File No. 20120495639 in the Official Public Records of Real Property of Harris County, Texas;
- 17) By-Laws of Forrest Lake Townhouse, Inc. Amendment Number 6 recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 18) By-Laws of Forrest Lake Townhouse, Inc. Amendment Number 7 recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;

- 19) By-Laws of Forrest Lake Townhouse, Inc. Amendment Number 8 recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 20) Forrest Lake Townhouse Association, Inc. Amendment to the By-Laws dated July 19, 2012 and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 21) Forrest Lake Townhouse Association, Inc. Amendment to the By-Laws dated January 19, 2013 and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 22) Forrest Lake Townhouse Association, Inc. Amendment to the By-Laws dated July 18, 2013 and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 23) Forrest Lake Townhouse Association, Inc. Amendment to the Bylaws dated December 20, 2013 and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 24) Forrest Lake Townhouse Association, Inc. Amendment to the Bylaws dated December 20, 2013 and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 25) Forrest Lake Townhouse Association, Inc. Amendments to the By-Laws dated December 20, 2013 and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 26) Forrest Lake Townhouse Association, Inc. Amendments to the By-Laws dated April 23, 2014 and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 27) Forrest Lake Townhouse Association, Inc. Board Resolution dated December 20, 2005 (Rental Resolution) and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 28) Forrest Lake Townhouse Association, Inc. Board Resolution dated October 17, 2006 (Proof of Insurance) and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 29) Forrest Lake Townhouse Association, Inc. Board Resolution dated May 21, 2009 (Leasing including Application to Lease, Acknowledgement and Notice, and Affidavit of Each Proposed Occupant 18 or Over) and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 30) Forrest Lake Townhouse Association, Inc. Board Resolution dated April 19, 2012 (Mailroom Posting) and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 31) Forrest Lake Townhouse Association, Inc. Board Resolution dated April 19, 2012 (Board Meeting Minutes) and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;

- 32) Forrest Lake Townhouse Association, Inc. Board Resolution dated April 19, 2012 (Board Minutes Reports) and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 33) Forrest Lake Townhouse Association, Inc. Board Resolution dated June 5, 2012 (Recording of Meetings) and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 34) Forrest Lake Townhouse Association, Inc. Board Resolution dated September 20, 2012 (Personnel Holidays) and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 35) Forrest Lake Townhouse Association, Inc. Board Resolution dated January 19, 2013 (FLTA Personnel Policies Guides, Compensation and Benefits) and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 36) Forrest Lake Townhouse Association, Inc. Board Resolution dated December 20, 2013 (Postings on Bulletin Boards or Walls, Door, or Windows of the Mailroom) and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 37) Forrest Lake Townhouse Association, Inc. Board Resolution (Format and Approval of Board Meeting Minutes) dated May 15, 2014 and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas;
- 38) Forrest Lake Townhouse Association, Inc. Board Resolution (Recording of Board or General Meetings) dated January 22, 2015 and recorded under County Clerk's File No. 20150057578 in the Official Public Records of Real Property of Harris County, Texas;
- 39) Forrest Lake Townhouse Association, Inc. Leasing Resolution recorded April 8, 2015 under County Clerk's File No. 20150142564 in the Official Public Records of Real Property of Harris County, Texas;
- 40) Amendment to the By-Laws of Forrest Lake Townhouse (Owner Occupancy) recorded August 21, 2015 under County Clerk's File No. 20150380114 in the Official Public Records of Real Property of Harris County, Texas;
- 41) Amendment to the By-Laws of Forrest Lake Townhouse (Owner Occupancy) recorded September 2, 2015 under County Clerk's File No. 20150399589 in the Official Public Records of Real Property of Harris County, Texas;
- 42) Forrest Lake Townhouse Association, Inc. Amendment to the By-Laws: Nominating & Elections recorded October 6, 2015 under County Clerk's File No. 20150458058 in the Official Public Records of Real Property of Harris County, Texas;
- 43) Forrest Lake Townhouse Association, Inc. Policy regarding Board Actions via Email recorded October 6, 2015 under County Clerk's File No. 20150458058 in the Official Public Records of Real Property of Harris County, Texas;
- 44) Forrest Lake Townhouse Association, Inc. Payment Plan Policy recorded October 6, 2015 under County Clerk's File No. 20150458058 in the Official Public Records of Real Property of Harris County, Texas;

