



**CONSTRUCTION DEPOSIT POLICY**  
**Sienna Community Association**  
**Sienna Residential Association**

STATE OF TEXAS                   §  
  §  
COUNTY OF FORT BEND       §

**I. PURPOSE**

The purpose of this policy is to cover the expense of repairing any damage incurred to Association property during the construction of any approved major modification.

**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. POLICY**

Upon submittal of a major project such as but not limited to pools, room additions, patio cover and sports court, and prior to the review by the Association, the Owner must submit a deposit to SRA or SCA. Deposit amount is based on type of lot. Additional deposit may be required for projects adjacent to SRA or SCA property that require access to common areas.

**IV. PROCEDURE**

1. Upon completion of the project, property owners must complete and submit a Project Completion Site Review Form (available on [www.siennanet.com](http://www.siennanet.com)) and staff will visit the property to verify it was completed per approved plans.
2. Following this site review, staff will then process a request for a deposit refund.
3. If there has been damage to ASSOCIATION property or adjacent common areas, all or a portion of this deposit may be withheld for expenses to repair the adjacent common area. If expenses to repair the adjacent common area exceed the deposit, the ASSOCIATION will send an invoice to the property owner for the repair expenses.
4. Deposits will only be refunded to the property owner after verification that the project was completed per the approved application.
5. All refunds will be issued in the form of a check from the ASSOCIATION. Refunds may take up to 10 – 14 business days to be processed and are mailed to the property owner.
6. Projects that have deviated from the approval application, are incomplete or have been modified without approval will result in a written notification to the property owner about the alleged violation and provide a time frame to submit an amended application or to rectify the deviance from the approval.
7. If the project is not brought into compliance per the approved application, the property owner's deposit may be forfeited, and fines may also be imposed.
  - o **IMPORTANT - Failure to request this site visit for the completed modification/improvement within six (6) months of approval will result in a forfeiture of the deposit. Any project extension requests must be submitted in writing.**

<b>Policy Name</b>	<b>Approved/Finalized</b>	<b>Revised</b>
Construction Deposit Policy	May 2 & 4, 2023	

[SIGNATURE PAGES FOLLOW]

**CERTIFICATION**

**SIENNA COMMUNITY ASSOCIATION/TOLL-GTIS PROPERTY OWNER, LLC**

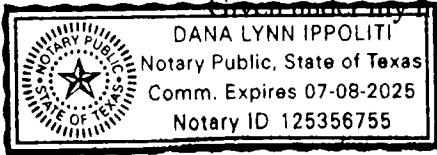
I hereby certify that, as President of the Sienna Plantation Community Association, Inc., the foregoing Policy was approved on the 4<sup>th</sup> day of May, 2023, at a meeting of the Board of Directors at which a quorum was present.

DATED, this the 4<sup>th</sup> day of May, 2023.

By: J.F. Jenkins  
 Print Name: Jimmie F. Jenkins  
 Title: President

STATE OF TEXAS §  
 COUNTY OF FORT BEND §

BEFORE ME, on this day personally appeared Jimmie F. Jenkins the President of Sienna Plantation Community Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that s/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 4<sup>th</sup> day of May, 2023

Dana Ippoliti  
 Notary Public – State of Texas

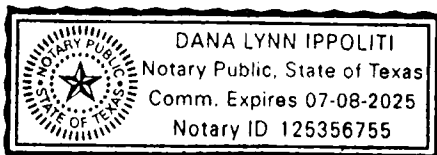
APPROVED, this the 4<sup>th</sup> day of May, 2023

TOLL-GTIS PROPERTY OWNER, LLC, a Texas limited liability company

By: J.F. Jenkins  
 Printed Name: Jimmie F. Jenkins  
 Title: Authorized Representative

THE STATE OF TEXAS  
 COUNTY OF Fort Bend §

This instrument was acknowledged before me this 4<sup>th</sup> day of May, 2023, by Jimmie F. Jenkins, Authorized Rep. of Toll-GTIS Property Owner, LLC, a Texas limited liability company, on behalf of said company.



Dana Ippoliti  
 Notary Public – State of Texas

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of Sienna Plantation Residential Association Inc., a Texas non-profit corporation;

That the foregoing Policy was duly adopted at a meeting of the Board of Directors held on the 2nd day of May, 2023, at which a quorum was present.

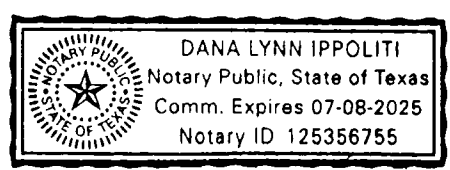
IN WITNESS WHEREOF, I have hereunto subscribed my name on this 2nd day of May, 2023.

[Signature of Derek Goff]
DEREK GOFF, Secretary

STATE OF TEXAS §
COUNTY OF FORT BEND §

BEFORE ME, the undersigned authority, on this day personally appeared DEREK GOFF the 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 she 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 of office, this 2nd day of May, 2023



[Signature of Dana L. Ippoliti]
Notary Public – State of Texas

After Recording Return To:
Dana L. Ippoliti
Sienna Plantation Associations
9600 Scanlan Trace
Missouri City, TX 77459