

**Certificate of Corporate Resolution of
The Board of Directors
The Barclay Owners' Association, Inc.
(Committee Guidelines)**

The undersigned Secretary of The Barclay Owners' Association, Inc., a Texas non-profit corporation (the "Association"), does hereby certify, that at a regular meeting of the Board of Directors of the Association held on July 20, 2015 with at least a majority of the Board of Directors being present, the following resolution was duly made and approved by the Board of Directors:

Whereas, pursuant to that certain "Condominium Declaration for The Barclay Condominium Residences, Phase I" filed in Volume 50, Page 12 of the Condominium" Records of Harris County, Texas, and any and all amendments thereto (the "Declaration"), the Association is responsible for the administration and operation of The Barclay (the "Property") and the restrictive covenants set forth therein; and

Whereas, the Board of Directors has determined that it will be appropriate to appoint the following named committees to assist the Board in carrying out its responsibilities and duties required by the general law and the Declaration and do so appoint the Community Relations committee, the Maintenance Committee and the Landscape Committee

Whereas, by this resolution, the Board of Directors wishes to adopt a policy specifying and governing rights, duties and obligations of the committees appointed by the Board of Directors consistent with the provisions of Article 3, Section 1 of the Declaration and the Article VI of the By-Laws.

Now Therefore, formal notice is hereby given to all current and future owners of units at the Property as to the policy of the Association, as follows:

**GUIDELINES FOR COMMITTEES
OF
THE BARCLAY OWNER'S ASSOCIATION**

The following sets forth an elaboration of the duties and responsibilities of the Directors and particularly the Officers of the Association. These guidelines are promulgated on the authority of the Condominium Documents, including the association By-Laws. To the extent that there may be a conflict between these guidelines and the Condominium Documents the latter shall control and the conflicting provisions of these guidelines shall be disregarded with those provisions not in conflict shall remain in force.

CHARTER OF THE COMMUNITY RELATIONS COMMITTEE

The major charge to the committee by the Board of Directors is to present solutions

to identified problems/needs of the Barclay Condominium Community. The members of this committee are the direct link to the Board. If a Resident and/or Owner has a problem which they have been unsuccessful in resolving through the Management Office, then they should submit a letter to their Building Captain detailing the problem and their attempts to solve it. These problems will then be discussed at the monthly meeting of the Community Relations Committee and recommended solutions will be submitted to the Board of Directors on those matters requiring attention and the Resident and /or Owner will then be informed once the Board has taken action. A liaison from the Board of Directors shall attend each monthly meeting.

Committee Membership

The Committee members will be selected by the Board from those residents volunteering to serve on the committee. The committee members will select nominees to serve as Chairperson. The Board will determine from the submitted nominees the nominee to serve at the pleasure of the Board as Committee Chairperson. Lessees may serve on the committee; however only Owners are eligible to be chairpersons. Building Captains will also be members of the committee.

Officers shall be elected each year at the June meeting, or as soon thereafter as practical. The number of members needed for a quorum for all future committee meetings shall be 51% of the Committee membership.

Committee Responsibilities

The function of the CRC is to advise and assist the Board, in resolving issues that may arise between residents, and/or residents and management and other issues when specifically requested. Additional responsibilities will include:

- Hear problems presented to the Committee involving unresolved issues owner's may have.
- Hear problems presented to the Committee involving unresolved issues raised by Management
- Where possible submit recommended solutions to submitted problematic issues.
- other matters that may be referred to the Committee by the Board.

After the monthly committee meeting where a quorum is attained, the Chairperson shall present a monthly report to the Board at least one week prior to the next scheduled Board meeting. The Committee Monthly Report shall contain the minutes of the meeting, members present, issues presented, motions made and the results of voting on said motions, and should always have the committee's recommended solutions.

Charter Of The Maintenance Committee

The major purpose of the Maintenance Committee is to assist the Board of Directors in maintaining the buildings, and property and otherwise preserving and enhancing the physical environment of the common areas, identifying necessary repairs, cleaning, painting and/or safety hazards and developing programs to promote the safety of the community. Tasks include inspecting the common areas, reporting work order items to the site office, and submitting recommendations to the Board. Committee members will not interfere with the work of any contractors or on-site personnel.

