

**MISSION ESTATES PROPERTY OWNERS' ASSOCIATION  
POLICY REGARDING BOARD ACTIONS VIA EMAIL**

STATE OF TEXAS                   §  
  §  
COUNTY OF MIDLAND           §

WHEREAS, Mission Estates Property Owners' Association (the "Association") is the governing entity for the Mission Estates Subdivision, a subdivision in Midland County, Texas, according to the maps or plats thereof recorded under Volume 783, Page 311, Volume 783, Page 121, Cabinet E, Page 375, Cabinet E., Page 146, Cabinet E, Page 172, Cabinet H, Page 108, of the Plat Records and Deed Records of Midland County, Texas, along with any amendments, supplements or replats thereto (collectively referred to as the "Subdivision"); and

WHEREAS, Section 209.0051(h) of the Texas Property Code was recently amended to allow the Board of Directors to take action outside of a meeting including voting by electronic means without notice to the members; and

WHEREAS, pursuant to Section 209.0051(h), the Association desires to enact uniform procedures to ensure that for electronic voting, each Director has a reasonable opportunity to express his or her opinion to all other board members and to cast his or her vote; and

WHEREAS, this Dedicatory Instrument represents Restrictive Covenants as those terms are defined by Texas Property Code Section 202.001, et. seq, and the Association shall have and may exercise discretionary authority with respect to these Restrictive Covenants.

NOW, THEREFORE, in accordance with the foregoing and as evidenced by the Certification hereto, the Board of Directors hereby adopts the following:

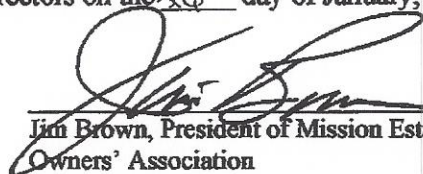
- 1.) Upon election to the Board of Directors, each Director shall register his or her current email address with the Association's managing agent and/or the Association's President, and shall update the email address as it changes.
- 2.) When a matter arises for a vote of the Board of Directors, for which email voting is permitted, the managing agent and/or the Association's President shall send an email to the registered email address of each Director. The email will state the proposal being voted on and request that each Director send a reply email to all Directors (for example, by utilizing the "Reply All" feature) casting his or her vote on the proposal.
- 3.) Each Director shall be entitled to reply to all other Directors and express his or her opinion on the proposal before casting his or her vote.
- 4.) A proposal shall be considered approved upon the following occurrences:
  - a. All Directors reply to all other Directors with their vote and the majority of the Directors vote to approve the proposal; or

- b. At least a majority of the Directors vote to approve the proposal, and any Directors that have not responded have had 72 hours to respond by voicing their opinion or casting their vote via email; unless the person sending the proposal has reason to believe the email was not delivered or received.
- 5.) For clarification, the Association has determined that 72 hours provides each Director with a reasonable opportunity to express an opinion and cast a vote.
- 6.) In the event a Director anticipates he or she will not have email access for a period of time lasting more than 72 hours, then that Director shall notify the Association's managing agent or the Association's President of the same. The Director shall indicate his or her desire to abstain from all votes for the duration of his or her absence or shall provide another method by which the Association may contact him or her (phone, fax, etc....) to obtain his or her vote and learn his or her opinion on the subject matter at hand.

**CERTIFICATION**

I, the undersigned, being the President of the Mission Estates Property Owners' Association, hereby certify that the foregoing Policy was adopted by at least a majority of the Mission Estates Property Owners' Association's Board of Directors.

Approved and adopted by the Board of Directors on the 26 day of January, 2016.

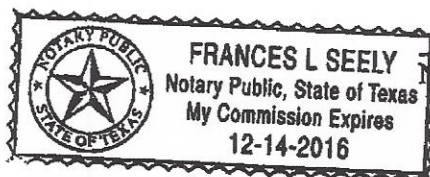
  
 \_\_\_\_\_  
 Jim Brown, President of Mission Estates Property Owners' Association

STATE OF TEXAS           §  
                                       §  
 COUNTY OF MIDLAND   §

Before me, the undersigned authority, on this day personally appeared Jim Brown, President of Mission Estates Property Owners' Association, a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 26 day of January, 2016.

