

**PROPERTY OWNERS ASSOCIATION 5<sup>TH</sup> AMENDED MANAGEMENT CERTIFICATE FOR  
FALL CREEK HOMEOWNERS ASSOCIATION, INC.**

This Management Certificate is recorded pursuant to Section 209.004 of the Texas Property Code.  
This amends all prior Management Certificates filed for this association

*Per Texas Property Code 209.004 (effective September 1, 2013) "The County Clerk of each county in which a Management Certificate is filed as required by this section shall record the Management Certificate in the real property records of the county and index the document as a "Property Owners' Association Management Certificate"*

State of Texas §

County of Harris §

1. Name of Subdivision: Fall Creek
2. Subdivision Location: Harris County
3. Name of Homeowners Association: Fall Creek Homeowners Association, Inc.
4. Recording Data for Association: See Below
5. Recording Data for Declaration:

Declaration & Name of Subdivision	Recording Data for Declaration	Recording Data for Subdivision
DCCR's Fall Creek Single Family Residential areas (Fall Creek, sections One, Two & Three	V338181	Clerk's File Nos. V259123; V259125 & V259127, Map Records Harris County, TX as stated in DCCR
Supplemental DCCRs for Fall Creek Section One	V355493	Clerk's File No. V259123, Map Records Harris County, TX; and as stated in said Declaration
Supplemental DCCRs for Fall Creek Section Two	V355494	Clerk's File No V259125, Map Records, Harris County, TX; and as stated in said Declaration
Supplemental DCCRs for Fall Creek Section Three	V355495	Clerk's File No. V259127, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Residential Areas) Fall Creek, Section Four	V989030	As stated in said Declaration
Supplemental DCCRS for Fall Creek, Section Four (4) – Serrano Creek Neighborhood	V989031	Film Code No. 518152, Map Records, Harris County, TX; and as stated in said Supplemental Declaration
Supplemental DCCRs for Fall Creek Section Five (5)	W283959	Film Code No. 524240, Map Records, Harris County, TX; and as stated in said Supplemental Declaration
Amendment to Supplemental DCCRs for Fall Creek, Section Five (5)	W478521	Film Code No. 524240, Map Records, Harris County, TX; and as stated in said Supplemental Declaration
Supplemental DCCRs for Fall Creek Section Seven (7)	W283960	Film Code No. 519254, Map Records, Harris County, TX; and as stated in said Supplemental Declaration
Amendment to the DCCR's for Fall Creek Single Family residential Areas	W339239	As stated in said Amendment

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(Fall Creek, Sections One, Two, Three, Four, Five and Seven		
Declaration of Annexation (Fall Creek Single Residential Areas) Fall Creek, Section Four (4)	W800157	Film Code No. 518152, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Single Residential Areas) Fall Creek, Section Five (5)	W800159	Film Code No. 524240, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Single Residential Areas) Fall Creek, Section Seven (7)	W800160	Film Code No. 519254, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Single Residential Areas) Fall Creek, Section Six (6)	W862499	Film Code No. 532208, Map Records, Harris County, TX; and as stated in said Declaration
Supplemental Declaration of DCCR's for Fall Creek Section Six (6)	W862500	Film Code No. 532208, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Single Residential Areas) Fall Creek, Section Eight (8) – Serrano Creek Neighborhood	X250275	Film Code No. 536161, Map Records, Harris County, TX; and as stated in said Declaration
Supplemental DCCR's for Fall Creek, section Eight (8) – Serrano Creek Neighborhood	X250278	Film Code No. 536161, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Single Residential Areas) Fall Creek, Section Nine (9)	X250279	Film Code No. 536165, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Single Residential Areas) Fall Creek, Section Ten (10)	X250277	Film Code No. 541135, Map Records, Harris County, TX; and as stated in said Declaration
Supplemental DCCR's for Fall Creek, Section Ten (10)	X250280	Film Code No. 541135, Map Records, Harris County, TX; and as stated in said Declaration
Second Amendment to the DCCR's for Fall Creek Single Family Residential Areas (Fall Creek, Sections One, Two, Three, Four, Five and Seven	X374475	As stated in said Amendment
Declaration of Annexation (Fall Creek Single Residential Areas) Fall Creek, Section Nineteen (19)	Y675605	Film Code No. 586105, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Single Residential Areas) Fall Creek, Section Fifteen (15)	Y700589	Film Code No. 575029, Map Records, Harris County, TX; and as stated in said Declaration
Supplemental Declaration of DCCR's for Fall Creek Section Fifteen (15)	Y700591	Film Code No. 575029, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Single Residential Areas) Fall Creek, Sec. 15 Partial Replat No 1	Y963065	Film Code No. 586109, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Single Residential Areas) Fall Creek, Section Seventeen (17)	Y963067	Film Code No. 594139, Map Records, Harris County, TX; and as stated in said Declaration
Supplemental DCCR's for Fall Creek, Seventeen (17)	Y963068	Film Code No. 594139, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Single Residential Areas) Fall Creek, Sec. 19 Replat No 1	Y963069	Film Code No. 586105, Map Records, Harris County, TX; and as stated in said Declaration

