

B/C

**AFFIDAVIT TO THE PUBLIC**  
**7H Ranch Property Owners Association**  
**Appeals to the Board**



The following process and procedure has been adopted on August 22, 2013, by the Board of Directors ("Board") of the Seven Hills Ranch Property Owners Association ("POA") for appeals to the Board concerning the placement of liens, the start of foreclosure proceedings, the initiation of enforcement actions, Architectural Control Committee ("ACC") and Restriction Control Committee ("RCC") decisions and violations of the Seven Hills Ranch Declaration of Covenants, Conditions and Restrictions ("DCCRs"). Reference: Texas Property Code, Chap. 209. Sections: 209.006, 209.007.

**A. Scheduling a Hearing:**

1. Any association member (complainant) requesting a formal hearing with the Board shall send the request, in writing, to 7HR POA, 24826 Creek Loop, San Antonio, Texas 78266 through the US Mail. The request must state the name and address of the individual requesting the hearing and the reason a hearing is being requested.
2. If the hearing is being requested for appeal of an ACC or RCC decision, the request must include a copy of all correspondence with the ACC, RCC or other Association representative(s) and the member's analysis of why the decision should be changed.
3. If the hearing is being requested for appeal of a notice concerning the decision of another standing committee, the placement of liens, the start of foreclosure proceedings, the initiation of enforcement actions or a deed restrictions violation, the request must include a copy of all previous correspondence pertaining to the matter and the complainant's analysis of why the notice is incorrect, action taken to cure the violation, why the complainant is requesting an extension to cure or other relevant information which the complainant wishes to be considered, as applicable.
4. The Secretary shall notify and deliver the hearing request to the Board for review.
5. The Board shall review the request and, if a hearing is deemed appropriate, determine if it will first be heard by an Owner's Review Panel or go directly to the Board. Any hearing will be scheduled within thirty (30) days of the request. If it is to be an Owner's Review Panel, the Board will select a panel of three impartial owners to conduct the closed hearing.
6. The Board will give ten (10) days notice and contact the complainant via first class and certified mail providing the date, time, and location of the scheduled hearing. The complainant may postpone the hearing one (1) time, for up to ten (10) days upon written request to the Association.

**B. Hearing Procedure:**


1. Hearings shall be handled in an Executive Session Board meeting or at a Closed Panel meeting, as appropriate.
2. At the beginning of the hearing, the President of the Board or Chairman of the Panel shall state the basic facts as they are known to the Board/Panel, a brief overview of why the hearing was scheduled and any details of the problem that are known to the Board/Panel.

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3. The complainant will then present his or her case, not to exceed ten minutes in length. The complainant must provide all salient facts for the matter, explain his or her reason for the hearing, and provide all relevant information the complainant wishes the Owner's Review Panel and/or the Board to consider.
4. Board or Panel members, upon completion of the owner's presentation, may ask any questions they consider relevant to the case.
5. Prior to conclusion of the hearing, the complainant will be afforded one final opportunity to provide any additional questions or concerns, pertaining to the matter, to the Board/Panel *in writing*. Note: Individual Board Panel members shall not reply directly to any questions or concerns, since they do not individually have authority to bind the Board/Panel.
6. The Board/Panel will conclude the hearing, and continue in Executive Session Board or Closed Panel meeting. The Board/Panel will deliberate on the information provided in the hearing, taking into account information provided by the complainant, and determine the response to be sent in writing. If the Hearing was conducted by an Owner's Review Panel, this information and response will be sent to the Board for review and approval. The Board will take all actions in Executive Session. The Board will then adjourn to a regular board meeting where any actions taken will be summarized and recorded in the minutes thereof.
7. The owner will be notified via first class and certified mail of the Board's decision, within ten (10) days.

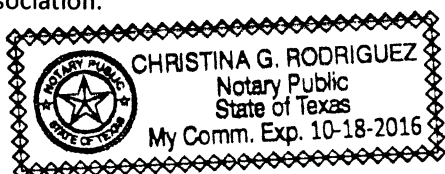
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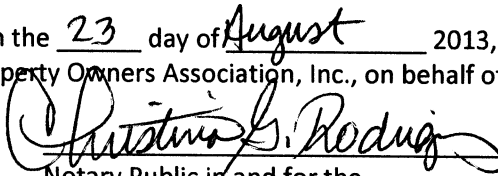
The undersigned hereby certifies that he is the qualified and acting executive officer of Seven Hills Ranch Property Owners Association, a non-profit corporation chartered under the laws of the State of Texas, and this is a true and correct copy of the current association document relating to the Appeals Procedure adopted by the Board of Directors at a meeting of the same held 8/22/2013, and has not been modified, rescinded or revoked. IN WITNESS WHEREOF, the undersigned has executed this certificate on the 23<sup>rd</sup> day of August, 2013.

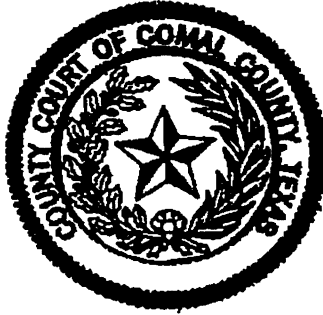
  
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John T. Zunker, President, Board of Directors  
7 Hills Ranch Property Owners Association, Inc.

STATE OF TEXAS        §  
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COUNTY OF COMAL    §

This instrument was acknowledged before me on the 23 day of August 2013, by John T. Zunker, duly authorized agent for 7HR Property Owners Association, Inc., on behalf of said association.



  
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Notary Public in and for the  
State of Texas



This page has been added to comply with the statutory requirement that the clerk shall note the recording information at the bottom of the last page.

This page becomes part of the document identified by the instrument number affixed to the first page.

Filed and Recorded  
Official Public Records  
Joy Streater, County Clerk  
Comal County, Texas  
08/23/2013 01:35:02 PM  
TERRI 3 Page(s)  
201306036047



*Joy Streater*

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