SDG: MEPOA-1



  
 \_\_\_\_\_  
 Notary Public, State of Texas



**MISSION ESTATES PROPERTY OWNERS' ASSOCIATION**  
**PAYMENT PLAN POLICY**

STATE OF TEXAS                   §  
  §  
COUNTY OF MIDLAND         §

WHEREAS, Mission Estates Property Owners' Association (the "Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Deed Restrictions for the Mission Estates Subdivision (hereafter collectively referred to as the "Deed Restrictions"); and

WHEREAS, Section 209.0062 of the Texas Property Code addresses the rights of owners and the Association regarding alternative payment schedules for assessments ("Payment Plans"); and

WHEREAS, the Board of Directors of the Association ("Board") desires to establish a policy for Payment Plans consistent with Section 209.0062 and to provide clear and definitive guidance to owners.

NOW, THEREFORE, the Board has duly adopted the following *Payment Plan Policy*.

1. Subject to Section 12 below, owners are entitled to make partial payments for delinquent amounts owed to the Association under a Payment Plan in compliance with this Policy.
2. Late fees, penalties and delinquent collection related fees will not be added to the owner's account while the Payment Plan is active. The Association may impose a fee for administering a Payment Plan. Such fee, if any, will be listed on the Payment Plan form and may change from time-to-time. Interest will continue to accrue during a Payment Plan as allowed under the Deed Restrictions. The Association can provide an estimate of the amount of interest that will accrue under any proposed plan.
3. All Payment Plans must be in writing on the form provided by the Association and signed by the owner.
4. The Payment Plan becomes effective and is designated as "active" upon:
  - a. receipt of a fully completed and signed Payment Plan form; and
  - b. receipt of the first payment under the plan; and
  - c. acceptance by the Association as compliant with this Policy.
5. A Payment Plan may be as short as three (3) months and as long as eighteen (18) months based on the guidelines below. The durations listed below are provided as guidelines to assist owners in submitting a Payment Plan.
  - a. Total balance up to 2 times annual assessment ... up to 6 months
  - b. Total balance up to 3 times annual assessment ... up to 12 months
  - c. Total balance greater than 3 times annual assessment ... up to 18 months
6. On a case-by-case basis and upon request of the owner, the Board may approve more than one Payment Plan to be executed in sequence to assist the owner in paying the amount owed.

Mission Estates Property Owners' Association  
Payment Plan Policy  
Page 2 of 3

7. A Payment Plan must include sequential monthly payments. The total of all proposed payments must equal the current balance plus Payment Plan administrative fees, if any, plus the estimated accrued interest.
8. If an owner requests a Payment Plan that will extend into the next assessment cycle, the owner will be required to pay future assessments by the due date in addition to the payments specified in the Payment Plan.
9. If an owner defaults on the terms of the Payment Plan, the Payment Plan will be voided. The Association will provide written notice to the owner that the Payment Plan has been voided. It is considered a default of the Payment Plan, if the owner:
  - a. fails to return a signed Payment Plan form with the initial payment; or
  - b. misses a payment due in a calendar month; or
  - c. makes a payment for less than the agreed upon amount; or
  - d. fails to pay a future assessment by the due date in a Payment Plan which spans additional assessment cycles.

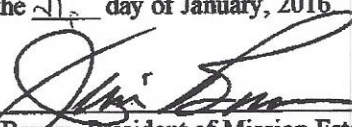
In the absolute discretion of the Association, the Association may waive default under item b, c or d above if the owner makes up the missed or short payment on the immediate next calendar month payment. The Association may, but has no obligation to, provide a courtesy notice to the owner of the missed or short payment.
10. On a case-by-case basis, the Association may agree, but has no obligation, to reinstate a voided Payment Plan once during the original duration of the Payment Plan if all missed payments are made up at the time the owner submits a written request for reinstatement.
11. If a Payment Plan is voided, the full amount due by the owner shall immediately become due. The Association will resume the process for collecting amounts owed using all remedies available under the Deed Restrictions and the law.
12. The Association has no obligation to accept a Payment Plan from any owner who has defaulted on the terms of a Payment Plan within the last two (2) years.
13. The Association is not required to allow an owner to enter into a payment plan more than once in any twelve (12) month period.