Declaration of Annexation (Fall Creek Homeowners Association) Fall Creek, Section Twenty-Four (24)	20060227523	Film Code No. 605125, Map Records, Harris County, TX; and as stated in said Declaration
Supplemental DCCR's for Fall Creek, Twenty-Four (24)	20060227524	Film Code No. 605125, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Single Family Residential Areas) Fall Creek, Sec. 22	20060280468	Film Code No. 607183, Map Records, Harris County, TX; and as stated in said Declaration
Supplemental DCCR's for Fall Creek, Section Twenty-Two (22)	20060280469	Film Code No. 607183, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Homeowners Association) Fall Creek, Section Thirty-One (31)	20060280471	Film Code No. 607185, Map Records, Harris County, TX; and as stated in said Declaration
Supplemental DCCR's for Fall Creek, Section Thirty-One (31)	20060280474	Film Code No. 607185, Map Records, Harris County, TX; and as stated in said Declaration
Third Amendment to the DCCR's for Fall Creek Single Family Residential Areas	20070113734	As stated in said Third Amendment
Declaration of Annexation (Fall Creek Residential Areas) Fall Creek, Section 18	20070321185	Film Code No. 610048, Map Records, Harris County, TX; and as stated in said Declaration
Supplemental DCCR's for Fall Creek, Section 18	20070321186	Film Code No. 610048, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Residential Areas) Fall Creek, Section 28	20070321187	Film Code No. 610050, Map Records, Harris County, TX; and as stated in said Declaration
Supplemental DCCR's for Fall Creek, Section 28	20070321188	Film Code No. 610050, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Residential Areas) Fall Creek, Section 34	20070744913	Film Code No. 611004, Map Records, Harris County, TX; and as stated in said Declaration
Supplemental DCCR's for Fall Creek, Section 34	20070744914	Film Code No. 611004, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Residential Areas) Fall Creek, Section 26	20080191093	Film Code No. 621150, Map Records, Harris County, TX; and as stated in said Declaration
Supplemental DCCR's for Fall Creek, Section 26	20080191096	Film Code No. 621150, Map Records, Harris County, TX; and as stated in said Declaration
Correction Supplemental DCCR's for Fall Creek, Section 26	20080213685	Film Code No. 621150, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Residential Areas) Fall Creek, Section 20	20080465968	Film Code No. 621148, Map Records, Harris County, TX; and as stated in said Declaration
Supplemental DCCR's for Fall Creek, Section 20	20080465969	Film Code No. 621148, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Residential Areas) Fall Creek, Section 36	20080567180	Film Code No. 626178, Map Records, Harris County, TX; and as stated in said Declaration
Supplemental DCCR's for Fall Creek, Section 36	20080567181	Film Code No. 626178, Map Records, Harris County, TX; and as stated in said Declaration
Correction Supplemental DCCR's for Fall Creek, Section 36	20090216984	Film Code No. 626178, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Lot 2 of Block 2 of Proposed Fall Creek, Section 41)	20090028694	As stated in said Declaration

Declaration of Annexation (Fall Creek Residential Areas) Fall Creek, Section 41	20090216697	Film Code No. 629129, Map Records, Harris County, TX; and as stated in said Declaration
Supplemental DCCR's for Fall Creek, Section 41	20090216698	Film Code No. 629129, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Single Residential Areas) Fall Creek, Section Twenty-Five (25)	Y159936	Film Code No. 573114, Map Records, Harris County, TX; and as stated in said Declaration
Supplemental DCCR's for Fall Creek, Section Twenty-Five (25)	Y159937	Film Code No. 573114, Map Records, Harris County, TX; and as stated in said Declaration
Declaration of Annexation (Fall Creek Single Residential Areas) Fall Creek, Section 35	20090097384	Film Code No. 623268, Map Records, Harris County, TX; and as stated in said Declaration

