ADDITIONAL DEDICATORY INSTRUMENT
for
CRIGHTON RIDGE HOMEOWNERS ASSOCIATION, INC.

THE STATE OF TEXAS §
§
COUNTY OF MONTGOMERY §

BEFORE ME, the undersigned authority, on this day personally appeared Christopher J. Archambault who, being by me first duly sworn, states on oath the following:

"My name is Christopher J. Archambault, I am over twenty-one (21) years of age, of sound mind, capable of making this affidavit, authorized to make this affidavit, and personally acquainted with the facts herein stated:

I am the attorney for CRIGHTON RIDGE HOMEOWNERS ASSOCIATION, INC. Pursuant with Section 202.006 of the Texas Property Code, the following documents are copies of the original, official documents from the Association's files, which are kept in the normal course of business, by the custodian of records:

1. Resolution of the Board of Directors: Proxy Voting Policy and Procedures;
2. Resolution of the Board of Directors: Election Policy and Procedures.

DATED this 12th day of October, 2026.

CRIGHTON RIDGE HOMEOWNERS ASSOCIATION, INC.

Christopher J. Archambault, Attorney for
CRIGHTON RIDGE HOMEOWNERS
ASSOCIATION, INC.

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

THIS INSTRUMENT was acknowledged before me on this 12th day of October, 2026, by the said Christopher J. Archambault, Attorney for CRIGHTON RIDGE HOMEOWNERS ASSOCIATION, INC., a Texas non-profit corporation, on behalf of said corporation.

Notary Public, State of Texas

OLJA ABDULOVIC
Notary Public, State of Texas
Comm. Expires 11-03-2030
Notary ID 134050300

CRIGHTON RIDGE HOMEOWNERS ASSOCIATION

Resolution of the Board Of Directors: Proxy Voting Policy and Procedures

WHEREAS, Crighton Ridge Homeowners Association, Inc. (the "Association") is a Texas nonprofit corporation and the governing entity for Crighton Ridge Sections One, Two and Three Subdivisions in Montgomery County, Texas, according to the maps or plats thereof, recorded in the Official Public Records of Montgomery County, Texas, under Document Nos. 9869680, 2000051107 and 2002061903 respectively, along with any replats thereto and any other real property brought under the Association's jurisdiction (the "Subdivision"); and

WHEREAS, the Association is a property owners association governed by Chapter 209 of the Texas Property Code and is vested with the authority to enforce restrictive covenants and other terms and provisions of that certain Declaration of Covenants, Conditions and Restrictions for Crighton Ridge, recorded at Document No. 9878152; in the Official Public Records of Montgomery County, Texas, as may be amended from time to time (the "Declaration");

WHEREAS, the Board has the authority to establish policies and procedures regarding the conduct of elections (the "Election") of members of the Association's Board of Directors ("Board");

WHEREAS, the Board deems it necessary and desirable to establish a uniform policy for instances where proxy voting will be allowed to better serve and advance the Association's mandate and goals; and

WHEREAS, the undersigned, acting on behalf of the Association, certifies that at least a majority of the Directors were present and at least a majority of the Directors present duly voted on and passed a resolution to adopt this Proxy voting Policy and Procedures.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby adopts the following Proxy voting Policy and Procedures:

1. The community Deed Restrictions mandate allowance of proxy voting regarding matters that arise under sections 7.4, 7.5 and/or 9.2 of the Deed Restrictions (the "Proxy Voting Provisions ").

2. In any election in which any matter arising under any of the Proxy Voting Provisions is scheduled for a vote of the homeowners, voting by proxy will be allowed but shall be limited to votes on the matters subject to this Poxy Voting Policy and Procedures. Accordingly, any proxy votes will count towards establishing a quorum for such issues only and shall not count to establish a quorum for any other matter subject to a vote in such election.

3. Except as provided above, the Election Policy and Procedures apply to all votes implicating the Proxy Voting Provisions.

4 In the event the issues to be voted on by the homeowners are governed by this Proxy Voting Policy and Procedures, a proxy form will be included in the Election Package. In such instance, the Election package shall include a proxy form which shall, at a minimum, contain the following:

a. the Associations name and address:

b. the date time, place and reason for the Election.

c. a statement authorizing the proxyholder to attend the Election on behalf of the homeowner granting the proxy;

d. a space for the homeowner to sign and date the form:

e. a space for the signature of the person receiving the proxy; and

f. a statement as to which issues to be voted on implicate sections 7.4, 7.5 and/or 9.2 of the Deed Restrictions.

