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SECRETARY'S CERTIFICATE OF FILING

I, David S. Robertson, certify that:

I am the duly qualified and acting secretary of Fonn Villas Civic Association, Inc., a duly organized and existing Texas non-profit corporation.

The attached instrument(s) is/are true copies of unrecorded Dedicatory Instruments, as that term is defined by Section 202.001 of the Texas Property Code, pertaining to Fonn Villas Civic Association, Inc..

The attached instruments are being presented for recording in the Official Public Records of Real Property of Harris County, Texas, pursuant to Section 202.006 of the Texas Property Code.

Dated: 2 April 2012

[Signature]
Print Name: David S. Robertson
Secretary, Fonn Villas Civic Association, Inc.

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THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

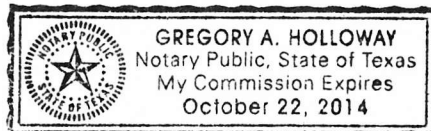
This instrument was acknowledged before me on the 2nd day of April, 2012, by David Robertson, Secretary of Fonn Villas Civic Association, Inc., a Texas non-profit corporation, on behalf of said corporation.

[Signature]
Notary Public in and for the State of Texas

AFTER RECORDING, RETURN TO:

Lori E. Alderson
1539 Avenue A
Katy, Texas 77493

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FILED FOR RECORD
8:00 AM

APR 16 2012

Stan Stewart
County Clerk, Harris County, Texas

FONN VILLAS CIVIC ASSOCIATION, INC.

**BOARD RESOLUTION PERTAINING TO PROCEDURE FOR THE FINANCIAL MANAGEMENT OF
THE FONN VILLAS CIVIC ASSOCIATION MAINTENANCE FUND**

Whereas, the Board of Directors of the Fonn Villas Civic Association, Inc. (the "Association") held a Board of Directors meeting on April 2, 2012; and

Whereas, the Association, discussed the Procedure to be followed by the Board of Directors and determined that such Procedure should be adopted and followed by the Board of Directors in order to consistently and uniformly administer the funds of the Fonn Villas Civic Association, Inc. Maintenance Fund; and

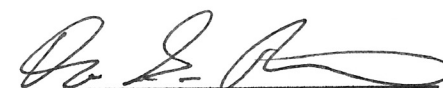
Whereas during the course of business, votes of the Board of Directors were taken to approve and adopt this Procedure (as amended); and

NOW, THEREFORE,

BE IT RESOLVED, that the Association, acting through the Board of Directors, adopts the Procedure (as amended), as attached hereto.

This resolution was adopted by the Board of Directors on April 2, 2012.

IN WITNESS WHEREOF, the Secretary of the Association executes this resolution on the 2nd day of April, 2012.



David Robertson, Secretary

Fonn Villas Civic Association, Inc.

PROCEDURE FOR THE FINANCIAL MANAGEMENT OF THE FONN VILLAS CIVIC ASSOCIATION MAINTENANCE FUND

(Amended April 2, 2012)

BUDGETING

An annual Budget covering the fiscal year (January 1 through December 31, By-Laws of FVCA, Article XIV, 14.7) is to be prepared for the coming fiscal year by the Treasurer prior to the November meeting of the Board of Directors. This Budget is to be subdivided into two sections; 'Routine Operations' and 'Special and Capital Projects'. As need be, the Board may, at its sole discretion, adjust which line items of the budget fall under these two sections. There are to be no catch-all line items. Each line item that is budgeted is to be project specific. 'Miscellaneous' and 'Contingencies' are not legitimate line items.

Routine Operations are to include expenditures that cover all of the standard and ongoing operations of running the FVCA throughout the fiscal year. Routine Operations may include but are not limited to: Accounting, Architectural Standards, Banking, Citizens-On-Patrol, Insurance of all types, Routine Legal Consultation by the President with the Association's attorney, normal Maintenance of the Subdivision Entrances, Utilities, Mini-Storage Rental, Newsletter Publication and Delivery, General Office Expenses, Pest Control, Post Office Box Rental, Security Patrol Service, Website, and Welcoming.