This Policy is effective upon recordation in the Public Records of Midland County, and supersedes any policy regarding alternative payment schedules which may have previously been in effect. Except as affected by Section 209.0062 and/or by this Policy, all other provisions contained in the Deed Restrictions or any other dedicatory instruments of the Association shall remain in full force and effect.

#### CERTIFICATION

I, the undersigned, being the President of the Mission Estates Property Owners' Association, hereby certify that the foregoing guidelines were adopted by at least a majority of the Mission Estates Property Owners' Association's Board of Directors.

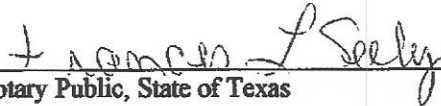
Approved and adopted by the Board of Directors on the 11 day of January, 2016

  
\_\_\_\_\_  
Jim Brown, President of Mission Estates Property  
Owners' Association

STATE OF TEXAS           §  
  §  
COUNTY OF MIDLAND   §

Before me, the undersigned authority, on this day personally appeared Jim Brown, President of Mission Estates Property Owners' Association, a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 11 day of January, 2016.

  
\_\_\_\_\_  
Notary Public, State of Texas





**PROPERTY OWNERS ASSOCIATION MANAGEMENT CERTIFICATE  
FOR  
MISSION ESTATES PROPERTY OWNERS' ASSOCIATION**

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THE STATE OF TEXAS           §  
  §  
COUNTY OF MIDLAND         §

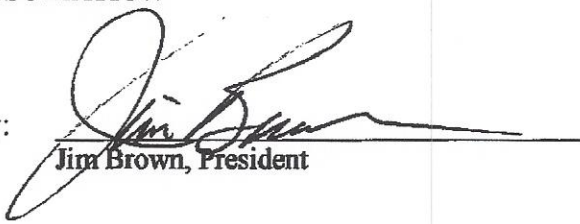
The undersigned, being the President of Mission Estates Property Owners' Association, a non-profit corporation organized and existing under the laws of the State of Texas, submits the following information pursuant to Section 209.004 of the Texas Property Code which supersedes any prior Management Certificate filed by Mission Estates Property Owners' Association:

1. Name of Subdivision: Mission Estates.
2. Name of Association: Mission Estates Property Owners' Association.
3. Recording Data for the Subdivision and Declaration:
  - a) Mission Estates Subdivision: a subdivision recorded under Volume 783, Page 311, Volume 783, Page 121, Cabinet E, Page 375, Cabinet E., Page 146, Cabinet E, Page 172, Cabinet H, Page 108, of the Plat Records and Deed Records of Midland County, Texas.
  - b) Declaration of Covenants, Conditions, and Restrictions for Mission Estates, filed September 30, 1983, in the Official Public Records of Midland County, Texas, under Volume 720, Page 693.
  - c) Amendment to the Declaration of Covenants, Conditions, and Restrictions for Mission Estates, filed August 13, 1984, in the Official Public Records of Midland County, Texas, under Volume 783, Page 221.
  - d) Amendment to the Declaration of Covenants, Conditions, and Restrictions for Mission Estates, filed March 25, 1985, in the Official Public Records of Midland County, Texas, under Volume 783, Page 311.
  - e) Supplemental Declaration of Covenants, Conditions and Restrictions for Mission Estates, filed July 15, 2016 in the Official Public Records of Midland County, Texas, under Instrument No. 2015-16687.
4. Name and Mailing Address of the Association is: Mission Estates Property Owners' Association, 2332 North Barrel Court, Odessa, Texas 79763.
5. Name and Mailing Address of Person Managing the Association or Its Designated Representative is: Frances Seely, 2332 North Barrel Court, Odessa, Texas 79763.

