



**RIVERSTONE HOMEOWNERS ASSOCIATION, INC.
MEMBER ID AND GUEST POLICY**

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

WHEREAS, the property encumbered by the Member ID and Guest Policy is that property initially restricted by the Declaration of Covenants, Conditions and Restrictions for Riverstone Single Family Residential Areas, recorded under Fort Bend County Clerk’s File No. 2001047889, as same has been or may be amended from time to time (“Declaration”), and any other property which has been or may be annexed thereto and made subject to the authority of the Riverstone Homeowners Association, Inc. (“Association”); and

WHEREAS, pursuant to the authority in Article III, Section 5 of the Declaration, the Board of Directors (the “Board”) may adopt, amend, repeal and enforce rules and regulations as may be deemed necessary or desirable with respect to the implementation of the Declaration, the operation of the Association, the use and enjoyment of the Common Area and the Exclusive Common Area, and the use of any other property, facilities or improvements owned or operated by the Association; and

NOW THEREFORE, pursuant to the authority granted in the Declaration, the Board hereby adopts this Member ID and Guest Policy (“Policy”), which shall run with the land and be binding on all owners and lots within the subdivision. This Policy replaces any previously recorded or implemented policy that addresses the subjects contained herein.

Member ID and Guest Policy

I. PURPOSE

The Riverstone Homeowners Association, Inc’s (the “Association”) pools (“Pools”), tennis courts (“Tennis Courts”), and Fitness Center are available for Member use during established hours approved by the Association’s Board of Directors (the “Board”). Only Member and Member’s guest (“Guest”) use is permitted at Riverstone Pools, Fitness Center, and Tennis Courts (collectively “Facilities”). Member ID Cards and Guest Cards are used to confirm

appropriate access to these facilities.

II. POLICY

A Member ID Card must be presented by each member age 14 and older for entry to the Pools, Fitness Center, and Tennis Courts. A Child ID must be presented by each Member child age 5-13 years old. Children under 5 are not required to have a Child ID Card and are admitted with a parent/guardian over the age of 17. A Member's Guest Card must be presented for guest entry with a Member and cannot be used alone. Please refer to Guest and Guest Card guidelines (Section III.2).

A Member's use of Common Areas and Facilities may be suspended if the Owner has a delinquent account status. Refer to the Association *Collection Policy and Payment Plan Guidelines* adopted by the Association's Board.

III. PROCEDURES AND GUIDELINES

1. Obtaining ID Cards

- a) Member ID Cards, Child ID Cards and Guest Cards ("ID Cards") are issued at the Association's Office, 18353 University Blvd, Sugar Land, TX 77479.
- b) Member ID and Guest Cards are non-transferable and may not be loaned. It is not necessary to renew an ID Card unless a child is turning age 14 or if a photo needs to be taken to update appearance. The Member ID Cards are proximity access cards and offer proximity technology and photo identification. ID Cards can be deactivated by the Association if necessary. Some Facilities require presentation of the ID Card to a staff member and some Facilities require swiping the card in front of a reader.
- c) ID CARDS SHOULD BE STORED IN A SAFE PLACE, REPLACEMENT FEES APPLY (see III 1 (i)).
- d) Members must complete an ID Card Form and Waiver to receive Member ID Card(s), Child ID Cards(s) (for ages 5-13), and Guest Cards. In addition to the Form, Members must provide documentation of residency and a photo ID or Driver's License. Documentation of residency may be in the form of a current utility bill for the residence. If the Member has recently closed on their property within the last two months and is not able to provide a utility bill, a copy of the settlement statement and a photo ID or Driver's License is acceptable.
- e) All family members residing at the property who will be receiving an ID Card are to be listed on the ID Card Form, including age/birthdate. Adult Members ages

14 and older residing at the property are not required to come together to be issued Member ID cards, but they should all be listed on the form when initially completed and the form must be signed by an adult Member. Member children under age 14 must be with a parent/guardian age 21 or older to receive an ID Card and must be listed on the form by the parent/guardian. Only family members residing at the property full-time are eligible to receive an ID Card. Children under 5 are not issued ID Cards and they are allowed entry to the Pools, Tennis Courts and Facilities with a parent/guardian over the age of 18 (the parent/guardian must have an ID Card).

- f) Each Member will receive up to 3 Member ID Cards at no charge. Each additional Member ID Card after the first 3 cards will cost \$15 per card for family members ages 14 and older (credit card, check, money order or cashier's check only, no cash will be accepted). Each child residing at the property ages 5-13 years of age will receive a Child ID Card at no charge. Tenants leasing property must pay \$15 per Member ID Card and \$15 for a Guest Card (refer to item III.4 related to ID Cards and Tenants).
- g) Extended Occupants – (extended family member, adult child of parent, live-in child caretaker, fiancé etc. who is residing at the property on a full-time status but is not the Owner of the home) may receive a Member ID Card (refer to (f) for charges). Extended Occupants residing at the property must provide documentation showing full-time residency. Accepted documentation can include: bills, school transcript, or official statement type documents which show individual's name with the Occupant's Riverstone property address along with a photo ID or Driver's License. If an Occupant is not able to provide a document with name and address confirmation of the extended residence, a notarized letter, signed by the property Owner, stating that the individual is a full-time extended occupant at the residence may be provided for documentation. An Extended Occupant must be accompanied by the Owner to apply and receive an ID Card. Extended Occupant Cards may be used as a Member ID Card and do not require an Owner with a Member ID Card to be present.
- h) Member ID Cards for ages 14-17 will be vertical (portrait) in appearance. Ages 18 and up will be horizontal (landscape) in appearance.
- i) Children turning age 14 and those turning 18 should come to the Association Office to have an updated photo taken and receive a new Member ID Card. A new Member ID Card will be issued due to age increases at no additional cost. Children ages 14 and older are permitted entry to the Pools without a parent/guardian as long as they have a Member ID Card. They are allowed access with one (1) Guest per visit (the Guest must use the Guest Card issued to family).

