

**Property Owners Association of Hilltop Lakes, Inc.**  
**ARCHITECTURAL REVIEW AUTHORITY AND HEARINGS PROCEDURES**  
under § 209.00505, Texas Property Code

**A. Architectural Review Authority ("ARA").**

The phrase "architectural review authority" is defined by § 209.00505 of the Texas Property Code to mean the governing authority for the review and approval of improvements within a subdivision. This includes an architectural control committee, an architectural review committee or the Board itself if the Board is serving in that capacity.

**B. Board Not Eligible For ARA.**

Following the effective date of the statute, a person may not be appointed or elected to serve on an ARA 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.

**C. ARA Denial Notice.**

(1) A written notice of the denial of an application must be provided to the owner by certified mail, hand delivery, or electronic delivery.

(2) The denial notice must:

- (a) 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
- (b) inform the owner that the owner may request a hearing with the Board on or before the 30th day after the date the notice was mailed to the owner.

**D. Right of Appeal.**

A decision by the ARA denying an application or request by an owner for the construction of improvements in the subdivision may be appealed to the Board.

**E. ARA Appeal Hearing.**

(1) The Board shall hold an ARA appeal hearing under this section not later than the 30th day after the date the Board receives the owner's request for a hearing and shall

notify the owner of the date, time, and place of the hearing not later than the 10th day before the date of the hearing. Only one hearing is required.

(2) During the ARA appeal hearing, the Board (or the Association's designated representative) 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 ARA in the denial notice provided to the owner as described above.

(3) The Board or the owner may request a postponement. If requested, a postponement shall be granted for a period of not more than 10 days. Additional postponements may be granted by agreement of the parties.

(4) The Association or the owner may make an audio recording of the meeting.

**F. Authority of the Board.**

The Board may affirm, modify, or reverse, in whole or in part, any decision of the ARA as consistent with the subdivision's declaration.

**CERTIFICATION**

I certify that a majority of the Board of the Association adopted the foregoing policy, at a duly called and convened meeting of the Board.

Date: 11-3-21

Property Owners Association of Hilltop Lakes, Inc.

Annette Craig  
Annette Craig, President

STATE OF TEXAS

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COUNTY OF LEON

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Before me, the undersigned authority, on this day personally appeared Annette Craig, President of the Property Owners Association of Hilltop Lakes, Inc., a Texas nonprofit corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 3rd day of November, 2021.

Kathy L. Aleman  
Notary Public, State of Texas





70 2021 00446873

Leon County  
Christie Wakefield  
Leon County Clerk  
Centerville, Texas 75833

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Instrument Number: 2021- 00446873

Recorded On: November 08, 2021      As  
Recordings

Parties: PROPERTY OWNERS ASSOCIATION OF HILLTOP LAKE  
To  
TO THE PUBLIC

Recorded By: POA OF HILLTOP LAKES

Comment: NOTICE

Billable Pages: 3

Num Of Pages: 4

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**\*\* Examined and Charged as Follows: \*\***

Recordings	24.00
Recording Charge:	24.00

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

I hereby certify that the within and foregoing was recorded in the Clerk's Office For: Leon County, TX

**File Information:**

**Record and Return To:**

Document Number: 2021- 00446873

POA OF HILLTOP LAKES

Receipt Number: 168549

HAND DELIVER 11-8-21

Recorded Date/Time: November 08, 2021 01:35:20P

CENTERVILLE TX 75833

Book-Vol/Pg: Bk-OR VI-1854 Pg-725

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