6. Telephone Number to Contact the Association is: Mission Estates Property Owners' Association c/o Frances Seely, (432) 661-2050.

Executed on this the 21<sup>st</sup> day of January, 2016.

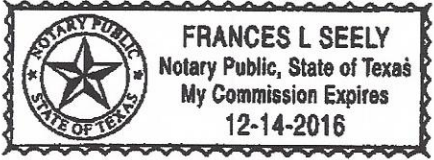
**MISSION ESTATES PROPERTY OWNERS' ASSOCIATION**


By:   
Jim Brown, President

**THE STATE OF TEXAS           §  
  §  
COUNTY OF MIDLAND       §**

**ACKNOWLEDGMENT**

BEFORE ME, the undersigned notary public, on this the 21<sup>st</sup> day of January, 2016, personally appeared Jim Brown, President of Mission Estates Property Owners' Association, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and in the capacity therein expressed and on behalf of the Association.



  
Notary Public in and for the State of Texas

**ELECTRONICALLY RECORDED BY:**

**SEARS | BENNETT | LLP**  
ATTORNEYS AT LAW  
9700 RICHMOND AVENUE, SUITE 222  
HOUSTON, TEXAS 77042

Doc-4843

**MISSION ESTATES PROPERTY OWNERS' ASSOCIATION**  
**DOCUMENT RETENTION POLICY**

STATE OF TEXAS                   §  
  §  
COUNTY OF MIDLAND         §

WHEREAS, Mission Estates Property Owners' Association (the "Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Deed Restrictions for the Mission Estates Subdivision (hereafter collectively referred to as the "Deed Restrictions"); and

WHEREAS, Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005(m) ("Section 209.005") regarding retention of Association documents and records ("Documents"); and

WHEREAS, the Board of Directors of the Association (the "Board") desires to establish a policy for document retention consistent with Section 209.005 and to provide clear and definitive guidance to owners.

NOW, THEREFORE, the Board has duly adopted the following *Document Retention Policy*.

1. Association Documents may be maintained in paper format or in an electronic format that can be readily transferred to paper.
2. Association Documents shall be retained for the durations listed below:
  - a. certificate of formation or articles of incorporation, bylaws, restrictive covenants, other dedicatory instruments and any amendments to same shall be retained permanently; and
  - b. financial books and records, including annual budgets, reserve studies, tax returns, monthly financial statements and bank statements, shall be retained for seven (7) years (for example the July 2014 financial statements shall be retained until July 31, 2021); and
  - c. account records of current owners shall be retained for five (5) years (for example, invoice, payment and adjustment records on an owner's account with a transaction date of 08/15/2014 will be retained until 08/15/2019 subject to section (d) below); and
  - d. account records of former owners shall be retained as a courtesy to that former owner for one (1) year after they no longer have an ownership interest in the property; and
  - e. contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term (for example, a contract expiring on 06/30/2014 and not extended by amendment must be retained until 06/30/2018); and
  - f. minutes of meetings of the owners and the Board shall be retained for seven (7) years after the date of the meeting (for example, minutes from a 07/20/2014 board meeting must be retained until 07/20/2021); and



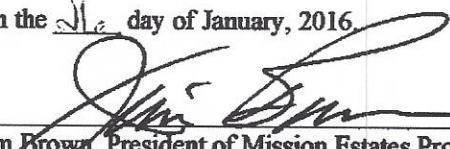
- g. decisions of the Architectural Control Committee or Board regarding applications, variances, waivers or related matters associated with individual properties shall be retained for seven (7) years from the decision date (for example, an application for a swimming pool approved on 10/31/2014 must be retained until 10/31/2021).
- 3. Any Documents not described above may be retained for the duration deemed to be useful to the purpose of the Association, in the discretion of the Board, its attorney or its managing agent.
- 4. Upon expiration of the retention period listed above, the Documents shall no longer be considered Association records and may be destroyed, discarded, deleted, purged or otherwise eliminated.

This Policy is effective upon recordation in the Public Records of Midland County, and supersedes any policy regarding document retention that may have previously been in effect. Except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Deed Restrictions or any other dedicatory instruments of the Association shall remain in full force and effect.

