

**Birch Creek Forest Properties, Inc.**  
**Committee Eligibility and Nomination Policy**  
**(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.
- Not discourage Members from following proper guidelines and procedures.
- Agree to uphold and comply with all current Association governing documents, including policies, procedures, and community standards, for the duration of their service.
- Agree to serve a one (1) year term beginning in October and ending in September of the next year.

**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.
- 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.

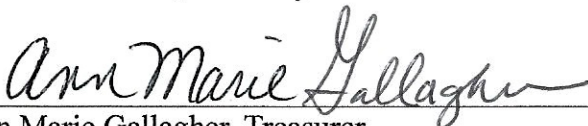
**CERTIFICATION**

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 June 06, 2026. 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.

  
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 Renita Odstreil, President

  
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 Thomas Scott Howard, Vice-President

  
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 John Dunkleman, Secretary

  
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 Ann Marie Gallagher, Treasurer

  
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 Dennis Shook, Assistant Secretary/Treasurer