BOARD CERTIFICATION

The undersigned, being the duly elected and acting Secretary of the Association, hereby certifies that the foregoing Resolution was adopted by a majority vote of the Board of Directors at an open, properly noticed and duly called meeting with a quorum present held on the __8th___ day of _October __. 2026.

By: _____

Name: **Ruth B. Pewitt** Ruth B Pewitt

Title: ___Secretary/Treasurer_____ ___

CRIGHTON RIDGE HOMEOWNERS ASSOCIATION

Resolution of the Board Of Directors: Election Policy and Procedures

WHEREAS, Crighton Ridge Homeowners Association, Inc. (the "Association") is a Texas nonprofit corporation and the governing entity for Crighton Ridge Sections One, Two and Three Subdivisions in Montgomery County, Texas, according to the maps or plats thereof, recorded in the Official Public Records of Montgomery County, Texas, under Document Nos. 9869680, 2000051107 and 2002061903 respectively, along with any replats thereto and any other real property brought under the Association's jurisdiction (the "Subdivision"); and

WHEREAS, the Association is a property owners association governed by Chapter 209 of the Texas Property Code and is vested with the authority to enforce restrictive covenants and other terms and provisions of that certain Declaration of Covenants, Conditions and Restrictions for Crighton Ridge, recorded at Document No. 9878152; in the Official Public Records of Montgomery County, Texas, as may be amended from time to time (the "Declaration");

WHEREAS, the Board has the authority to establish policies and procedures regarding the conduct of elections (the "Election") of members of the Association's Board of Directors ("Board");

WHEREAS, the Board deems it necessary and desirable to establish a uniform election policy to better serve and advance the Association's mandate and goals; and

WHEREAS, the undersigned, acting on behalf of the Association, certifies that at least a majority of the Directors were present and at least a majority of the Directors present duly voted on and passed a resolution to adopt this Election Policy and Procedures.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby adopts the following Election Policy and Procedures:

1. The Elections of Board members will be scheduled for the second or third week of November of each year. The date, time and location of each Election will be selected to best ensure the ability of homeowners to attend in person.

2. Each home in the subdivision may cast one (1) vote. Renters and non-resident family members are not eligible to vote. A corporation or limited liability company that owns a property in the subdivision can vote only through a representative designated in writing prior to the date of the election. No homeowner shall be declared ineligible to vote due to unpaid assessments or fines.

3. The Association's management company shall take appropriate steps to verify the identity of the voter as to all votes cast prior to the election by email, U.S. Mail or hand delivery. The method of verification shall be documented and maintained with the ballots and other Election records.

4. Notice of the Election will be emailed to all homeowners by the management company no less than twenty (20) days and no more than sixty (60) days prior to the Election.

5. Immediately after setting a date for the Election, the management company shall prepare an alphabetical list of the names of all its members entitled to vote and those members who are not entitled to vote. (*see*, Texas Business Organizations Code Sections 22.158 and 22.351). The list must identify:

    a. the members who are entitled to notice and the members who are not entitled to notice of the Election;

    b. the address of each voting member; and

    c. the number of votes each voting member is entitled to cast at the Election.

6. Not later than the second business day after the date notice is given of an Election for which a list was prepared in accordance with paragraph 5 above and continuing through the Election, the list of voting members shall be available at the management company's offices for inspection by members entitled to vote in the Election for the purpose of communication with other members concerning the Election.

7. All voting members, or a voting member's agent or attorney, are entitled, on written demand, to inspect, at the member's expense and subject to Texas Business Organizations Code section 22.158, the list prepared in accordance with paragraph 5 at a reasonable time prior to the date of the Election. The list shall be maintained at the management company offices and be available during regular business hours without the need for an appointment.

8. The management company shall send requests for nominations contemporaneously with the notice of Election. The request for nomination shall include a deadline for submission of nominations of not more than ten (10) days after the notice of Election is sent to homeowners. Each nomination should include an appropriate biography of the candidate.

9. Within two (2) days after the request for nominations deadline, the management company shall send each homeowner (i) a ballot form; (ii) instructions regarding how cast an absentee ballot (to include all votes cast prior to the Election by mail, email or electronic means); (iii) the list of nominees; and (iv) the biography of each candidate (the "Nomination Package"). If any homeowner does not have email, the Nomination Package shall be sent to such homeowner(s) by First Class mail. The management company will verify that the Nomination Package was sent to every eligible homeowner and memorialize the manner in which the Nomination Package was sent.

