

ADDITIONAL DEDICATORY INSTRUMENTS
for
BRIARWICK CONDOMINIUM OWNERS ASSOCIATION, INC.

THE STATE OF TEXAS §
COUNTY OF HARRIS §

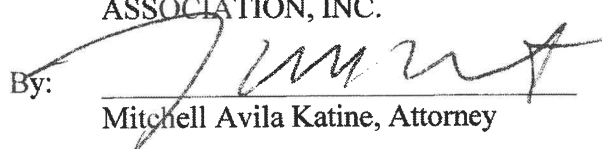
BEFORE ME, the undersigned authority, on this day personally appeared **Mitchell Avila Katine**, who, being by me first duly sworn, states on oath the following:

"My name is **Mitchell Avila Katine**, I am over twenty-one (21) years of age, of sound mind, capable of making this affidavit, authorized to make this affidavit, and personally acquainted with the facts herein stated:

"I am the attorney for BRIARWICK CONDOMINIUM OWNERS ASSOCIATION, INC. The following instrument, **BRIARWICK CONDOMINIUM OWNERS ASSOCIATION, INC. COMMUNITY RULES AND REGULATIONS** is a true and correct copy of an unrecorded Dedicatory Instrument, as that term is defined by Section 202.001 of the Texas Property Code, pertaining to BRIARWICK CONDOMINIUM OWNERS ASSOCIATION, INC. , and the property subject to the declaration recorded under Harris County Clerk's Document No. J109905, as amended and/or supplemented.

DATED this 20 day of FEB, 2025.

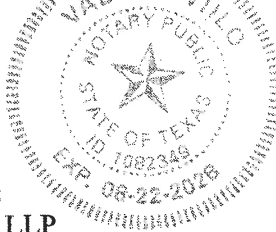
BRIARWICK CONDOMINIUM OWNERS
ASSOCIATION, INC.

By: 

Mitchell Avila Katine, Attorney

THE STATE OF TEXAS §
COUNTY OF HARRIS §

THIS INSTRUMENT was acknowledged before me on this the 20 day of FEB, 2025, by **Mitchell Avila Katine**, attorney for BRIARWICK CONDOMINIUM OWNERS ASSOCIATION, INC. , a Texas non-profit corporation, on behalf of said corporation.




NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

After recording return to:
Katine Nechman McLaurin LLP
2000 Bering Drive #700
Houston, Texas 77057
713-808-1001

RP-2025-61142

Briarwick Condominium Owners Association, Inc.

Community Rules and Regulations

2750 Holly Hall Street, Houston, Texas 77054

RESIDENTS

- A. Owners and/or their Agents are required to provide the names and telephone numbers of all adults (18+) residing at Briarwick.
- B. Residents operating a motor vehicle must have a gate card and/or a remote control to access the community. Gate cards are \$40.00 each, and remote controls are \$80.00 each. The remote control is refundable if returned to the Association in good working condition.

LEASES

- A. Short-term, transient, or hotel accommodations are not permitted. All lease agreements must be in writing, and have a minimum duration of twelve (12) months.
- B. Tenant background checks are required.

PETS

- A. No more than one (1) pet per household.
- B. Pets must be accompanied and under the full control of their owners or a responsible family member, at all times, when outside the home in the public common areas.
- C. Dogs must be leashed (or muzzled, if warranted) at all times.
- D. Pet owners must promptly remove and properly dispose of their animal's waste. No exceptions.
- E. Barking dogs on patios (or balconies) are not permitted.

No Missed Steps: All Pet Owners Can Rest Easy. The Association has partnered with PooPrints.com for pet waste management. This program matches un-scooped waste to the right Pooch through DNA. Each dog on the property must be registered in the "DNA World Pet Registry" through a simple cheek swab. If waste is found, and not properly disposed of, a sample will be collected and sent to a lab for analysis. Results are emailed to the Association, and the resident is notified and subject to penalties for each confirmed violation.

Unscooped Dog Waste (feces/messes)

First offense = **\$200.00** Second offense = **\$300.00** Third offense = **\$400.00**

The goal is to promote accountability, health, and a safer, cleaner environment for our residents and children to enjoy the grounds and the public commons at Briarwick.

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PATIOS AND BALCONIES

- A. Clothes, sheets, blankets, towels, rugs, laundry, or any kind of other personal items are not permitted to be hung or exposed.
- B. Outdoor cooking is strictly prohibited anywhere on the property. No charcoal burners and other open-flame cooking devices. This includes barbecue pits, propane grills and cylinders.
- C. Patios and balconies are not to be used for storage. This includes boxes, mops, brooms, buckets, etc. Keep your patio or balcony neat, organized, and free of clutter.