- 45) Forrest Lake Townhouse Association, Inc. Leasing Resolution recorded October 6, 2015 under County Clerk's File No. 20150458058 in the Official Public Records of Real Property of Harris County, Texas;
- 46) Forrest Lake Townhouse Association, Inc. Personnel Policies Guide, Compensation and Benefits recorded February 8, 2016 under County Clerk's File No. 201651082 in the Official Public Records of Real Property of Harris County, Texas;
- 47) Forrest Lake Townhouse Association, Inc. Proof of Homeowner's Insurance Resolution recorded February 8, 2016 under County Clerk's File No. 201651082 in the Official Public Records of Real Property of Harris County, Texas;
- 48) Forrest Lake Townhouse Association, Inc. Resolution regarding Pooper Scooper and Resolution regarding Speaking at Board of Directors Meeting recorded on May 19, 2016 under County Clerk's File No. RP-2016-211981 in the Official Public Records of Real Property of Harris County, Texas;
- 49) Forrest Lake Townhouse Association, Inc. Resolution regarding Feeding of Feral or Stray Animals recorded on July 28, 2016 under County Clerk's File No. RP-2016-328797 in the Official Public Records of Real Property of Harris County, Texas;
- 50) Forrest Lake Townhouse Association, Inc. Amendment to the By-Laws: Dispute Resolution recorded April 26, 2017 under County Clerk's File No. RP-2017-178062 in the Official Public Records of Real Property of Harris County, Texas;
- 51) Forrest Lake Townhouse Association, Inc. Amendment to the By-Laws: Officers recorded April 26, 2017 under County Clerk's File No. RP-2017-178062 in the Official Public Records of Real Property of Harris County, Texas;
- 52) Forrest Lake Townhouse Association, Inc. Resolution regarding Proof of Homeowner's Insurance recorded on May 8, 2017 under County Clerk's File No. RP-2017-197769 in the Official Public Records of Real Property of Harris County, Texas;
- 53) Affidavit in Compliance with Section 202.006 for Forrest Lake Townhouse Association, Inc., recording the following dedicatory instruments that have not been previously recorded: Feeding of Feral or Stray Animals Resolution, filed on February 21, 2018, under County Clerk's File No. RP-2018-70441 in the Official Public Records of Real Property of Harris County, Texas;
- 54) Affidavit in Compliance with Section 202.006 for Forrest Lake Townhouse Association, Inc., recording the following dedicatory instruments that have not been previously recorded: Display of Decorative Items Resolution, filed on December 14, 2018, under County Clerk's File No. RP-2018-560105 in the Official Public Records of Real Property of Harris County, Texas;
- 55) Affidavit in Compliance with Section 202.006 for Forrest Lake Townhouse Association, Inc., recording the following dedicatory instruments that have not been previously recorded: Display of Decorative Items Resolution, filed on January 2, 2019, under County Clerk's File No. RP-2019-1046 in the Official Public Records of Real Property of Harris County, Texas. This document supersedes and replaced the Affidavit and Resolution referenced in No. 54 above;