6. Other information the Association considered appropriate for the governing, administration or operation of the subdivision and homeowner's association:

Billing Policy and Payment Plan Guidelines dated 1/10/2017 are filed under Document Number RP-2017-46054 (Attached to 1<sup>st</sup> Amended Management Certificate)

Articles of Incorporation are filed under Document Number RP-2016-137384 (Attached to original Management Certificate)

First Amendment to Flag Display Policy and Policy Regarding Trash Receptacles dated 2/14/2017 are filed under RP-2017-67753 (Attached to 2<sup>nd</sup> Amended Management Certificate)

Violation Enforcement Resolution for the Fall Creek Homeowners' Association, Inc. dated 5/8/2018 is filed under Document No. RP-2018-271640 (Attached to the second 2<sup>nd</sup> Amended Management Certificate)

Fall Creek Homeowners Association, Inc. Pool Rules and Guidelines is filed under Document No. RP-2019-73747

Fall Creek Homeowners Association, Inc. Social Media Policy is filed under Document No. RP-2019-408127.

**Fall Creek Homeowners Association, Inc. Committee Guidelines are filed with and attached to this Certificate.**

7. Mailing Address and Contact Information for the Association and the Managing Agent:

Spectrum Association Management  
16690 Park Row  
Houston, TX 77084  
contact@spectrumam.com  
281-343-9178 Fax: 281-752-5482

Prospective purchasers are advised to independently examine the Declaration, Bylaws, and all other governing documents of Association, together with obtaining an official Resale Certificate and performing a comprehensive physical inspection of the lot/home and common areas, prior to purchase.

THE PURPOSE OF THIS CERTIFICATE IS TO PROVIDE INFORMATION SUFFICIENT FOR A TITLE COMPANY TO CORRECTLY IDENTIFY THE SUBDIVISION AND TO CONTACT ITS GOVERNING ASSOCIATION. THIS CERTIFICATE DOES NOT PURPORT TO IDENTIFY EVERY PUBLICLY RECORDED DOCUMENT AFFECTING THE SUBDIVISION, OR TO REPORT EVERY PIECE OF INFORMATION PERTINENT TO THE SUBDIVISION. NO PERSON SHOULD RELY ON THIS CERTIFICATE FOR ANYTHING OTHER

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THAN INSTRUCTIONS FOR CONTACTING THE ASSOCIATION IN CONNECTION WITH THE TRANSFER OF TITLE TO A HOME IN THE SUBDIVISION. THE REGISTERED AGENT FOR THE ASSOCIATION IS ON FILE WITH THE TEXAS SECRETARY OF STATE.

Signed this 4<sup>th</sup> day of December, 2019

Fall Creek Homeowners Association, Inc

By: *Belinda Moreno*  
Belinda Moreno (of Spectrum Association Management) Managing Agent

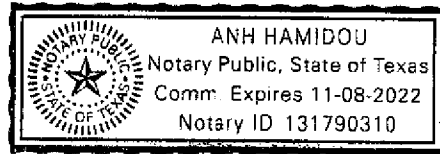
State of Texas §

County of Bexar §

This Instrument was acknowledged and signed before me on 4<sup>th</sup> December, 2019 by  
Belinda Moreno, representative of Spectrum Association Management the Managing Agent for  
Fall Creek Homeowners Association, Inc. on behalf of said Association.

*[Signature]*  
Notary Public, State of Texas

**After Recording Return To:**  
**Spectrum Association Management**  
**Attn: Transitions**  
**17319 San Pedro, #318**  
**San Antonio, TX 78232**



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So much. So close.

Fall Creek Homeowners Association, Inc.  
Committee Guidelines

FC-GDL-004  
July 10, 2019  
Revision 2

Revision	Title	Date	By:
1	Issued for vote	19 July 2016	
2	Issued for Review	10 July 2019	

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# Fall Creek Homeowners Association, Inc.

## Fall Creek Homeowners Association, Inc. Committee Guidelines

### **1.0 Purpose**

The purpose of this document is to set forth the guidelines for the Fall Creek Homeowners Association, Inc. committees and to clarify their roles and responsibilities in providing support to the Board of Directors of the Fall Creek Homeowners Association, Inc.

### **2.0 General Committees**

The following committees will assist the Board of Directors of the Fall Creek Homeowners Association, Inc. All committees will report to the Board on an as-needed basis, unless otherwise requested by the Board.

