ELECTRONICALLY RECORDED 2017198995

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SUPPLEMENTAL NOTICE OF DEDICATORY INSTRUMENTS
for
STEINER RANCH MASTER ASSOCIATION, INC.

THE STATE OF TEXAS §
§
COUNTY OF TRAVIS §

The undersigned, being the Authorized Representative of Steiner Ranch Master Association, Inc. (the "Association"), a property owner's association as defined in Section 202.001 of the Texas Property Code, hereby supplements that certain instrument entitled "Notice of Dedicatory Instruments for Steiner Ranch Master Association, Inc." recorded in the Official Public Records of Real Property of Travis County, Texas under Clerk's File No. 2017066085 ("Notice") which Notice was filed of record for the purpose of complying with Section 202.006 of the Texas Property Code.

1. Restrictive Covenants. In addition to the description of the documents imposing restrictive covenants on the Property contained in the Notice, the following documents likewise impose restrictive covenants and the title and recording information for such documents are as follows:

   a. Documents:

      (1) Steiner Ranch Amended and Restated Master Declaration of Covenants, Conditions and Restrictions.
      (2) Amended and Restated Development Area Declaration of Covenants, Conditions and Restrictions [The Headlands].

   b. Recording Information:

      (1) Travis County Clerk's File No. 2017097349.
      (2) Volume 13193, Page 0081, *et seq.* in the Official Public Records of Real Property of Travis County, Texas.

2. Additional Dedicatory Instrument. In addition to the Dedicatory Instruments identified above and in the Notice, the following document is a Dedicatory Instrument governing the Association.

   a. Certificate of Secretary of Steiner Ranch Master Association, Inc. regarding Board Resolution adopting General Committee Charter.

A true and correct copy of such Dedicatory Instrument is attached to this Supplemental Notice.

This Supplemental Notice is being recorded in the Official Public Records of Real Property of Travis County, Texas for the purpose of complying with Section 202.006 of the Texas Property Code. I hereby certify that the information set forth in this Supplemental Notice is true and correct

and that the copy of the Dedicatory Instrument attached to this Supplemental Notice is a true and correct copy of the original.

Executed on this 18th day of December, 2017.

STEINER RANCH MASTER ASSOCIATION, INC.

By: _____
Cliff Davis, Authorized Representative

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

BEFORE ME, the undersigned notary public, on this 18th day of December, 2017 personally appeared Cliff Davis, Authorized Representative of Steiner Ranch Master Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and in the capacity therein expressed.

SUSAN B KRYGER
NOTARY ID #12401843-7
My Commission Expires
October 31, 2021

_____
Notary Public in and for the State of Texas

CERTIFICATE OF SECRETARY
of
STEINER RANCH MASTER ASSOCIATION, INC.
regarding
BOARD RESOLUTION
adopting
GENERAL COMMITTEE CHARTER

STATE OF TEXAS §
§
COUNTY OF TRAVIS §

I, AMY COLTON, Secretary of Steiner Ranch Master Association, Inc. (the "**Association**"), do hereby certify that at a meeting of the Association's Board of Directors (the "**Board**") duly called and held on the 15 day of DECEMBER, 2017, with at least a quorum of the members of the Board being present and remaining throughout, and being duly authorized to transact business, the following resolution regarding the General Committee Charter (the "**Charter**") was duly made and approved by a majority vote of the members of the Board:

WHEREAS, Article VIII of the instrument entitled "Second Amended and Restated Bylaws of the Steiner Ranch Master Association, Inc." recorded in the Official Public Records of Real Property of Travis County, Texas under Clerk's File No. 2016003167 (the "**Bylaws**") provides:

> The Board is hereby authorized to establish committees to perform such tasks and to serve for such periods as may be designated by a resolution adopted by a Majority of the directors present at a meeting at which a quorum is present. Each committee established by the Board shall operate in accordance with the terms of the resolution of the Board designating the committee and in accordance with such rules as are adopted by the Board. All committees of the Board shall be vested with advisory powers only and are not authorized to act on behalf of the Board.

WHEREAS, the Board has determined that the best interest of the membership and residents would be served, from time-to-time, by the establishment of committees to perform specific duties and functions at the request of, and as delegated by the Board. All committees and their members serve at the direction of and at the pleasure of the Board. No committee or committee member has the authority to speak on behalf of the Board or to bind the Association financially or contractually, unless authorized in writing by the Board.

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NOW, THEREFORE BE IT RESOLVED THAT, all committees and the committee members are bound by these requirements and general guidelines which apply to all committees and all committee members, unless otherwise stated by the Board, in writing:

1. **PURPOSE**. The general purpose of the committees is to, from time-to-time, complete projects at the direct request of the Board.

   a. Committee members are not Board members and may not always be privileged to all Association business or other priorities for the organization on the whole.

   b. No committee or committee members have authority to authorize expenditures or to sell Association assets.

   c. Every committee is required to have a Board member liaison.

   d. As a Texas Non-Profit Corporation, certain Association business is privileged and confidential.

   e. While requests made by a committee and/or its committee members are valuable, not all requests may be responded to or approved.

   f. The Board has sole and exclusive discretion as to the urgency with which the Board may view the request, taking into consideration all matters of Association business.

   g. The Board, through powers reserved by it, has established committees for the purposes described herein.

   h. Committees serve the Board, upon request, as an informed percentage representation of the general community - readily available to aid in the Board's decision-making process. Committee members should be aware that the Board is entrusted with ultimate care and responsibilities with which sole authority for actions rest, and that not all decisions may be reviewed with committee insight prior to taking action. The Board will, however, endeavor to consider committee insight and recommendations in making Board decisions.

   i. No future Board is under any obligation to continue the committee process due to any precedent.

   j. The Board may assign tasks and ongoing projects, with which some committees may need to meet regularly until the project is completed, while other committees may only be required to meet as needed.

