

Birch Creek Forest Properties, Inc.

Committee Eligibility and Nomination Policy

(Including Compliance with Texas Property Code §209.00505)

1. Purpose

This policy establishes eligibility requirements and nomination procedures for service on any Committee of Birch Creek Forest Properties, Inc., with specific provisions for the Architectural Review/Control Committee (ACC/ARC) as required by Texas law.

2. General Eligibility Criteria for All Committees

To be eligible for appointment to any Committee, a Member must:

- Be a deeded owner within Birch Creek Forest Properties, Inc.
- Be in good standing, defined as:
 - No outstanding assessments, fines, or fees owed to the Association.
 - No unresolved violations of the Association's governing documents.
- The Member's property must currently be subjected to recorded Deed Restrictions of the Association, **or**
- The Member must execute a ***Voluntary Compliance Agreement*** affirming their commitment to abide by the Association's standards outlined in the original Deed Restrictions.

3. Scope of Application

This policy applies to all Standing and Ad Hoc Committees, including but not limited to:

- Architectural Review/Control Committee (ARC/ACC)
- Enhancement/Social Committee
- Maintenance Committee
- Community Center Rental Committee
- Any other Committee established by the Board of Directors

4. Special Provisions for the Architectural Review Committee

In accordance with **Texas Property Code Section 209.00505**, the following additional procedures apply to the ACC/ARC:

a. Nomination Process

- The Board shall announce open ACC/ARC positions via official communication channels.
- Interested candidates must submit a **Nomination Form** including:
 - Name and property address.
 - Statement of interest and relevant experience.

- Confirmation of eligibility and good standing.

b. Review and Appointment

- The Board shall verify eligibility and may interview candidates.
- Appointments shall be made by majority vote of the Board during a duly called meeting.
- Appointed Members shall be announced to the community after appointment.

c. Term and Removal

- ACC/ARC Members shall serve for **one (1) year** beginning in October and running through September of the next year with no term limits, unless removed for cause.
- Grounds for removal include loss of good standing, breach of conduct, or failure to fulfill duties.

5. Documentation and Reporting

- All nominations, appointments, and removals shall be documented in the Association's records.
- Voluntary Compliance Agreements shall be maintained and may be recorded in county property records.
- The Board shall maintain a current roster of committee members and publish updates to the community.
- All Committees shall follow the guidelines outlined in the Committee Charters.

CERTIFICATION

We, the undersigned officers of Birch Creek Forest Properties, Inc., hereby certify that this Committee Eligibility and Nomination Policy was approved and adopted by the Board of Directors on August 6, 2025. It has been entered into the official books and records of the Association and shall be recorded in the Official Public Records of Real Property in Burleson County, Texas.

President: _____

Printed Name: _____

Vice-President: _____

Printed Name: _____

Secretary: _____

Printed Name: _____

Treasurer: _____

Printed Name: _____

Asst. Sec./Treasurer: _____

Printed Name: _____

PROPOSED