**CERTIFICATION**

I, the undersigned, being the President of the Mission Estates Property Owners' Association, hereby certify that the foregoing Policy was adopted by at least a majority of the Mission Estates Property Owners' Association's Board of Directors.

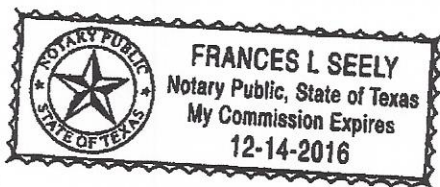
Approved and adopted by the Board of Directors on the 11<sup>th</sup> day of January, 2016.

  
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 Jim Brown, President of Mission Estates Property Owners' Association

STATE OF TEXAS           §  
   §  
 COUNTY OF MIDLAND    §

Before me, the undersigned authority, on this day personally appeared Jim Brown, President of Mission Estates Property Owners' Association, a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 11<sup>th</sup> day of January, 2016.



  
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 Notary Public, State of Texas

**MISSION ESTATES PROPERTY OWNERS' ASSOCIATION**  
**RECORDS PRODUCTION AND COPYING POLICY**

STATE OF TEXAS                   §  
  §  
COUNTY OF MIDLAND           §

WHEREAS, Mission Estates Property Owners' Association (the "Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Deed Restrictions for the Mission Estates Subdivision (hereafter collectively referred to as the "Deed Restrictions"); and

WHEREAS, Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to amend Section 209.005 ("Section 209.005") thereto regarding owner access to Association documents and records ("Records"); and

WHEREAS, the Board of Directors of the Association ("Board") desires to establish a policy for records production consistent with Section 209.005 and to provide clear and definitive guidance to property owners.

NOW, THEREFORE, the Board has duly adopted the following *Records Production and Copying Policy*.

1. Association Records shall be reasonably available to every owner. An owner may also provide access to Records to any other person (such as an attorney, CPA or agent) they designate in writing as their proxy for this purpose. To ensure a written proxy is actually from the owner, the owner must include a copy of his/her photo ID or have the proxy notarized.
2. An owner, or their proxy as described in Section 1, must submit a written request for access to or copies of Records. The letter must:
  - a. be sent by certified mail to the Association's address as reflected in its most recent Management Certificate filed in the County public records; and
  - b. contain sufficient detail to identify the specific Records being requested; and
  - c. indicate whether the owner or proxy would like to inspect the Records before possibly obtaining copies or if the specified Records should be forwarded. If forwarded, the letter must indicate the format, delivery method and address:
    - (1) format: electronic files, compact disk or paper copies
    - (2) delivery method: email, certified mail or pick-up
3. Within ten (10) business days of receipt of the request specified in Section 2 above, the Association shall provide:
  - a. the requested Records, if copies were requested and any required advance payment had been made; or
  - b. a written notice that the Records are available and offer dates and times when the Records may be inspected by the owner or their proxy during normal business hours at the office of the Association; or



Mission Estates Property Owners' Association  
Records Production and Copying Policy  
Page 2 of 4

- c. a written notice that the requested Records are available for delivery once a payment of the cost to produce the records is made and stating the cost thereof; or
  - d. a written notice that a request for delivery does not contain sufficient information to specify the Records desired, the format, the delivery method and the delivery address; or
  - e. a written notice that the requested Records cannot be produced within ten (10) business days but will be available within fifteen (15) additional business days from the date of the notice and payment of the cost to produce the records is made and stating the cost thereof.
4. The following Association Records are not available for inspection by owners or their proxies:
  - a. the financial records associated with an individual owner; and
  - b. deed restriction violation details for an individual owner; and
  - c. personal information, including contact information other than an address for an individual owner; and
  - d. attorney files and records in the possession of the attorney; and
  - e. attorney-client privileged information in the possession of the Association.

