

**CERTIFICATE OF COMPLIANCE PROCEDURES  
FOR RESALES (OWNER TO OWNER)**

**RIVERSTONE HOMEOWNERS ASSOCIATION, INC.**

These Certificate of Compliance Procedures for Resales for Riverstone Homeowners Association, Inc. ("Policy") are hereby adopted by the Board of Directors of Riverstone Homeowners Association, Inc. (the "Board").

WHEREAS, the property encumbered by this Policy is the property 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 (the "Declaration"), as same may be amended from time to time, and any other property which has been or may be annexed thereto and made subject to the Declaration and the authority of the Riverstone Homeowners Association, Inc. ("Association");

WHEREAS, reference is hereby made to the Declaration for all purposes, and any and all capitalized terms used herein shall have the meanings set forth in the Declaration, unless otherwise specified herein; and

WHEREAS, pursuant to the authority provided in the Declaration, the Board hereby adopts this Policy for the purposes of establishing a uniform and systematic procedure for ensuring compliance with its governing documents; and

WHEREAS, any and all capitalized terms used herein have the meanings set forth in the Declaration, unless otherwise specified herein; and

**NOW, THEREFORE, IT IS RESOLVED**, that the following Policy is hereby adopted by the Board, which shall run with the land and be binding on all Owners and Lots within the Properties.

Prior to the resale of a Lot in Riverstone, the Association will conduct an inspection of the Lot. The purpose of the inspection is to determine compliance with the Association's governing documents. The Association will notify the Owner and potential purchaser of any outstanding violations that exist on the Lot. The Association will also comply with any requests for a resale certificate under Section 207.003 of the Texas Property Code.

1. The Owner of a Lot must notify the Association when the Owner's Lot is placed on the market to be sold. An inspection must be requested in writing by the Owner using the approved request form ("Request"). The Request may be obtained by contacting the Association's managing agent. The Association must receive the Request and payment at least fourteen (14) days prior to the scheduled sale or transfer of the Lot.
2. Upon receipt of the Request and payment from the Owner, the Association will conduct a visual inspection of the Lot. The inspection will be limited to the exterior of the Lot, including any improvements (i.e. Single Family Residence, etc.), as well as landscaping and any other portions of the Lot which are subject to the Association's

governing documents. The Association will determine if the Lot is in compliance with its governing documents and ensure all alterations, modifications and improvements have requisite approvals.

3. After the inspection, one of the three following reports (“Inspection Report”) will be issued by the Association:
  - a. Certificate of Compliance—confirms that the Lot appears to be in compliance with the Association’s governing documents of the Association as of the date of the inspection.
  - b. Certificate of Compliance with Conditions—confirms that the Lot appears to be in compliance with the governing documents of the Association as of the date of the inspection, excluding any items specifically detailed on the report. All conditions will need to be addressed to bring the Lot into compliance prior to the sale or transfer of the Lot.
  - c. Certificate of Non-Compliance—confirms that the Lot is not in compliance with the Association’s governing documents. All violations will be detailed in the report. All conditions will need to be addressed to bring the Lot into compliance prior to the sale or transfer of the Lot.
4. The Inspection Report will be issued within five (5) business days of receipt of the Request and payment. The Inspection Report will be sent to the Owner, unless otherwise designated in writing by the Owner. A copy of the Inspection Report will also be delivered to any requesting real estate agent or title company upon the Owner’s written authorization. It is the Owner’s responsibility that the Inspection Report is fully disclosed to any potential purchaser.
5. If any non-compliance issues are corrected after the Certificate of Compliance with Conditions or Certificate of Non-Compliance is issued, a new Request and payment must be sent to the Association. Another Inspection Report will be issued upon inspection. Additional fees will apply for any subsequent inspections.
6. The Owner must ensure that all non-compliance issues are resolved prior to the sale or transfer of the Lot. If the potential purchaser takes possession and ownership of the Lot with any non-compliance issues, the new owner (i.e. potential purchaser) will be responsible for curing all non-compliance issues.
7. If a Lot is sold without requesting an Inspection Report, the new owner (i.e. potential purchaser) will be responsible for curing all non-compliance issues. The Association will have all remedies available to it by law and its governing documents to seek compliance.
8. If the Association fails to issue an Inspection report within five (5) business days of the Request and payment, the Owner must notify the Association in writing and the Association will issue an Inspection Report within two (2) business days from the receipt of the notice from the Owner. The Association will refund any fees paid by the Owner if the Association to issue an Inspection Report.

9. An Owner may request a rush Inspection Report for an additional fee subject to the Association's ability to respond to such request.
10. The Inspection Report indicates the condition of the Lot on the date of the Inspection Report. The Association is not responsible for reporting any non-compliance issues which may develop on the Lot after the Inspection Report is issued by the Association.
11. Notwithstanding any non-compliance issues which may develop on a Lot after the date of the Inspection Report, the Association does not require another Inspection Report within six (6) months of the date of the last Inspection Report. Any subsequent Inspection Reports are subject to additional fees.
12. Request for an Inspection Report must be made on the approved request form and submitted to the Association at: Riverstone Homeowner's Association, Inc., 18353 University Boulevard, Sugar Land, Texas 77479. The correct payment amount must be accompanied with the Request or the Request will not be considered.
13. Violations of this Policy will be considered a violation of the governing documents of the Association, but may be enforced only by the Association, acting through the Board. The Board may enforce this Policy in accordance with the remedies contained herein; however, these remedies shall not be exclusive. The Association shall also have, at all times, all other remedies available at law or in equity.
14. Further, failure to enforce any violation of this Policy by the Board shall not constitute waiver of the right to enforce any future violations.

[SIGNATURE PAGE FOLLOWS]

CERTIFICATION

I hereby certify that, as Secretary of the Riverstone Homeowners Association, Inc., the foregoing Certificate of Compliance Procedures for Resales were adopted on the 24 day of April, 2019, at a meeting of the Board of Directors at which a quorum was present.

DATED this the 24 day of April, 2019.

By: \_\_\_\_\_  
Print Name: Ning Kang  
Title: Secretary

STATE OF TEXAS           §  
  §  
COUNTY OF FORT BEND   §

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 of office, this 24 day of April, 2019.

Felecia Alexander  
Notary Public - State of Texas

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

