THE NAPA OAKS OWNERS' ASSOCIATION, INC.
ARCHITECTURAL REVIEW POLICY

STATE OF TEXAS §
§
COUNTY OF BEXAR §

Pursuant to Section 209.0505, Texas Property Code, the Board of Directors of The Napa Oaks Owners' Association, Inc. ("the Association") hereby adopts the following Architectural Review Policy to establish ineligibility standards for members of the Architectural Control Committee ("the ACC") of the Association and to govern procedures for denials of applications for approval of improvements and appeals of denials to the Board:

I. ACC INELIGIBILITY

A person may not be appointed or elected to serve on the ACC if the person is:
(1) a current Board member;
(2) a current Board member's spouse; or
(3) a person residing in a current Board member's household.

II. RIGHT TO APPEAL AND DENIAL LETTER REQUIREMENTS

A decision by the ACC denying an application or request by an Owner for the construction of improvements may be appealed to the Board.

A written notice of the denial must be provided by the ACC to the Owner by certified mail, hand delivery, or electronic delivery. The notice must:
(1) describe the basis for the denial in reasonable detail and changes, if any, to the application or improvements required as a condition to approval; and,
(2) inform the Owner that the Owner may request a hearing on or before the thirtieth day after the date the notice was mailed to the Owner.

III. APPEAL HEARING

If an Owner makes a timely written request for a hearing before the Board, the hearing shall be held within thirty days of the date the Board receives the Owner's request for a hearing. The Board shall notify the Owner of the date, time, and place of the hearing not later than the tenth day before the date of the hearing.

The Board or the Owner may request a postponement. If requested, a postponement shall be granted for a period of not more than ten days. Additional postponements may be granted by agreement of the Board and the Owner.

The Owner or the Association may make an audio recording of the meeting.

During a hearing, the Board or the designated representative of the Association and the Owner or the Owner's designated representative will each be provided the opportunity to discuss, verify facts, and resolve the denial of the Owner's application or request for the construction of improvements, and the changes, if any, requested by the ACC in the notice of denial provided to the Owner.

IV. BOARD DECISION

The Board may affirm, modify, or reverse, in whole or in part, any decision of the ACC as consistent with the Declaration.

The foregoing was adopted by majority vote of the Board of Directors of the Association, as certified by the signature below of the President and Secretary of the Association, to be effective upon this Policy being recorded in the Official Public Records of Bexar County, Texas.

THE NAPA OAKS OWNERS' ASSOCIATION, INC., a Texas non-profit corporation, acting by and through its Board of Directors

By: Ryan Chastain, its President

By: Ana Kubiak, its Secretary

STATE OF TEXAS §
§
COUNTY OF BEXAR §

Before me, the undersigned notary public, on this day personally appeared Ryan Chastain, President of The Napa Oaks Owners' Association, Inc., known to me or proved to me by presentation to me of a governmentally-issued identification card to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that they executed it for the purposes and consideration expressed in it.

Given under my hand and seal of office the 20 day of December, 2022.

NOTARY PUBLIC
Yvonne Lopez
Exp. 07/15/2025
ID No. 7089429
STATE OF TEXAS

Notary Public, State of Texas

STATE OF TEXAS §
§
COUNTY OF BEXAR §

Before me, the undersigned notary public, on this day personally appeared Ana Kubiak, Secretary of The Napa Oaks Owners' Association, Inc., known to me or proved to me by presentation to me of a governmentally-issued identification card to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that they executed it for the purposes and consideration expressed in it.

Given under my hand and seal of office the 20 day of December, 2022.

Notary Public, State of Texas

NOTARY PUBLIC
Yvonne Lopez
Exp. 07/15/2025
ID No. 7089429
STATE OF TEXAS

AFTER RECORDING RETURN TO:
The Napa Oaks Owners' Association, Inc.
c/o Tom L. Newton, Jr.
Allen, Stein & Durbin, P.C.
6243 IH 10 West, Suite 700
San Antonio, TX 78201

04085.0001.2147873/jh