- j) Lost ID cards can be replaced at the Association Office. A fee of \$15 per card is charged for replacement Member ID Cards, \$7 for replacement Child ID Cards, and \$15 for replacement Guest Cards. The lost/replaced ID Cards will be voided for future use. Lost Guest Cards will be reloaded with same number of remaining guest uses for the year.
- k) If an ID Card is not working at the proximity reader, the Association should be contacted. If an ID Card has been lost or stolen, the Association should be contacted at 281-778-2222 to deactivate the card.

2. Guest Cards

- a) Members may obtain a Guest Card at the Association Office. One Guest Card is issued per property at no fee. Guest Cards for Occupants are \$15. A Guest Card includes 50 guest visits per year and is automatically reloaded with 50 visits annually every January.
- b) One additional Guest Card may be purchased for \$50 (check, cashier's check or money order only, no cash accepted) during a 1 year period (ID Card will expire Dec. 31st of current year) and will include 50 visits. Guest Card fee is not pro-rated and will not automatically reload yearly.
- c) A Guest Card must be presented with any Guest(s) visiting the Pools and Fitness Center with a Member. The Member must be in attendance during the Guest's entire visit.
- d) Members must observe the Guest limitations for each Facility. A maximum of 5 Guests will be permitted access to the Pools per each family visit. Members may not leave the Facility to bring in 5 additional Guests during the same visit nor can another family member use the Guest Card to bring in 5 additional Guests. Children under 2 are not counted in the Guest count. Please review Fitness Center Rules and Regulations for limitations.
- e) Members ages 14-17 without an adult present may only bring in 1 Guest for each visit and must have a Guest Card in addition to their Member ID Card.
- f) **EXTENDED GUESTS** – Extended Guests of a member (such as visiting family member(s), child caretaker, or persons staying in the residence part-time) may purchase an Extended Guest Card for \$50. The Extended Guest Card will expire at the end of the current calendar year and will not be pro-rated or automatically re-loaded yearly. Extended Guests residing at the property part-

time must provide a notarized letter, signed by the Owner, stating that the individual is a part-time Occupant of the residence and must be accompanied by the Owner to apply and receive an ID Card. A maximum of two (2) Extended Guest Cards are permitted per calendar year per residence. Refunds for Extended Guest Cards are not available. Extended Guest Cards may be used as a Member ID Card and do not require Owner with Member ID Card to be present.

3) Residential Leases

- a) Tenants leasing property in Riverstone may obtain Member, Child and Guest ID Cards for the lease period of the property as noted on the lease. A signed copy of the current lease must be provided to obtain ID Cards and must state lease period and current Owner's name.
- b) Member ID and Guest Cards will only be issued to Tenant if the Association has the current alternate mailing address of the Owner on file
- c) Each Member ID Card is \$15 per family member for ages 14 and up. Guest Cards are \$15. Child ID Cards have no fee.
- d) ID Cards issued to Tenants will be deactivated upon the lease termination date. The Tenant must provide an updated lease if the lease period is extended in order for ID Cards to be re-activated.
- e) Either the Owner or Tenant may have ID Cards, not both.
- f) Residential Leases shall only apply to single-family homes and town homes where yearly assessments are paid to the Association and do not apply to apartment leases.

Invalidation of any one or more of the covenants, restrictions, conditions or provisions contained in this Policy shall in no way affect any of the other covenants, restrictions, conditions or provisions which shall remain in full force and effect.

The use of ID Cards by a Member, Guest, Occupant or Tenant that is not in compliance with the provisions of this Policy will be considered a violation of the Dedicatory Instruments (as same is defined in the Texas Property Code) governing the Riverstone subdivision. After proper notice, the Association shall have the authority to levy fines for any violations of this Policy and/or enforce this Policy by the initiation of legal proceedings seeking injunctive relief and/or damages, attorney's fees, costs of courts, and all other remedies, at law or equity, to which the Association may be entitled.

CERTIFICATION

I hereby certify that, as Secretary of the Riverstone Homeowners Association, Inc., this Member ID and Guest Policy was approved on the 24 day of May, 2018, at a meeting of the Board of Directors at which a quorum was present.

DATED, this the 24 day of May, 2018.

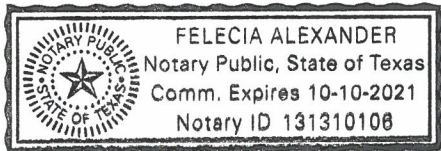
Print Name: Ning Kang
Title: Secretary *[Signature]*

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BEFORE ME, on this day personally appeared Ning Kang, the Secretary of the Riverstone Homeowners Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that s/he executed the same for the purposes herein expressed, in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal this the 24 day of May, 2018.

[Signature]
Notary Public – State of Texas



After Recording, Return To:
Sipra S. Boyd
Roberts Markel Weinberg Butler Hailey PC
2800 Post Oak Blvd., 57th Floor
Houston, TX 77056

RETURNED AT COUNTER TO:
K. Barton
18353 University Blvd.
Sugar Land, TX 77479

**FILED AND RECORDED
OFFICIAL PUBLIC RECORDS**

[Signature]

Laura Richard, County Clerk
Fort Bend County Texas
May 25, 2018 09:36:18 AM



FEE: \$31.00 YA

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