



CERTIFICATE OF COMPLIANCE PROCEDURES
Resale Homes (Homeowner to Homeowner)
Sienna Community Association
Sienna Residential Association

STATE OF TEXAS §
§
COUNTY OF FORT BEND §

I. PURPOSE

The Certificate of Compliance Inspection is a process whereby Association Staff Members inspect all houses within Sienna Plantation that are on the market to be sold. The inspection focuses on issues of compliance within our deed restrictions and modification approvals. The purpose of this inspection is to inform both the property seller and purchaser of any outstanding violations that currently exist on that property and to inform the purchaser that deed restrictions are strictly enforced. It is the responsibility of the Property Owner to provide a copy of the inspection report to the Purchaser.

II. APPLICABILITY AND AUTHORITY

This Policy pertains to the following entities and encumbers that property restricted by the SCA Covenant and the SRA Declaration:

1. Sienna Plantation Community Association, Inc., sometimes doing business as Sienna Community Association (“SCA”) as referenced in the Sienna Plantation Amended and Restated Master Covenant (Sienna Plantation Community Association, Inc.), filed under Clerk’s File No. 2019035843 in the Official Public Records of Fort Bend County, Texas (“SCA Covenant”), as same has been or may be amended from time to time and any other property which has been or may be subsequently annexed thereto and made subject to the authority of SCA.
2. Sienna Plantation Residential Association, Inc., sometimes doing business as Sienna Residential Association (“SRA”) as referenced in the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Sienna Plantation (Sienna Plantation Residential Association, Inc.) recorded under Clerk’s File No. 2012104699 in the Official Public Records of Fort Bend County, Texas (“SRA Declaration”), as same has been or may be amended from time to time, and any other property which has been or may be subsequently annexed thereto and made subject to the authority of SRA.

Any reference in this Policy to “Board”, “Boards”, “Association” or “Associations” applies to all of the above-mentioned entities. Any reference in this Policy to “Owner” has the corresponding meaning ascribed to that term in the SCA Covenant or the SRA Declaration, as applicable

Each Board is authorized by its respective dedicatory instruments to adopt policies pertaining to the governance of the Association that it serves.

Invalidation of any one or more of the covenants, restrictions, conditions, or provisions contained in this Policy shall in no way affect any of the other covenants, restrictions, conditions, or provisions which shall remain in full force and effect.

III. PROCEDURE

- 1) The owner has the responsibility for notifying Association Staff when their house is on the market. Association Staff will also accept requests for inspections from the real estate agents or Title Companies provided the owner has given written authorization for them to do so. A Certificate of Compliance inspection must be requested in writing by use of the Certificate of Compliance Inspection/Re-Inspection request form. Association Staff must receive this request and payment prior to the scheduled sale or conveyance of the property, with earlier requests encouraged.
- 2) Upon receipt of the request form and payment for inspection, Association Staff will go out to the house and perform a visual inspection. This inspection will be limited to the exterior portions of the house and modifications on the property, as provided for in Article 14, General Provisions, Section 13. Association Staff has the right to inspect all modifications including entry onto the property (Article VII, Section 15). Areas of focus will relate to the condition of the house's exterior. (i.e. brick, stucco, siding, roofing and roof top vents, stacks, etc., gutters, windows, trim, shutters and doors). Landscape matters, such as making sure the shrubs are of adequate size and quantity, determining that the correct minimum number, size and type of street and yard trees exist, and making sure that the lawn, landscape beds, shrubs and trees are properly maintained. A determination will be made as to the adequacy of mechanical equipment screening. Finally, all modifications will be noted to make sure proper approval has been obtained and that the modifications were built as they were approved.
- 3) As a result of the inspection, one of three reports will be issued:
 - (a) Certificate of Compliance - signifies that, as of the date that the report was issued, the house appears to be in Compliance with all of the deed restrictions and regulations of the Sienna Associations.
 - (b) Certificate of Compliance With Conditions - signifies that, as of the date that the report was issued, the house appears to be in Compliance with all of the deed restrictions and regulations of the Sienna Associations, with the exception of the items specifically noted on the report. It will detail the violations and list what needs to be done to bring the house in full compliance.
 - (c) Certificate of Non-Compliance - signifies that, as of the date that the report was issued, the house is not in Compliance with all of the deed restrictions and regulations of the Sienna Associations. This generally means that there are one or more significant deed restriction violations. This report will also detail the problems and explain what needs to be done to bring the house into full compliance.
- 4) The inspection report will be issued within five (5) business days after Association Staff's having received an official written request. The report will be sent to the current owner unless otherwise designated by the owner, with a copy going to the owner's real estate agent and the designated title closing company upon the owner's written authorization. It is the owner's responsibility to make sure that all of the information in the report is fully disclosed to the buyer or prospective buyer.