The information in a, b and c above will be released if the Association receives express written approval from the owner whose records are the subject of the request for inspection.
5. Association Records may be maintained in paper format or in an electronic format. If a request is made to inspect Records and certain Records are maintained in electronic format, the owner or their proxy will be given access to equipment to view the electronic records. Association shall not be required to transfer such electronic records to paper format unless the owner or their proxy agrees to pay the cost of producing such copies.
6. If an owner or their proxy inspecting Records requests copies of certain Records during the inspection, Association shall provide them promptly, if possible, but no later than ten (10) business days after the inspection or payment of costs, whichever is later.
7. The owner is responsible for all costs associated with a request under this Policy, including but not limited to copies, postage, supplies, labor, overhead and third party fees (such as archive document retrieval fees from off-site storage locations) as listed below:



Mission Estates Property Owners' Association  
Records Production and Copying Policy  
Page 3 of 4

- a. black and white 8½"x11" single sided copies ... \$0.10 each
  - b. black and white 8½"x11" double sided copies ... \$0.20 each
  - c. color 8½"x11" single sided copies ... \$0.50 each
  - d. color 8½"x11" double sided copies ... \$1.00 each
  - e. PDF images of documents ... \$0.10 per page
  - f. compact disk ... \$1.00 each
  - g. labor and overhead ... \$18.00 per hour
  - h. mailing supplies ... \$1.00 per mailing
  - i. postage ... at cost
  - j. other supplies ... at cost
  - k. third party fees ... at cost
8. Any costs associated with a Records request must be paid in advance of delivery by the owner or their proxy. An owner who makes a request for Records and subsequently declines to accept delivery will be liable for payment of all costs under this Policy.
  9. On a case-by-case basis, in the absolute discretion of the Association, and with concurrence of the owner, the Association may agree to invoice the cost of the Records request to the owner's account. Owner agrees to pay the total amount invoiced within thirty (30) days after the date a statement is mailed to the Owner. Any unpaid balance will accrue interest as an assessment as allowed under the Deed Restrictions.
  10. On a case-by-case basis where an owner request for Records is deemed to be minimal, the Association or its managing agent reserves the right to waive notice under Section 2 and/or fees under Section 4.
  11. All costs associated with fulfilling the request under this Policy will be paid by the Association's Managing Agent. All fees paid to the Association under this Policy will be reimbursed to the Association's Managing Agent or paid directly to the Association's Managing Agent.

This Policy is effective upon recordation in the Public Records of Midland County, and supersedes any policy regarding records production that may have previously been in effect. Except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Deed Restrictions or any other dedicatory instruments of the Association shall remain in full force and effect.

#### **CERTIFICATION**

I, the undersigned, being the President of the Mission Estates Property Owners' Association, hereby certify that the foregoing Policy was adopted by at least a majority of the Mission Estates Property Owners' Association's Board of Directors.

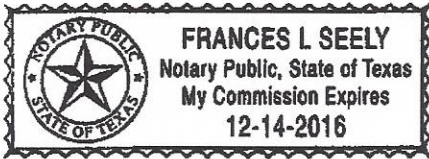
Approved and adopted by the Board of Directors on the 16 day of January, 2016.

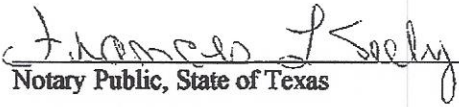
  
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Jim Brown, President of Mission Estates Property  
Owners' Association

STATE OF TEXAS           §  
  §  
COUNTY OF MIDLAND   §

Before me, the undersigned authority, on this day personally appeared Jim Brown, President of Mission Estates Property Owners' Association, a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 16 day of January, 2016.



