

**RENTAL PROCEDURES MEMORANDUM
FOR
THE HOMEOWNERS ASSOCIATION OF
POST OAK FOREST, INC.
COLLEGE STATION, TX**

This Homeowner's Association memorandum is being recorded by The Homeowners Association of Post Oak Forest, Inc., and supersedes any prior filed memorandum regarding Rental Procedures filed by the Association. The Association submits the following information:

A rental is defined as a property in which the owner of the property lets another person(s) occupy the property and receives compensation in return. This does not include a roommate situation or a situation whereby a person works temporarily in another location for less than a year.

An owner who would like to lease their property must notify the Board (by email to postoakforestboard@gmail.com) and the Board will confirm that there is a rental spot available.

The owner who is taking a spot on the rental list must be ready to rent and actively attempting to find a renter. That spot will be held for a reasonable amount of time (up to 90 days) while the owner obtains a lease agreement. An extension may be requested if justified by market conditions and with Board approval. The landlord and tenant must follow any requirements stated in the Declarations of Covenants, Conditions and Restrictions (Covenants) or Amendments (they are posted on the website PostOakForest.com).

If all of the rental spaces are taken, owners can request to be on a waitlist. The waitlist is ordered based on the date of the request. The request must be made in writing via email to the Board. If a person who is on the waitlist declines to take a rental space when available, the Board will skip to the next person on the waitlist and the first person will be removed from the list and can request to get back on the list.

If a designated rental house is being actively renovated, the owner can apply for an extension of the 90 days with justification. This includes the grandfathered units.

If a property is sold with an active lease in place, the lease is typically conveyed to the new owner, so the lease may remain in effect until its expiration. At the time the current lease ends and the tenants who occupied the property during the sale move, the owner must apply for a spot on the rental list. This is effective only upon the sale of a property and does not affect an existing rental property changing tenants for a new lease.

The Board will send out a notice when the last rental space is filled. Anyone can ask the Board about the status of the waitlist at any time.

Hardship exceptions may be considered under this rental amendment. Hardships are intended to be for short term sabbaticals, temporary work assignments, family emergencies and other short term needs as approved by the Board. However, no hardship lease exception will be shorter than six months as required by the Covenants and corresponding amendments.

If a rental property transitions to being occupied by the owner, the property ceases to be a rental and the owner will need to re-apply for a rental spot if they decide to lease it again at a later date, including the grandfathered units.

It is the property owner's responsibility to follow the Covenants and Amendments and to disclose all Post Oak Forest Deed Restrictions, including the Rental Restrictions, to any potential buyer or tenant or to any Realtor who may represent the buyer, seller, landlord or tenant of the property for sale or for lease.

These are general rules and guidelines for Post Oak Forest rentals. Please refer to the website at www.postoakforest.com for a complete list of by-laws, covenants, and rules.

IN WITNESS WHEREOF, the Board has caused this policy to be effective and executed by its duly authorized representative as of the 12th of February, 2023.

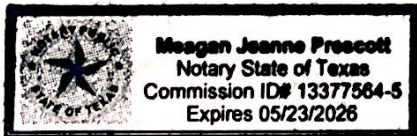
HOMEOWNERS ASSOCIATION OF
POST OAK FOREST, INC.

By: Stacy M. Light
Its: President

STATE OF TEXAS §
 §
COUNTY OF BRAZOS §

BEFORE ME, the undersigned Notary Public, on this day personally appeared Stacy M. Light, President Homeowner's Association of Post Oak Forest, Inc., known to me to be the person whose name is subscribed on the foregoing instrument and acknowledged to me that they executed the same for the purposes therein expressed and, in the capacity, therein stated.

GIVEN UNDER MY HAND AND AFFIRMED SEAL OF OFFICE on this 14th day of April, 2023.



Megan Joanne Prescott
Notary Public, State of Texas



VG-267-2023-150067

Brazos County
Karen McQueen
County Clerk

Instrument Number: 1500067
Volume : 18577

Real Property Recordings

Recorded On: April 18, 2023 01:42 PM

Number of Pages: 4

" Examined and Charged as Follows: "

Total Recording: \$34.00

***** THIS PAGE IS PART OF THE INSTRUMENT *****

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.

File Information:

Document Number: 1500067
Receipt Number: 20230418000074
Recorded Date/Time: April 18, 2023 01:42 PM
User: Patsy D
Station: CCLERK07

Record and Return To:

LAINÉ STOTAH
9 FOREST DR.

COLLEGE STATION TX 77840



STATE OF TEXAS
COUNTY OF BRAZOS

I hereby certify that this Instrument was FILED In the File Number sequence on the date/time printed hereon, and was duly RECORDED In the Official Public Records of Brazos County, Texas.

Karen McQueen
County Clerk
Brazos County, TX