- 5) If the report issued is either a Certificate of Compliance with Conditions or a Certificate of Non-Compliance, and after the violations have been cured; if either of the parties wants a “clean” Certificate of Compliance report to be issued, a re-inspection may be requested with an additional fee (see fee schedule). The inspection confirms all violations have been cured and if a “clean” Certificate of Compliance report can be issued. An additional fee will have to be paid for each subsequent re-inspection requested.
- 6) If all of the violations have not been fully cured before closing, it will be up to both the owner and buyer to work out arrangements as to who will be responsible for bringing a house into full compliance. If the buyer takes possession of a house that is not in full compliance, then they become responsible for curing all of the outstanding violations.
- 7) If the property is sold without the owner requesting a Certificate of Compliance inspection, the property purchaser shall be responsible, with the owner, for the violations and subject to any and all remedies available to the Sienna Associations for violations, including, but not limited to, the power to impose fines – *with proper notification*, to require the property owner to remedy the violations, or to remedy the violations on the Association’s own initiative and assess the costs thereof to the owner and/or the buyer.
- 8) If the Association Staff fails to issue an inspection report within the five (5) business day period, the owner shall notify Association Staff in writing of its failure to issue a report on a timely basis and Association Staff shall then issue the inspection report within two (2) business days from Association Staff’s receipt of the notice.
- 9) If the Association Staff fails to issue an inspection report after the receipt of both an initial request, a notice of its failure to respond to the initial request, and payment of all applicable fees, an inspection will not be required and the owner shall be entitled to a refund of the inspection fee (if paid).
- 10) Association Staff can expedite the process with an additional Rush payment (see fee schedule). Association Staff reserves the right to refuse to expedite any rush request if the time frame requested is unattainable.
- 11) The COC inspection reflects the condition of the Property as of the date of the inspection report. The Association does not require another COC within six months of the last request unless the ownership has changed. If a new COC is not requested and violations have developed, the Property Owner and Buyer understand the COC report may not be accurate. If the owner would like another inspection report issued within six (6) months of the last report issued, the Association will charge another fee since a new inspection will be required.

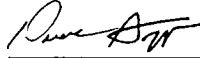
Request for a Certificate of Compliance must be made on approved request form and submitted to the Sienna Association Office at 9600 Scanlan Trace, Missouri City, Texas 77459 or via email at communitystandards@clubsienna.com. **Payment is required with the request form for the COC inspection request to be considered complete.** No inspections shall be conducted without payment. For additional information, call 281-778-0778.

Policy Name	Approved/Finalized	Revised
Certificate of Compliance Procedures Resale (Homeowner-to-Homeowner)		February 7 & 8, 2023
Certificate of Compliance Procedures Resale (Homeowner-to-Homeowner)		January 23, 2017
Certificate of Compliance Procedures Resale (Homeowner-to-Homeowner)		July 7, 2014
Certificate of Compliance Procedures Resale (Homeowner-to-Homeowner)		January 20, 2014
Certificate of Compliance Procedures Resale (Homeowner-to-Homeowner)		August 19, 2013
Certificate of Compliance Procedures Resale (Homeowner-to-Homeowner)		August 26, 2009
Certificate of Compliance Procedures Resale (Homeowner-to-Homeowner)		December 12, 2006
Certificate of Compliance Procedures Resale (Homeowner-to-Homeowner)		June 28, 2006
Certificate of Compliance Procedures Resale (Homeowner-to-Homeowner)	May 9, 2005	

[SIGNATURE PAGES FOLLOW]

**CERTIFICATION
SIENNA RESIDENTIAL ASSOCIATION**

I hereby certify that, as Secretary of the Sienna Plantation Residential Association, Inc., the foregoing Policy was approved on the 7th day of February, 2023 at a meeting of the Board of Directors at which a quorum was present.

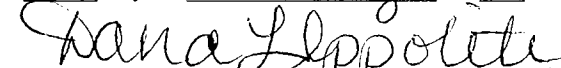


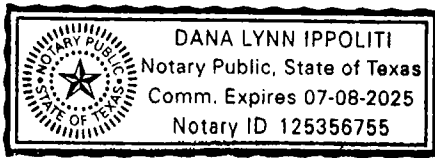
Derek Goff, Secretary

STATE OF TEXAS §
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BEFORE ME, on this day personally appeared Derek Goff, Secretary of the Sienna Plantation Residential Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that he executed the same for the purposes herein expressed, in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal this the 7th day of February, 2023



Notary Public – State of Texas

After Recording, Return To:
Dana Ippoliti
Sienna Plantation Residential Association, Inc.
9600 Scanlan Trace
Missouri City, TX 77459