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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



FILED FOR RECORD
8:00 AM

APR 16 2012

Stan Stewart
County Clerk, Harris County, Texas

FONN VILLAS CIVIC ASOCIATION, INC.

BOARD RESOLUTION PERTAINING TO PROCEDURE FOR THE HANDLING THE MINUTES OF ALL MEETINGS

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 the Secretary, and determined that such Procedure should be adopted and followed by the Board of Directors and the Secretary in order to consistently and uniformly handle the minutes of all meetings conducted during the course of the administration of the business of the Fonn Villas Civic Association, Inc.; and

Whereas during the course of business, a vote of the Board of Directors was taken to approve and adopt this Procedure; 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 November 5, 2007 and amended 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.

PROCEDURES FOR HANDLING THE MINUTES OF ALL MEETINGS

Fonn Villas Civic Association, Inc.

April 2, 2012

(Numerical References contained herein are to Articles of the Bylaws effective January 1, 1994)

- RECORDING
 - The Secretary shall “keep the minutes of all meetings and proceedings of the Board and of the Members” (9.3).
 - Absence of the Secretary:
 - The presiding member at the meeting will designate someone as the “minutes-taker”.
 - If the Secretary would have normally been a participant of the meeting or proceeding, then the minutes shall be turned over to the Secretary for further handling as set out in these procedures.
 - If the Secretary would not have normally been a participant of the meeting or proceeding, i.e. confidentiality (6.8), then such “minutes-taker” shall act as the Secretary regarding these procedures as to the minutes so taken.
 - Such meetings and proceedings shall include:
 - Meetings of Members:
 - Annual (4.1)
 - Special (4.2)
 - Meetings of Directors:
 - Annual Organizational (6.2)

- Regular (6.3)
 - Special (6.4)
 - Executive Sessions (6.8)
 - “Actions taken without a meeting” (6.10)
- Meetings of the Architectural Control Committee (ACC)
- The minutes shall include or have attached the following items when pertinent:
 - A copy of the meeting agenda, if any.
 - Sign-in sheets for the Annual meeting of the Members and Regular monthly meetings of the Directors, or a list of attendees for other meetings.
 - Any financial reports submitted by the Treasurer.
 - All verbal reports and proceedings in an abbreviated form, if need be.
 - Written reports and other documents submitted.
 - A verbatim record of all motions made by any of the Directors along with any actions taken on said motions (tabled, lack of a second, etc.) and any accompanying votes taken (for, against, and abstain).
 - A verbatim record of all resolutions that are passed by the Board.
- DISTRIBUTION
 - Minutes, both draft and final, shall be posted to the website by the webmaster as soon as completed, with the exception of Executive

Sessions of the Board and ACC meetings. The secretary is responsible for getting minutes to the webmaster.

- Minutes not posted to the website shall be distributed by the secretary via email or postal mail.
- All minutes posted to the websites shall be clearly labeled as either “draft” or “final”.
- Minutes shall not be removed from the website.

- APPROVAL

- Prior to the next meeting of the type for which the minutes are taken; i.e. Regular monthly meeting at the next Regular monthly meeting; the Secretary shall inform Directors and Officers (or all Officers of ACC meetings) that draft minutes have been posted to the website.
- The minutes of Special meetings of the Members shall be approved at the next Annual meeting of the Members.
- The minutes for Special meetings of the Board and “Actions taken without a meeting” shall be approved along with the minutes of the next Regular monthly meeting.
- Minutes for Executive Sessions and “Actions taken without a meeting” which would have normally been held in Executive Session shall be approved in the next Regular monthly meeting.
- ACC minutes shall be approved at the next ACC meeting.
- At such next meeting, the minutes will be amended as needed, and approved by a majority vote.
- Hand-written notes and amendments to the typed minutes are acceptable for signatures.

- The Secretary and the President shall sign a copy of the approved minutes as soon as practical, but at least within one month of approval.

- ARCHIVAL STORAGE

- Printed copies of the minutes of Members or Directors meetings, with attachments, reports, and signatures, shall be delivered to the Chairperson of the Documentation Committee within 30 days of being approved.
- Printed copies of the minutes of ACC meetings, with reports and attachments and signatures, shall be delivered to the ASC Chairman within 30 days of being approved.
- The archived minutes shall be made available to the Directors for inspection at any time.
- The archived minutes shall be made available to any Member of the Association in accordance with Article X of the Bylaws.