#### **2.1 Landscape (FCLC)**

This committee will be responsible for Special Projects as approved by the Board. Special Projects should be outlined and presented at the September Meeting for the upcoming year. The committee may also engage in community events and articles in The Leaves of Fall Creek that promote positive residential landscapes.

#### **2.2 Parks and Trails (FCPFC)**

This committee will be responsible for inspection, operations and maintenance, and capital improvements to the parks and trail systems. The committee will be responsible for developing an annual budget recommendation in conjunction with the Association's annual budget. In addition, they will be responsible with coordinating with the Friends of the Parks at the Ballfield 501(c).

#### **2.3 Pool (FCPC)**

This committee will be responsible for all pool related matters. They will be the liaison between the Board and the Pool Management Company and the neighborhood swimming team The Fall Creek Flying Fish. They will be responsible for presenting Contract Modifications, Operation and Maintenance requirements, and Capital Improvements. The committee will be responsible for developing an annual budget in conjunction with the Association's annual budget. In addition, they will provide input for any Capital Improvements to the Pools.

#### **2.4 Crime Watch (FCCWC)**

This committee will be responsible for all crime watch matters in the Community. They will act as the liaison between the Patrol Contractor and the Board. They will also coordinate the

Village Representative and the National Night Out. The committee will also present the monthly Patrol Report to the Board. They will coordinate with WCID 96 and HCMUD 49 on crime watch matters. They will be responsible for preparing an annual budget in conjunction with the Association's annual budget. They shall report to the Board on a monthly basis.

#### **2.5 Social Events (FCSEC)**

This committee will be responsible for coordinating at least four (4) social events per year. They will be responsible for developing an annual budget in conjunction with the Association's annual budget.

#### **2.6 Tennis Committee (FCTC)**

This committee will be responsible for all tennis related matters. They will be responsible for presenting Contract Modifications, Operation and Maintenance requirements, and Capital Improvements. The committee will be responsible for developing an annual budget in conjunction with the Association's annual budget. They will also be responsible for oversight and payment of community leagues and lessons with Tennis Coaches.

#### **2.7 Welcoming Committee**

This committee will be responsible for welcoming new home owners to the community. The committee will be responsible for developing an annual budget in conjunction with the Association's annual budget.

#### **2.8 Marketing Committee**

This committee will be responsible for sourcing and verifying content posted and maintenance of the Fall Creek website and social platforms for the Community. They will also be the point of contact for Sponsorship Opportunities for Fall Creek and outside events. The committee will be responsible for developing an annual budget in conjunction with the Association's annual budget.

#### **3.0 Board Oversight**

All committees will be championed by a Board member who will support their interface with the Board and provide oversight and guidance.

#### **4.0 Committee Guidelines**

Each committee is required to operate according to the following guidelines:

#### **5.1 Committee Obligation**

Each committee is to function for the purpose of assisting the Board. All committee votes serve only to inform and make suggestions to the Board. A decision made by a committee must be approved by the Board. No formal action by a committee shall be taken without Board approval.



## 5.2 Committee Charter

At the Board's request, a committee is required to provide a charter to the Board for approval no later than the 2nd Board meeting following formation and approval. The charter must be in the format set forth in template U FC-TPL-005 - Fall Creek Committee Charter Template".

## 5.3 Board Member Participation

- All committees will have a least one (1) but no more than two (2) Board members to champion the committee
- A Board member cannot chair a committee or participate in committee votes. If less than three volunteers from the neighborhood serve on a committee, the member or members may act on behalf of the committee in all functions provided that solicitation for volunteers must be made on a monthly basis. Once three full-time Association members serve on a committee, the Board member resumes his/her oversight only role
- Board members are allowed to attend committee meetings and provide input as required.

## 5.4 Committee Member Participation If any committee member is:

- Absent without excuse from three (3) consecutive committee meetings; or
- Misses six (6) monthly meetings within a one-year time frame or two (2) quarterly meetings within a one-year time frame

They are no longer allowed to participate on the committee without chairperson approval. Each committee shall include its record of attendance at meetings with each required update for Board review.

## 5.5 Number of Members

The minimum number of members on a committee shall be three (3) and the maximum number shall be eleven (11). The Crime Watch committee may exceed this threshold as approved by the chairperson due to the requirement for Village Representative. If a position becomes vacant the committee may vote in a new member. All Committee Chairs must provide a roster of members on an Annual basis.

## 5.6 Committee Elections

The chairperson and other positions, if any, shall be voted upon by the committee members in October of every year. The committee must be in operation at least 6 months for this rule to apply.