- 56) Affidavit in Compliance with Section 202.006 for Forrest Lake Townhouse Association, Inc., recording the following dedicatory instrument that has not been previously recorded Forrest Lake Townhouse Association, Inc. Amendment to the By-Laws: Patio Fences and Amendment to the By-Laws: Maintenance Fund, filed on June 7, 2021, under County Clerk's File No. RP-2021-317176 in the Official Public Records of Real Property of Harris County, Texas;
- 57) Affidavit in Compliance with Section 202.006 for Forrest Lake Townhouse Association, Inc., recording the following dedicatory instrument that has not been previously recorded Forrest Lake Townhouse Association, Inc. Bid Process and Contract for Services Policy, filed on September 1, 2021, under County Clerk's File No. RP-2021-502089 in the Official Public Records of Real Property of Harris County, Texas; and
- 58) Affidavit in Compliance with Section 202.006 for Forrest Lake Townhouse Association, Inc., recording the following dedicatory instrument that has not been previously recorded Forrest Lake Townhouse Association, Inc. Amendment to the By-Laws Regarding Owner Occupancy, filed on February 7, 2022, under County Clerk's File No. RP-2022-68020 in the Official Public Records of Real Property of Harris County, Texas.
- 59) Affidavit in Compliance with Section 202.006 for Forrest Lake Townhouse Association, Inc., recording the following dedicatory instruments that have not been previously recorded: Fines Policy, Yard/Estate Sale Resolution, Amendment to the By-Laws: Liens, and Vehicle Registration Resolution, filed on August 22, 2023, under County Clerk's File No. RP-2023-321139 in the Official Public Records of Real Property of Harris County, Texas.

SIGNED on this the 27th day of September 2023.



Printed Name: Sarah B. Gerdes
 Attorney/ Agent for Forrest Lake Townhouse Association, Inc.

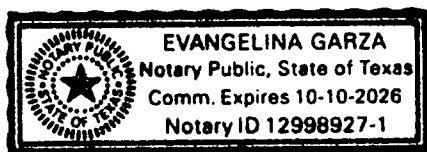
VERIFICATION

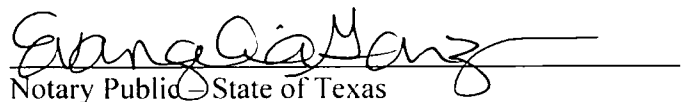
THE STATE OF TEXAS §

COUNTY OF FORT BEND §

BEFORE ME, the undersigned authority, on this day personally appeared Sarah B. Gerdes, who, after being duly sworn stated under oath that she has read the above and foregoing Affidavit and that every factual statement contained therein is within her personal knowledge and is true and correct.

SUBSCRIBED AND SWORN TO BEFORE ME, a Notary Public, on this the 27th day of September 2023.




 Notary Public - State of Texas

RP-2023-373544

RETURN TO:



6548 GREATWOOD PKWY.
SUGAR LAND, TEXAS 77479

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**FORREST LAKE TOWNHOUSE ASSOCIATION, INC.
FLTA Personnel Policies Guide, Compensation and Benefits**

STATE OF TEXAS

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KNOW ALL PERSONS BY THESE PRESENTS:

COUNTY OF HARRIS

The FLTA Personnel Policies Guide, Compensation and Benefits (Personnel Holidays) for the Forrest Lake Townhouse Association, Inc. dated September 20, 2012 and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas. And subsequently the FLTA Personnel Policies Guide, Compensation and Benefits (FLTA Personnel Policies Guide, Compensation and Benefits – Vacation) approved on January 19, 2013, with an effective date of November 1, 2012, and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas. And subsequently the FLTA Personnel Policies Guide, Compensation and Benefits (FLTA Personnel Policies Guide, Compensation and Benefits – Vacation) approved on November 19, 2015, with an effective date of January 1, 2016, and recorded under County Clerk's File No. 201651082 in the Official Public Records of Real Property of Harris County, Texas.

Effective January 1, 2024 this FLTA Personnel Policies Guide, Compensation and Benefits (Holidays, Vacation, and Sick Pay) hereby amends, consolidates, and supersedes the aforementioned sections of the Guide. All employees of the Forrest Lake Townhouse Association, Inc. are subject to this Guide.

WHEREAS, the Board of Directors ("Board") of the Association desires to establish a policy for holidays and paid time off, and to provide clear and definitive guidance to its employees.

NOW, THEREFORE, the Board has duly adopted the following changes to the *FLTA Personnel Policies Guide, Compensation and Benefits*.