Special and Capital Projects are to include all other expenditures that are generally non-recurring. Each Special or Capital Project is to be listed as a separate line item on the budget.

All Officers, Board Members, and Committee Chairpersons should submit their estimates of their committee's and or project funding needs to the Treasurer before the October meeting so that the Treasurer will be able to prepare a proposed Budget for approval at the November Board meeting.

The proposed budget along with a recommendation for the millage rate for the coming fiscal year is to be presented by the Treasurer at the November Board meeting. Following normal discussion and changes if needed, the budget is to be approved at this same Board meeting. The budget is subject to amendment at the following February Board meeting by the new Board of Directors.

The approved Budget is intended to be a guide for the financial operations of the FVCA during the fiscal year and should not restrict the Board from taking any action that it deems appropriate during that year (see "APPROVAL OF EXPENDITURES" below).

ANNUAL MAINTENANCE CHARGE

In conjunction with the approval of the Budget at the November Board meeting, the Board of Directors is to set the Annual Maintenance Charge (Fonn Villas Deed Restrictions, paragraph (t)). This Annual Maintenance Charge is to be set, within the parameters of the Deed Restrictions, in consideration of the approved Budget for the coming fiscal year as well as any other factors that could affect the finances of the FVCA in the future.

The FVCA billing Agent mails the Maintenance Fund Charges to all Fonn Villas property owners on or about November 20th of each year. It is the duty of the FVCA to verify that the Agent has the up-to-date list of the current property owners in Fonn Villas Subdivision. Maintenance Fund Charges are due and payable by January 1st of each year. Collection follow-up should be done by FVCA on those property owners who have not paid their Maintenance Fund Charge by January 1st. (See "Fonn Villas Maintenance Fund – Timeline" adopted by the FVCA, attached.)

APPROVAL OF EXPENDITURES

All line items under the Routine Operations Section of the Budget are approved for expenditure by the act of the Board approving the Budget at the November Board meeting and, as amended if need be, at the following February Board meeting. The President is specifically authorized to expend the amounts budgeted for routine office expense and routine legal consultation with the Association's attorney.

All line items under the Special and Capital Project Section of the Budget are to be approved for expenditure by separate votes by the Board for each line item and in response to a motion for such expenditure during the course of the fiscal year. Also, the specific amount of a budgeted line item does not preclude that a motion can be entertained for an expenditure that varies from the budgeted amount, and the absence of a specific line item in the budget does not preclude a motion for and the approval of expenditure for a non-budgeted item.

Competitive bids from at least three reputable service providers should be obtained for any item that does or would fall under the Special and Capital Project section of the Budget and that is expected to exceed the Competitive Bid Threshold of \$2,000. These competitive bids are to be presented to the Board prior to any motion being made for the expenditure in question. Items that are legitimately only one project are not to be split into multiple projects in order to fall under this threshold. The FVCA Board must avoid not only any conflict of interest but also the perception of a conflict of interest.

The Competitive Bid Threshold is subject to review annually by the Board of Directors.

Any project that has previously been approved but is expected to exceed the approved amount is to be presented again to the Board for approval of the expenditure of the additional funds as soon as possible. If the actual expenditure for any line item is less than that budgeted, this information is to be provided to the Treasurer as soon as possible.

FINANCIAL STATEMENTS

The Treasurer is to provide the Board with a current 'Budget Status Report' and a current 'Income and Expense Statement' every month.

SPECIAL EVENT(S) FUNDS

The Special Event(s) account resulting from Special Event Dues (FVCA By-Laws, Article III, 3.7), the Directory sponsor payments, and Special Event ticket sales, is a separate account from the Fonn Villas Maintenance Fund and is not governed by the FVCA Deed Restrictions nor this procedure.

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

APR 16 2012



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS