



LEASING PROCEDURES POLICY

**Sienna Residential Association
Sienna Community Association
Sienna Townhome Association**

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

I. PURPOSE

The purpose of this Leasing Procedures Policy (“Policy”) is to establish a process for the collection of information in connection with the leasing of lots within Sienna, as authorized by Texas Property Code Section 209.016.

II. APPLICABILITY AND AUTHORITY

This Policy pertains to the following entities and encumbers that property restricted by the Covenant, the Declaration and the Townhome Declaration (defined below):

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.), recorded under Clerk’s File No. 2019035843 in the Official Public Records of Fort Bend County, Texas (“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 (“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.
3. Sienna Townhome Association (“STHA”) as referenced in the Supplemental Declaration of Covenants, Conditions, and Restrictions for Sienna Townhomes, recorded under Clerk’s File No. 2019060447 in the Official Public Records of Fort Bend County, Texas (“Townhome 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 STHA.

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 “Sienna” collectively means that property encumbered by the Declaration, the Townhome Declaration and the Covenant.

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. PROCEDURES

1. Within five business days before a tenant resident may be issued an amenity access device, the Owner or tenant resident of the lot subject to such lease shall provide the Association with the following information:
 - a. Contact information, including the name, mailing address, phone number, and e-mail address of each person 18 years of age or older who will reside at the home within Sienna that is being leased;
 - b. The names and ages of each person 17 years of age or younger who will reside at the home within Sienna that is being leased; and
 - c. The commencement date and term of the lease.
2. If a copy of the lease is required by the Association’s dedicatory instruments, any sensitive personal information must be redacted or otherwise made unreadable or indecipherable prior to providing a copy of the lease to the Association.

The provisions of this Policy are in addition to any other applicable guidelines, rules or policies. In the event of a conflict between the terms of this Policy and any previously adopted guidelines, rules, and/or policies addressing leasing, this Policy will control.

The leasing of a home within Sienna that is not in compliance with this Policy will be considered a violation of the dedicatory instruments governing Sienna.

CERTIFICATION

SIENNA COMMUNITY ASSOCIATION/TOLL-GTIS PROPERTY OWNER, LLC

I hereby certify that, as President of the Sienna Plantation Community Association, Inc., a Texas non-profit corporation, the foregoing Leasing Procedures Policy was approved on the 20th day of October, 2021, at a meeting of the Board of Directors at which a quorum was present.

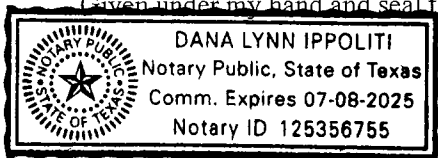
DATED, this the 20th day of October, 2021.

By: [Signature]
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., a Texas non-profit corporation, 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 20th day of October, 2021.



[Signature]
Notary Public – State of Texas

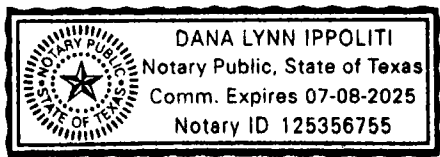
APPROVED, this the 20th day of October, 2021.

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

By: [Signature]
Print Name: Jimmie F. Jenkins
Title: Authorized Representative

THE STATE OF TEXAS §
COUNTY OF Fort Bend §

This instrument was acknowledged before me this 20th day of October, 2021, by Jimmie F. Jenkins Authorized of Toll-GTIS Property Owner, LLC, a Texas limited liability company, on behalf of said company. Representative



[Signature]
Notary Public – State of Texas

CERTIFICATION
SIENNA RESIDENTIAL ASSOCIATION

I hereby certify that, as Secretary of the Sienna Plantation Residential Association, Inc., a Texas non-profit corporation, the foregoing Leasing Procedures Policy was approved on the 18th day of October, 2021, at a meeting of the Board of Directors at which a quorum was present.

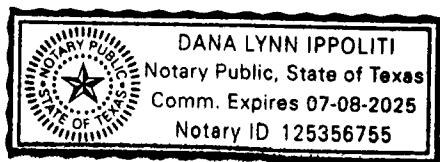
DATED, this the 18th day of October, 2021.

By: [Signature]
Print Name: Derek Goff
Title: Secretary

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

BEFORE ME, on this day personally appeared Derek Goff, the Secretary of Sienna Plantation Residential Association, Inc., a Texas non-profit corporation, 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 18th day of October, 2021.



[Signature]
Notary Public – State of Texas

CERTIFICATION
SIENNA TOWNHOME ASSOCIATION

I hereby certify that, as Secretary of the Sienna Townhome Association, the foregoing Leasing Procedures Policy was approved on the 21st day of October, 2021, at a meeting of the Board of Directors at which a quorum was present.

DATED, this the 21st day of October, 2021.

By: [Signature]
Print Name: John Barrera
Title: Secretary

STATE OF TEXAS

§

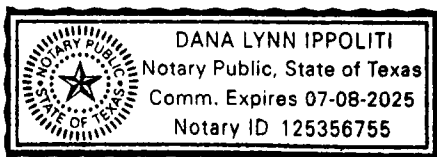
COUNTY OF FORT BEND

§

§

BEFORE ME, on this day personally appeared John Barrera the Secretary of Sienna Townhome Association, 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 21st day of October, 2021.



Dana Ippoliti
Notary Public – State of Texas

Recording Return To:
Dana Ippoliti
9600 Scanlan Trace
Missouri City, TX 77459