POOLS

- A. The swimming pools are open daily from dawn to dusk (from sunrise to sunset).
- B. Pool is strictly for Briarwick owners and residents. Two (2) guests per household.
- C. Children under the age of 14 must be accompanied by an adult.
- D. No glass bottles or glass containers.
- E. No alcoholic beverages, and no smoking of any kind, including vaping.

GARBAGE & LITTERING

- A. Trash bags on doorstep, patio or balcony attracts rodents and insects, and it's unsightly. Do not leave unattended trash outside.
- B. Trash bags must be placed inside the dumpsters, not beside or on the ground.
- C. Appliances, mattresses, box springs, televisions, exercise equipment, furniture (sofas, chairs, desks, tables, bookshelves, etc.) are strictly prohibited from being placed inside or near the dumpsters and will result in a fine. Residents are responsible for arranging a contractor to remove these items from their condo.
- D. Contractors are not allowed to dump toilets, sinks, countertops, doors, cabinets, sinks, sheetrock or any remodeling debris into or near the dumpster. Owners will be held responsible and fined for the actions of their hired contractors.

THIS IS OUR HOME, TOO. THANK YOU FOR KEEPING THE GROUNDS AND WALKWAYS IN FRONT OF YOUR UNIT CLEAR AND FREE OF TRASH AND ANYTHING UNSIGHTLY.

NOISE

- A. No loud or obnoxious noises, whatsoever.
- B. Turn the music (sound) down in your vehicle when entering or exiting the property. Instruct your visitors to do the same.

- C. Do not play your radio, stereo, and/or television loudly, especially if it can be heard outside of your condo unit.

WINDOWS AND WINDOW TREATMENTS

- A. Damaged window screens are not permitted. They must be repaired or replaced within thirty (30) days.
- B. Damaged windows, including shattered or broken window panes, must be repaired or replaced within four (4) days. If the owner fails to repair the window within this time frame, the Association will hire a glass contractor to make the necessary repairs, and the cost will be added to the owner's account. The owner will have thirty (30) days to reimburse the Association for the repair costs.
- C. Windows must be covered with window blinds and/or curtains. The use of sheets, cardboard, plastic, shower curtains, aluminum, blankets for window coverings is strictly prohibited.
- D. Window air conditioners and portable A/C units with window ducts are strictly prohibited.
- E. When replacing windows, a bronze grid or white grid must be installed.

PEDESTRIAN GATE

Residents who walk, run, skateboard, or use scooters must enter and exit the community through the pedestrian gate, not the motorized gates intended for motor vehicles.

WATER SHUTOFF PROTOCOL

1. **Plumber Information:** Email Management the plumber's name and/or company name with phone number. The Association will verify that the plumber has an active license in the state of Texas.
2. **Boiler Shutoff:** Once the license is confirmed, contact one of the following to shut off the boiler:
 - **Argos Plumbing:** 281-900-3528
 - **Belknap Plumbing:** 832-990-9700
 - **IMPORTANT:** The boiler that supplies the building must be turned off each time water is shut off. The Association does not handle water or boiler shutoffs.
3. **Water Shutoff Hours:** Water cannot be turned off on weekends when most residents are home unless it's an emergency. Water shutoff is permitted Monday through Friday, between 10:00 AM and 4:00 PM.
4. **Proposed Schedule:** Email the proposed date and time for the water shutoff, along with the estimated duration that the licensed plumber requires the water to be off.

ENTRANCE & EXIT GATES

- A. Vehicles must enter and exit through the designated gates. Do not enter through the exit gate, and do not exit through the entrance gate. Please instruct your visitors to follow the same rules.
- B. All vehicles are photographed and recorded on the security surveillance system. Any driver who damages the gates will be held responsible for repair costs.

CARPORTS & AWNING

Anyone who damages the covered parking structure will be held liable for repairs. If you are driving/renting a moving vehicle (i.e., U-Haul), please take extra care to avoid damaging the carport and/or awning located at the guardhouse.

PARKING RULES AND REGULATIONS

All vehicles inside the gated community are subject to Briarwick's parking rules and regulations. Parking spaces shall be used for parking purposes only.

- A. All covered parking spaces are assigned by number for each condo unit. Uncovered spaces are reserved for guests, and contractors. Vehicles improperly parked in a reserved space will be towed at the owner's expense.
- B. No resident shall conduct repairs or restorations of any kind on vehicles within the property.
- C. Derelict vehicles will be towed. This includes abandoned, unwanted, neglected vehicles, flat tire(s), and any vehicles left unused for more than sixty (60) days.
- D. Residents are prohibited from parking or storing any large commercial-type vehicle (i.e., dump truck, cement-mixers, oil or gas truck, delivery truck, tow truck).
- E. Residents are prohibited from parking or storing recreational vehicles, including but not limited to campers, motor homes, trailers, boats, mobile home or similar vehicle.