The paragraph for Holidays was modified to read:

FLTA pays its full-time employees for eight (8) holidays each year. They are

New Year's Day

Thanksgiving Day

Memorial Day

Christmas Day

Independence Day

Two (2) Floating Holidays

Labor Day

Paid time off (PTO) is not included in calculating possible overtime hours. However, if an employee is required to work on a holiday, time worked will be paid at time and a half. Holiday pay will be for the number of hours normally worked during a single shift. Saturday holidays are observed on Friday and Sunday holidays are observed on Monday. Two (2) days as Floating Holidays to be utilized at the discretion of the employee.

The paragraphs for Vacation and Sick Pay are combined into a replacement Section entitled Paid Time Off (PTO) and is modified to read:

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FL provides paid time off (PTO) to give employees a period away from their work for rest and relaxation and for unplanned absences due to illness, etc. All PTO is subject to change or rescheduling according to business needs. Earned PTO must be taken in the year it is earned and carryover of PTO is not an option. Pay in lieu of PTO taken is also not an option. Employees are not entitled to pay for unused PTO not taken within the calendar year it was earned or when their employment is terminated.

Annual Paid Time Off Amounts

PTO is available each calendar year based on an employee's regularly scheduled hours and the full years of service they are expected to have earned by the end of the year. Eligible full-time employees may receive up to 200 hours (25 days) maximum of PTO each year. The table below summarizes annual PTO amounts:

Expected full years of service at the end of Calendar year	Annual PTO amount based on regularly scheduled weekly hours of 30 to 40 hours per week
< 1	80 hours (10 days)
1 to 5	120 hours (15 days)
5 to 10	160 hours (20 days)
10+	200 hours (25 days)

Although PTO is credited on a throughout the year based on pay cycle, all of the time is available to use at any time during the calendar year. Employees do not have to wait until time has been credited before they can request it. PTO is not credited during periods of absence related to any disability or leave of absence (including FMLA, Personal Unpaid Leave, or Military Leave), but may be credited if they are disabled and returning to work under a transitional return-to-work program. PTO hours may be taken in blocks of at least 1 hour.

If regularly scheduled hours change during a calendar year (for example, from less than 30 hours to 40 hours per week), PTO eligibility will be recalculated for the year. New calendar year PTO eligibility will be determined pro rata based on the number of pay periods subject to each schedule, with the period in which the schedule change occurs counted as part of the new schedule.

If an employee has used PTO time that has not yet been accrued and subsequently leaves FL before accruing the used PTO time, the used but not yet accrued PTO time will be deducted from the employee's final paycheck.

Request for planned PTO and for the floating holidays must be submitted to the General Manager (GM) in writing at least two weeks in advance of the requested time off. Unplanned absences must be submitted in writing by the employee to the GM on the first day back to work. All requests will be forwarded by the GM to the Association Board member responsible for administration who is responsible for approving all time off requests. The Association Board member responsible for administration will maintain a tally of all time off taken by the employees and report to the Board as requested. PTO and holidays taken will also be reflected in the payroll system by the GM.

To receive unplanned PTO, an employee is required to notify their supervisor prior to the scheduled start time of the need to be absent from work. PTO may also be used to care for a sick child, spouse, or other legal dependent of the employee.

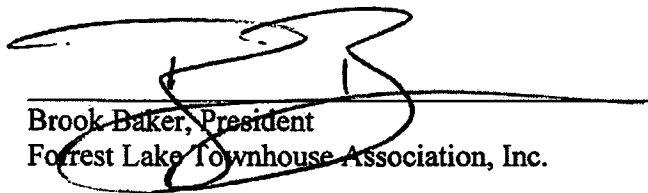
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This guide may be amended at any time.

CERTIFICATION

I, the undersigned, being the President of the Forrest Lake Townhouse Association, Inc., hereby certify that the foregoing Policy was adopted by at least a majority of the Forrest Lake Townhouse Association, Inc.'s Board of Directors.

Approved and adopted by the Board of Directors on the 21st day of September 2023.



Brook Baker, President
Forrest Lake Townhouse Association, Inc.

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Pages 11
09/28/2023 04:11 PM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$54.00

RECORDERS MEMORANDUM

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

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

THE STATE OF TEXAS
COUNTY OF HARRIS

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



Teneshia Hudspeth
COUNTY CLERK
HARRIS COUNTY, TEXAS

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