Committee Membership

The Committee members will be selected by the Board from those residents volunteering to serve on the committee. The committee members will select nominees to serve as Chairperson. The Board will determine from the submitted nominees the Chairperson who will serve at the pleasure of the Board. Lessees may serve on the committee; however only Owners are eligible to be Chairpersons. A liaison from the Board of Directors shall attend each monthly meeting. Committee Officers shall be elected each year at the June meeting, or as soon thereafter as practical. The number of members needed for a quorum for all future committee meetings shall be 51% of the Committee membership.

Committee Activities

Committee members walk the property to inspect common areas for items requiring repair, cleaning, painting or other remedial action. Walk reports will be turned in to the Committee Chairperson at the monthly meeting. The Chairperson will submit the Walk Reports to the on-site Manager. Walk Reports will be used to prepare Work Orders to address the issues presented in the reports. The Chairperson shall discuss any problem(s) with on-site manager he/she feels can be handled without referring such problem(s) to the Board and also may request an appointment to walk the Property with the site-manager.

Committee member should not inform on-site personnel of problems, other than for an emergency requiring immediate attention, but should go through proper channels (for the Barclay's record keeping) by reporting to the on-site office service coordinator.

Copies of the Walk Reports shall be returned to the Committee Chairperson with the indication of the Work Order assigned to the Walk Report items and the date of issuance of the Work Order. In the event items reported are not remedied after two requests, the reported issue(s) are to be reported to the Board.

After the monthly committee meeting where a quorum is attained, the Chairperson shall present a brief monthly report to the Board at least one week prior to the next scheduled Board meeting. The Committee Monthly Report shall contain the minutes of the meeting, members present, issues presented, motions made and the results of voting on said motions, and should always have the committee's recommended solutions.

CHARTER OF THE LANDSCAPE COMMITTEE

The purpose of the Landscape Committee is to assist the Board in preserving and enhancing the landscape environment of the community by inspecting the common areas and submitting suggestions for improvements. The Committee will also assist in the preparation of the annual budget for the landscape projects for the coming year.

Committee Membership

The Committee members will be selected by the Board from those residents volunteering to serve on the committee. The committee members will select nominees to serve as Chairperson. The Board will determine from the submitted nominees the nominee to serve as Committee Chairperson who will serve at the pleasure of the Board. Lessees may serve on the committee; however only Owners are eligible to be chairpersons. A liaison from the Board of Directors shall attend each monthly meeting.

Officers shall be elected each year at the June meeting, or as soon thereafter as practical. The number of members needed for a quorum for all future committee meetings shall be 51% of the Committee membership.

Committee Responsibilities

Tasks include monitoring the grounds maintenance contractor for compliance, identifying problem areas, and submitting recommendations to the on-site manager and/or the Board. Contractor problems should be reported to Board and on-site manager. Committee member(s) will not direct or interfere with any contractors or staff unless otherwise directed by the Board.

Because of insurance reasons, no physical work shall be performed by any committee member or the Chairperson. No purchasing shall be done by any Committee Member or Chairperson without Board approval. The purchase of Small items may be taken by Committee Chairperson to the on-site manager for his decision to refer same to the Board or to make the purchase without reference to the Board out of petty cash immediately.

The Chairperson may request the on-site manager to make appointments with Landscape company representative to walk the property to look for existing or potential problem areas or advice. Walks of property should include Landscape Chairperson, Landscape company representative, and the Barclay on-site manager.

After the monthly committee meeting where a quorum is attained, the Chairperson shall present a brief monthly report to the Board at least one week prior to the next scheduled Board meeting. The Committee Monthly Report shall contain the minutes of the meeting, members present, issues presented, motions made and the results of voting on said motions, and should always have the committee's recommended solutions.

The Barclay Owner's Association, Inc.
A Texas non-profit corporation

By James Graham Secretary

The State of Texas §
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County of Harris §

This instrument was acknowledged before me on this the 26 day of August, 2015, by James Graham, Secretary of the Barclay Owner's Association, Inc., a Texas non-profit corporation, on behalf of said corporation.

Kelly Futral
Notary Public in and for the
State of Texas

~~RECORDED AND RETURN TO:
The Barclay Owner's Association, Inc.
2600 Bellefontaine St.
Houston, TX 77025~~



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