In the rare event that a committee has reached the maximum number of members and additional residents wish to participate, the Board shall choose the manner by which the committee members are selected.

### **5.7 Committee Chairperson**

Each committee is required to appoint one chairperson. The chairperson position will include the following additional responsibilities:

- Attend the Association Board meetings to report to the Board if requested
- Establish and maintain the committee meeting frequency and schedule within the guidelines established in Section 5.8.
- Attend and preside over all committee meetings
- Ensure that the meeting schedule is posted to the public 10 days prior to the meeting:
  - On the Fall Creek website
  - On Fall Creek Nextdoor.com
- Create committee positions and divide responsibilities as required
- Communicate the committee report to the Board two week prior to the Board meeting in the approved committee report format. Reports shall be submitted to the Property Management Company representative.
- Understand and track actual spending against the budgeted amount.
- Ensure all members of the Committee are presenting themselves in accordance with Section 5.13 and Section 6.0.

### **5.8 Frequency of Meetings**

The minimum number of meetings shall be once per quarter and the maximum number shall be once per month. Whichever frequency is selected by the chairperson, the meeting shall be a standing meeting with normal and established times (e.g. 2nd Wednesday of each month). The meeting schedule shall be reported to the Property Management Company.

### **5.9 Location of Committee Meetings**

Committees shall be allowed to use the Fall Creek Clubhouse for all meetings insofar as no other conflict shall arise. The Board shall be notified of any conflicts for resolution.

### **5.10 Attendance of non-committee members**

There shall be no limit to the number of non-committee attendees allowed at committee meetings. Committees meetings shall include a sign-in sheet for non-committee members to speak for a duration of two (2) minutes, or longer at the chairperson's discretion.

### **5.11 Committee Budget**

The committee shall submit a year-to-date budget/actual expenditures at the August Board meeting and a proposed budget for the next year. The annual budget shall be presented in the template provided by the Board Treasurer or Property Management Company. Additionally, each committee shall be prepared to provide a budget update if requested by the Board.

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### **5.12 Board Requests**

All decisions made by the committee must be voted upon and communicated to the Board for formal approval in the monthly Board meeting. For decisions not requiring funding, the notice shall be seven (7) days. For decisions requiring funding, the notice shall be fourteen (14) days.

### **5.13 Committee Responsibilities**

- The Committees will utilize the Laptop and Printer in the Clubhouse for committee print jobs. All items you would like to print will be E-mailed to [CommitteesFC@Outlook.com](mailto:CommitteesFC@Outlook.com)
- All Committees requesting items to be addressed by Management will need to submit a defined scope after each committee meeting.
- All Committees needing to utilize storage will be provided a bin to be placed in storage
- Each Committee will provide the On-Site Admin with two members that are eligible for Amenity Access to the Clubhouse. No more than two members may have this access for Committee Meetings.
- All Committees will be courteous to others and clean-up after themselves if utilizing the Clubhouse at Fall Creek for meetings.

### **6.0 Committee Behaviors**

Committees are required to exercise courtesy and professionalism while in operation.

Committees should:

- Act respectfully during committee meetings
- Act respectfully when interacting with the community regarding committee issues
- Report any significant community concerns to the board in their reporting or more frequently if the situation requires
- Encourage engagement with the community for their input via a committee email address posted on the fallcreeklife.com website and The Leaves of Fall Creek.
- Proactively address issues raised by the community or service providers
- If a committee or committee member fails to operate in a professional manner, the Board shall determine any actions required to rectify, up to and including committee membership termination for any reason as determined by the Board of Directors.

### **7.0 Temporary Committees**

In accordance with the Fall Creek Homeowners Association, Inc. By-Laws, the Board may establish temporary committees as required to conduct neighborhood business. At the time of establishing the temporary committee the Board shall define the following for the temporary committee:

- Purpose
- Expected number of members
- Duration
- Deliverables/Recommendation

- Temporary committees will be informed at the time of inception whether they must follow the formal committee guidelines depending on their purpose and duration.

## **8.0 Honorary Committees**

### **8.1 FOPAWS**

Although not an official committee, the Board considers this committee an honorary committee because of its work within the Fall Creek Neighborhood. As such, the Board may provide opportunities for this committee, including but not limited to the following:

1. providing a link on the Website
2. participation in community-wide functions such as National Night Out; and
3. the ability to submit articles in the Leaves of Fall Creek.

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# Pages 13  
12/04/2019 02:56 PM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
DIANE TRAUTMAN  
COUNTY CLERK  
Fees \$60.00

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

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