2. **ELIGIBILITY**. Committee members must be members of the Association.

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3. **CHAIRMANSHIP**. The chair of a committee ("**Chairperson**") will be appointed by the Board. The Chairperson is responsible for chairing meetings of the committee and ensuring the requirements specified in this Charter and within their respective charters are followed. The Chairperson must call meetings in accordance with Section 4, below, and as directed by the Board. The committee may provide any input to the Board for the annual budget process necessary for the committee to function. The deadline for annual budget input will be established by the Board or the Chairperson with Board approval.

4. **MEETINGS**.

   a. Committees should hold meetings in accordance with the Section 1, above, and as described herein.

   b. The number of committee meetings to be held during the calendar year will be established by the Board or the Chairperson with Board approval.

   c. If a committee desires to hold a meeting for business not requested by the Board, the Chairperson of such committee will discuss this business with the Management Agent or Board who may, at their discretion, provide direction for which the committee may meet.

   d. Only Board-appointed committee members may vote on any action before the Committee at a Meeting.

5. **COMMITTEE NOTES**. The Chairperson may or may not elect a designated committee secretary from within the committee through a manner of their choosing, and if not, the Chairperson will assume the responsibility for recording accurate notes of Committee meetings. A report of the committee's notes will be provided to the Board to the Association' management agent ("**Management Agent**"), if any, within thirty (30) days of each meeting. It is the responsibility of the Chairperson to make arrangements for contacting the Management Agent, upon assuming chairmanship, to establish a procedure for routinely submitting notes to the Management Agent for filing. The Management Agent will file the notes and make available to the Board, providing a report upon the next meeting.

   a. Notes and reports of committee meetings may be delivered in PDF (.pdf), Word (.doc, .docx), e-mail text, or in legible hand written format available for scan or copy. The notes must include a record of the date, time and place of each meeting. The notes may also include a record of each committee member in attendance, and any vote tallies should be recorded but may remain anonymous in the notes.

6. **WEBSITES AND PASSWORDS**. No websites, blogs, email addresses or portals may be created without prior Board approval. Any and all logins, usernames or passwords

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must be given to the Board and the Association Manager. No passwords may be changed without prior approval.

7. **DUAL MEMBERSHIP**. A committee member may not serve on more than one (1) committee at a time, unless the Chairperson of each committee approves and determines the Committee Member can fulfill their obligations to each committee, or unless the second committee is the nominating committee of the Association, if any.

8. **APPOINTMENT**.

   a. Interested members of the Association will submit a written request for appointment to the requested committee, per the Board's instructions, at a time designated by the Board.

   b. The process for selecting committee members will be established by the Board.

   c. All appointments of committee members are to be done by the Board.

   d. The Management Agent will serve as a non-appointed agent to each committee and communicate directly with the Chairperson.

9. **TERMS OF MEMBERSHIP**.

   a. Unless stated otherwise in the charter, all committee members' terms, including the Chairperson's, will be one (1) year.

   b. Terms for new committee members will begin thirty (30) calendar days following the annual meeting of the Association. On such date, all Board appointments are to be final and all vacancies filled.

10. **REMOVAL**.

   a. The Board may remove any committee member, including the Chairperson, at any time.

   b. The Committee may make recommendations to the Board regarding the removal of committee members.

   c. A committee member may be removed, upon written notice from the committee's Chairperson, for failure to attend three (3) consecutive committee meetings without notice or explanation.

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11. **VACANCY**. If a position becomes vacant in the middle of a committee member's term, it may be filled in a manner approved by the Board. The new committee member will serve the remainder of the term.

12. **NOTICE**. All committee members must be notified of any meetings or discussions related to the business of their respective committee. The Chairperson is responsible or providing such noticed, unless such responsibility is delegated by the Chairperson to an appointed Co-chair, delegate or secretary.

13. **REIMBURSEMENT**. In order to be reimbursed, a committee member must, in writing, prior to purchasing such item related to the purpose of the respective committee, obtain committee approval for such expenditure. Once an item is purchased, the committee member must provide a receipt for such expenditure for reimbursement. There will be no reimbursement should a receipt not be provided by a committee member.

14. **COMMUNICATION**.

    a. Any communication from a committee or its committee members to other committees, members of the Association, residents, or the Board is expected to be performed in a professional manner.

    b. Committee members are expected to demonstrate respect for others and for the Association and comply with any communication policies of the Association.

    c. Information discussed within committee correspondences and/or meeting must be treated as Association business and may not be shared or discussed outside of the respective committee, unless a written communication has been distributed and approved, in writing, by the Board.

    d. Sharing Association business outside of the committee will be grounds for removal from the committee.

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I hereby certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing resolution was approved as set forth above and now appears in the books and records of the Association.

TO CERTIFY which witness my hand this the 15 day of DECEMBER, 2017.

STEINER RANCH MASTER ASSOCIATION, INC.

By: _____

Printed Name: AMY COLTON

Its: Secretary

THE STATE OF TEXAS §
§
COUNTY OF Travis §

BEFORE ME, the undersigned notary public, on this 15 day of Dec., 2017 personally appeared Amy Colton, Secretary of Steiner Ranch Master Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

JOANNA KAYE MORGAN
Notary Public, State of Texas
Comm. Expires 12-02-2019
Notary ID 124234863

_____
Notary Public in and for the State of Texas

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FILED AND RECORDED
OFFICIAL PUBLIC RECORDS

DANA DEBEAUVOIR, COUNTY CLERK
TRAVIS COUNTY, TEXAS
December 18 2017 10:31 AM
FEE: $ 58.00 **2017198995**