10. The ballots sent to homeowners shall list the names of all nominees and include spaces for the insertion of the names of write-in candidates and/or floor nominees. Ballots will also be available at the Election.

11. All absentee ballots sent as part of the Election Package shall, at a minimum, contain the following:

    a. the Associations name and address;

b. the date time, place and reason for the Election;

c. a space for the homeowner to sign and date the form; and

d. The following statement shall be included at the bottom of the absentee ballot:

> By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail.

12. The management company shall verify the identity of all homeowners who submit absentee ballots through phone, email or text verification,

13. The management company shall (i) log receipt of all early voting ballots and the means of submission; (ii) verify the eligibility of the voter to vote in the Election; and (iii) record the means used to establish eligibility; and (iv) record the number of such votes received for the purpose of establishing a quorum for the Election. The actual absentee ballots shall be seen only by management company employees. Such votes will be counted contemporaneously with the in-person votes. Absentee ballots not received by the management company prior to the start of the Election shall not be counted.

14. All votes, to include absentee votes, shall count toward the establishment of a quorum for the Election. Early voting ballots count toward establishment of a quorum solely for the listed ballot matters.

15. The management company shall preside over the Election. All ballots, regardless of the manner of submittal will remain in the custody of the management company

16. In the event a homeowner submits an absentee ballot and also votes in-person at the Election, only the in-person vote shall be counted, and the early voting ballot shall be deducted from the quorum count. Under Property Code article 209, in-person ballots take precedence over absentee. The following priority applies in all multiple vote scenarios:

    a. in-person ballots;
    b. proxy ballots; and
    c. absentee ballots.

17. Upon the commencement of the Election, the management company shall check in each homeowner upon arrival to verify that the homeowner is eligible to vote in the Election, and to record the number of attendees, absentee ballots and proxies to establish a quorum. All residents are eligible to vote if they own a property in the subdivision on the date of the

Election. No resident shall be denied the right to vote on the basis of unpaid HOA dues and fines, or violations of the dedicatory instruments. In the event there is a challenge to voter eligibility, the ballot will be segregated and treated as provisional until the challenge can be resolved by the Board.

18. At the Election, each nominee, to include persons nominated from the floor, will be given three (3) minutes to address the voters and may thereafter respond to questions for no more than (5) five minutes.

19. Immediately after the nominees finish speaking, the management company shall open the vote and collect all ballots. Only management company employees may handle the ballots at the Election.

20. Two (2) management company representatives shall count the votes.

21. Prior to the vote count, the management company shall verify that the ballots to be counted match the list of voters present, the early voting ballots and, if applicable under the Proxy Voting Policy and Procedures, proxies.

22. The verifications shall be maintained with the other Election documents.

23. Each candidate may select one (1) person to observe the counting of the ballots, provided that this does not entitle any observer to see the name of the person who cast any ballot. Any disruptive observer may be removed from the vote count.

24. The management company shall maintain, and shall not disclose, the names of the voters and for whom each resident voted per Texas Property Code Article 209's retention policy.

25. Tie votes will be resolved by a second round of votes. If the tie is not resolved, a new election for that seat will be scheduled within 60 days of the Election. In such instance, the Board will appoint an interim Board Member who will serve through the new election. The Board shall not appoint any candidate in the second election for the interim Board seat.

26. Immediately upon completion of the vote count, the management company shall announce the results to the homeowners present. Within five (5) days of the date of the Election, the Board shall publish the final tally of the votes cast. The final vote tally shall be published, at a minimum, on the Association website.

27. Both the meeting minutes and ballots submitted and counted shall be retained by the Association for at least the minimum period required by Texas Property Code Article 209's retention policy.

BOARD CERTIFICATION

The undersigned, being the duly elected and acting Secretary of the Association, hereby certifies that the foregoing Resolution was adopted by a majority vote of the Board of Directors at an open, properly noticed and duly called meeting with a quorum present held on the _8th__ day of __October__, 2026

By: _____

Name: ___**Ruth B. Pewitt**___Ruth B Pewitt

Title: __Secretary Treasurer_____

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E-FILED FOR RECORD
10/12/2026 04:53PM



STATE OF TEXAS,
COUNTY OF MONTGOMERY
I hereby certify that this instrument was e-filed in the file number sequence on the date and time stamped herein by me and was duly e-RECORDED in the Official Public Records of Montgomery County, Texas.

10/12/2026

