

AFTER RECORDING, PLEASE RETURN TO:

Judd A. Austin, Jr.
Henry Oddo Austin & Fletcher, P.C.
1700 Pacific Avenue
Suite 2700
Dallas, Texas 75201

**SECOND SUPPLEMENTAL
CERTIFICATE AND MEMORANDUM OF
RECORDING OF DEDICATORY INSTRUMENTS FOR
GLENWYCK FARMS HOMEOWNERS' ASSOCIATION, INC.**

STATE OF TEXAS §
 §
COUNTY OF TARRANT §

The undersigned, as attorney for Glenwyck Farms Homeowners Association, Inc., for the purpose of complying with Section 202.006 of the Texas Property Code and to provide public notice of the following dedicatory instruments affecting the owners of property described on Exhibit B attached hereto, hereby states that the dedicatory instruments attached hereto are true and correct copies of the following:

- ***Glenwyck Farms Homeowners Association, Inc. – Waiver Policy*** (Exhibit A-1); and
- ***Glenwyck Farms Homeowners Association, Inc. – Authority of Management to Act*** (Exhibit A-2).

All persons or entities holding an interest in and to any portion of property described on Exhibit B attached hereto are subject to the foregoing dedicatory instruments.

IN WITNESS WHEREOF, Glenwyck Farms Homeowners' Association, Inc. has caused this Second Supplemental Certificate and Memorandum of Recording of Dedicatory Instruments to be filed of record with the Tarrant County Clerk's office, and serves to

supplement those dedicatory instruments recorded in the Official Public Records of Tarrant County, Texas, to wit: Instrument No. D211315187 through Instrument No. D211315194, inclusive; that Certificate and Memorandum of Recording of Dedicatory Instruments filed on November 30, 2015, and recorded as Instrument No. D215267918 in the Official Public Records of Tarrant County, Texas; and that First Supplemental Certificate and Memorandum of Recording of Dedicatory Instruments filed on April 12, 2016, and recorded as Instrument No. D216074989 in the Official Public Records of Tarrant County, Texas.

**GLENWYCKFARMS HOMEOWNERS'
ASSOCIATION, INC.**

By: *Judd A. Austin, Jr.*
Its: Attorney

STATE OF TEXAS §
 §
COUNTY OF DALLAS §

BEFORE ME, the undersigned Notary Public, on this day personally appeared Judd A. Austin, Jr., attorney for Glenwyck Farms Homeowners' Association, Inc., known to me to be the person whose name is subscribed on the foregoing instrument and acknowledged to me that he executed the same for the purposes therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND AFFIRMED SEAL OF OFFICE on this 25th day of May, 2016.



Elise Myers
Notary Public, State of Texas

EXHIBIT A-1

GLENWYCK FARMS HOMEOWNERS ASSOCIATION, INC.

Waiver Policy

Purpose: To establish a uniform and consistent policy to manage requests for waivers of late fees, interest and/or other charges to an owner's account incurred as a result of non-payment by the due date or grace period.

It is the intention of the Board of Directors to work with owners who have a legitimate reason for making a late payment, but not to the detriment of owners who make their payments in a timely manner.

The Board of Directors recognizes there may be extenuating circumstances that may prevent an owner from making a payment on time. Therefore, the Board will grant a waiver to any owner subject to the following conditions:

- 1) Requests for waivers shall not be granted for any out of pocket collection costs to the association i.e. demand letters, attorney's fees, collection costs or administrative costs incurred by the association for the management of the community's receivables i.e. NSF and return check charges.
- 2) Requests for waivers shall not be granted to an owner that has previously defaulted on a payment plan in the preceding two (2) years.
- 3) Requests for waivers shall not be granted to any owner that received a waiver within the preceding year.
- 4) Requests for waivers will be subject to the owner's unpaid balance being received within ten (10) business days from the date of notification or by a date mutually agreed upon by the owner and the association. If an owner is unable to abide by the terms of a conditional waiver, the waiver will be denied but the owner will be allowed to request a payment plan, if eligible, under the association's Payment Plan Policy.
- 5) In the event the conditions of a waiver are not met, the owner will not be eligible to request another waiver for a period of six (6) months or until they are again eligible for a waiver under the terms of the policy.
- 6) Each waiver shall consist of no more than one (1) late fee and associated interest, if applicable.

The Annual Assessment is payable to the Association on or before the 20th of January each year. Unpaid Assessments are subject to a late fee of \$25 per month.

EXHIBIT A-2


GLENWYCK FARMS HOMEOWNERS ASSOCIATION, INC.

AUTHORITY OF MANAGEMENT TO ACT

The Board of Directors of Glenwyck Farms Homeowners Association, Inc. hereby authorizes and empowers SBB Management Company to perform all such acts as are reasonable necessary to implement and administer all such policies, procedures and amendments adopted by the Board of Directors without further action by the Board.


However, any deviation and/or exception to said policies, procedures and amendments adopted by the Board of Directors must be submitted to the Board for their review and approval.

This Authority of Management to Act may be revoked at any time in whole or in part at the sole discretion of the Board of Directors by written notice to SBB Management Company.




Director

5/19/16
Date



Director

5/19/16
Date



Director

5/19/16
Date

EXHIBIT B

Those lots, blocks, tracts and parcels of real property located in the Town of Westlake, Tarrant County, Texas more particularly described as follows:

- (i) **All property subject to the Declaration of Covenants, Conditions and Restrictions for Glenwyck Farms, filed on April 20, 2000, and recorded as Instrument No. D200083227 of the Official Public Records of Tarrant County, Texas; and**

- (ii) **The real property described in the AMENDED PLAT TO THE FINAL PLAT OF GLENWYCK FARMS, filed on April 19, 2000, and recorded in Cabinet A, Pages 5814 and 5815, Plat Records, Tarrant County, Texas, as corrected by that certain Affidavit of Correction, filed on May 6, 2011, and recorded as Instrument No. 211107488 in the Official Public Records of Tarrant County, Texas.**