  
\_\_\_\_\_  
Notary Public, State of Texas

Doc-4842

**MISSION ESTATES PROPERTY OWNERS' ASSOCIATION**  
**POLICY REGARDING SOLICITATION OF CANDIDATES FOR ELECTION**  
**TO THE BOARD OF DIRECTORS**

STATE OF TEXAS                   §  
  §  
COUNTY OF MIDLAND           §

WHEREAS, Mission Estates Property Owners' Association (the "Association") is the governing entity for the Mission Estates Subdivision, a subdivision in Midland County, Texas, according to the maps or plats thereof recorded under Volume 783, Page 311, Volume 783, Page 121, Cabinet E, Page 375, Cabinet E., Page 146, Cabinet E, Page 172, Cabinet H, Page 108, of the Plat Records and Deed Records of Midland County, Texas, along with any amendments, supplements or replats thereto (collectively referred to as the "Subdivision"); and

WHEREAS, Section 209.00593 of the Texas Property Code was recently amended to include Subsections (a-1)-(a-3), requiring the Association to solicit members to be candidates for election to the Board of Directors; and

WHEREAS, the Association desires to establish uniform procedures for complying with the statute; and

WHEREAS, this Dedicatory Instrument represents Restrictive Covenants as those terms are defined by Texas Property Code Section 202.001, et. seq, and the Association shall have and may exercise discretionary authority with respect to these Restrictive Covenants.

NOW, THEREFORE, in accordance with the foregoing and as evidenced by the Certification hereto, the Board of Directors hereby adopts the following:

- 1.) At least ten (10) days before any absentee or other ballot is disseminated to the membership, the Association shall provide notice to each member (the "Notice"). The Notice shall state:
  - a. that the member may submit his or her name to be placed on the ballot for election to the Board of Directors;
  - b. the number of positions available on the Board that will be filled at the upcoming election;
  - c. the phone number, fax number, email address and/or physical address at which the member may notify the Association that he or she wishes to have his or her name placed on the ballot for the election; and
  - d. any other information necessary to inform the members how to have their name listed on the ballot for the election.



- 2.) During the ten (10) day notice period, any member that has submitted his or her name in the manner prescribed in the Notice shall be placed on the ballot for the upcoming election.
- 3.) No absentee ballot, other ballot, or proxy that displays the names of candidates running for election may be provided to the membership until the ten (10) day notice period has expired.
- 4.) The Notice must be issued by one of the following methods:
  - a. Notice may be given by regular mail to each member at the address listed in the Association's records, being the address of the Property within the Subdivision, or another address provided to the Association by the Owner in writing.

-OR-

- b. Notice may be given by:
  - i. Posting the Notice in a conspicuous manner reasonably designed to provide notice to Association members on the Association's common areas; or
  - ii. Posting the Notice in a conspicuous manner reasonably designed to provide notice to Association members on other conspicuously located privately owned property in the Subdivision; OR
  - iii. Posting the Notice on any internet website maintained by the Association or other internet media;

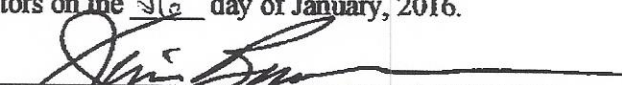
AND

- iv. Sending the Notice by email to each owner who has registered an email address with the Association.
- 5.) A member who does not timely submit his or her name in accordance with the Notice is not entitled to have his or her name listed on the ballot; however, that member may still utilize proxies and, if permitted by the Association's Governing Documents, nominate himself from the floor at any meeting held to accommodate the election.

**CERTIFICATION**

I, the undersigned, being the President of the Mission Estates Property Owners' Association, hereby certify that the foregoing Policy was adopted by at least a majority of the Mission Estates Property Owners' Association's Board of Directors.

Approved and adopted by the Board of Directors on the 16 day of January, 2016.

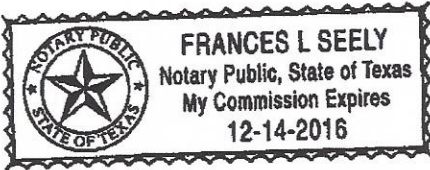
  
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 Jim Brown, President of Mission Estates Property  
 Owners' Association

Mission Estates Property Owners' Association  
Solicitation of Candidates for Election to the Board of Directors  
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STATE OF TEXAS           §  
  §  
COUNTY OF MIDLAND   §

Before me, the undersigned authority, on this day personally appeared Jim Brown, President of Mission Estates Property Owners' Association, a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 26 day of January, 2016.



Frances L Seely  
Notary Public, State of Texas