TOWING SERVICE PROVIDER

Minetta Auto Storage: 713-728-4626

THERE ARE MULTIPLE CAMERAS THROUGHOUT THE PROPERTY, INCLUDING A LICENSE PLATE CAMERA. PLEASE DRIVE WITH CAUTION.

OWNERS

Assessments are due on or before the First Day of each month, in accordance with Article VI of the 1983 Condo Declaration. Payments not received by the fifteenth (15th) of the month will be considered late.

PREFERRED METHOD OF PAYMENT

Zelle is the preferred method of payment for assessments and fines:
 Briarwick Condominium Owners Association
 Email: briarwickhoa@gmail.com

FINES

- A. **Unscooped Dog Waste (feces/messes)**
 - **\$200.00** First offense
 - **\$300.00** Second offense
 - **\$400.00** Third offense
- B. **\$100.00** for walking or running with an unleashed dog.
- C. **\$100.00** for feeding feral cats. Feeding feral cats is strictly prohibited.
- D. **\$100.00** for Improper Trash Disposal:
 - Placing trash at the front door, patio, or balcony.
 - Littering or failing to place trash inside the dumpster.
 - Placing trash bags on the concrete is unacceptable.
- E. **\$100.00** for inappropriate window coverings.
- F. **\$100.00** for walking through the driveway Entrance or Exit gates. Pedestrian gate only.
- G. **\$100.00** for using a motor vehicle to enter the community through the Exit gate.
- H. **\$100.00** for washing a vehicle anywhere on the property.
- I. **\$200.00** for Charcoal burners and other open-flame cooking devices anywhere on the property. This includes barbecue pits, propane grills and cylinders.
- J. **\$250.00** for any resident working on a vehicle, including hiring a mobile mechanic.
- K. **\$500.00** per item for abandoning appliances, mattresses, box springs, televisions, furniture (sofas, chairs, loveseats, tables, etc.) inside or near the dumpsters.
- L. **\$500.00**, plus **\$25.00** per day, for any resident with two or more pets in their household.
- M. **\$1,000.00**, plus **\$100.00** per day, for operating short-term rentals or transient accommodations of any kind, including but not limited to Airbnb, Vrbo, and similar platforms.

FINE PAYMENT DEADLINE AND CONSEQUENCES

Fines must be paid within thirty (30) days of the written notice. Failure to make payment by the deadline will result in your account being transferred to a collections attorney, and you will be responsible for the outstanding balance, along with any attorney fees.

Note: Email constitutes written notice.

Briarwick Condominiums is a solid investment, a secure and comfortable place to live, and a welcoming community for families.



MEETING MINUTES Board Meeting

Prepared by Carmela Ledet, Board Secretary

Date: February 17, 2025

Meeting Called To Order By Board President, Yolanda Brown

In Attendance: Dr. Janice Gloster, Board Vice-President, Yolanda Brown, Carmela Ledet

The purpose of this meeting is to consider and vote on a proposed resolution to adopt the updated 5-page Community Rules and Regulations for the Briarwick Condominium Owners Association, Inc. Following approval, the rules will be recorded with the Harris County Clerk's Office.

RESOLUTION

It is in the best interest of the Briarwick community to update, condense, and improve the rules found in the governing documents, specifically the 1983 Condominium Declaration, to ensure clarity, consistency, and alignment with current community practices. The proposed updates will enhance compliance and improve the overall quality of life within Briarwick. These revised rules will be easier for residents to understand and will benefit all members of the community. The Board of Directors has resolved to implement these updated rules and regulations, which will take effect immediately upon approval.

Discussion (Yolanda Brown): The governing documents are over 40 years old, and times have changed. It was essential to create a clear and concise set of rules that reflect today's climate. This project took over three months to complete, involving thoughtful discussions, addressing concerns from both residents and management, and revising and editing to ensure the rules are easy to read, understand, and follow. It was past time to adopt these updated rules.

Yolanda Brown made the motion to approve the Resolution. Carmela Ledet, Board Secretary, seconded the motion. The vote was unanimously approved by the Board.

Meeting adjourned.

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02/20/2025 03:52 PM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$49.00

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.



Teneshia Hudspeth
COUNTY CLERK
HARRIS COUNTY, TEXAS