



PERSONAL MEMORIAL POLICY

Sienna Community Association Sienna Residential Association

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

I. PURPOSE

The purpose of this Personal Memorial Policy (“Policy”) is to establish a method for members to place personal memorials within the community.

II. APPLICABILITY AND AUTHORITY

This Policy pertains to the following entities and encumbers that property restricted by the Covenant, the 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.

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, 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. GUIDELINES

1. Memorial Requests:
 - a. Memorial requests can only be submitted for a loved one who has passed away and must be in writing to the Associations' Community Relations Manager. All requests must have the written consent of the family involved. The request should provide all information requested on the Memorial Application and must include type of memorial (see below), and preferred location.

2. Types of Memorials:
 - a. Bench - The style and type of the bench is a Dumor 57-60PL (black frame, recycled cedar color slats) and is consistent with other standard benches installed in Sienna. At the applicant's request, the bench can have a plaque mounted on the bench with memorial wording. (Plaque specifications and wording choices detailed below). Benches will be installed adjacent to common area/park sidewalks or trails.

 - b. Tree - A 30 gallon tree, which will be selected by Association Staff and the Landscape Committee to conform to surrounding area landscaping. The tree will be either a Live Oak or Magnolia, unless otherwise specifically agreed upon by the Landscape Committee. These trees are selected for their durability. Trees will only be installed where adequate irrigation is present.

 - c. Statue – A bronze statue (comparable to those found throughout the community) may be purchased as a memorial. Association Staff will work with residents to determine vendor and location.

 - d. Ribbon – Ribbon memorial requests can be submitted for a Sienna resident (only) and all requests must be made within six (6) months of the resident's passing. Ribbon memorials are only to be used to acknowledge the passing of a Sienna resident, not for use by a cause, organization, or non-Sienna resident. Temporary ribbon memorials may be placed uniformly on tree trunks along the Sienna Parkway center esplanade for a maximum period of two weeks (14 days). Installation of ribbon memorials must be approved by the Association and must be removed by applicant. Installation of ribbon memorials are a 'one-time' event and cannot be used to acknowledge an individual annually or as a acknowledgement of anniversary date of a passing. Only one (1) ribbon memorial request will be considered during the same date request. The Association reserves the right to deny a ribbon memorial request due to other activities or events within the Community.

3. Plaques:
 Plaque requests can only be made in conjunction with a bench, tree, or statue – no stand-alone plaques are allowed. A standard plaque style has been chosen by Association Staff for benches, trees, and statue memorials. Plaque specifications are:
- a. Bench plaques are approximately 2” x 4” in size, bronze, and will be mounted on the back of the bench.
 - b. Tree plaques are approximately 4” x 8” in size, bronze, encased in a concrete base, and will be located at the base of the tree.
 - c. Statue plaques are approximately 4” x 8” in size, bronze, encased in a concrete base, and will be located at the base of the statue.
 - d. Specific wording for a plaque is required. The applicant may select one of the following plaque wording options:
 - i. “In Memory of” (name) (date of birth and death or date of memorial dedication).
 - ii. “In Loving Memory of” (name) (date of birth and death or date of memorial dedication).
 - iii. “In Honor of” (name) (date of birth and death or date of memorial dedication)
 - iv. “In Honor of/In Memory of (pet’s name) Friend/Member of (name of family).
4. Association Staff, in cooperation with the Landscape Committee, will be responsible for the final site selection and the selection and installation of the tree and plaque. The date of the tree planting and installation or bench installation cannot be guaranteed. Requests are processed in the order they are received. Trees are planted between November 1 and March 1 due to climate conditions. Benches, statues, and ribbons may be installed at any time during the year.
5. The applicant will be responsible for the cost and installation of the tree, bench, statue, and/or plaque. The Community Relations Manager will provide the requesting applicant the cost of the memorial, with installation, and the applicant will be responsible for paying the Association. Full payment is required prior to ordering of bench or tree.
6. Trees planted will be under a one-year warranty. In the event of damage, vandalism, or death of a tree, the Association will replace the tree with another 30-65 gallon tree and planting will occur within 12 months of the initial tree loss. Every attempt will be made to replace a memorial tree in the original location. If a memorial tree cannot be replaced at the original location, Association Staff will determine the placement of the tree and corresponding plaque.

7. The Association requires a minimum of ten (10) business day to review and follow-up on all memorial requests.

| Policy Name | Approved/Finalized | Revised |
|--------------------------|---------------------------|-------------------|
| Personal Memorial Policy | | May 10 & 11, 2022 |
| Personal Memorial Policy | | October 19, 2015 |
| Personal Memorial Policy | October 17, 2011 | |

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 Policy was approved on the 11th day of May, 2022, at a meeting of the Board of Directors at which a quorum was present.

DATED, this the 11th day of May, 2022.

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

STATE OF TEXAS §

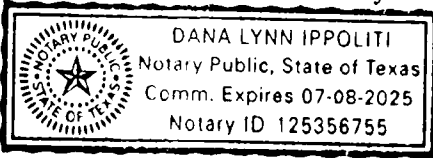
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COUNTY OF FORT BEND §

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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 11th day of May, 2022.



Dana Ippoliti
Notary Public – State of Texas

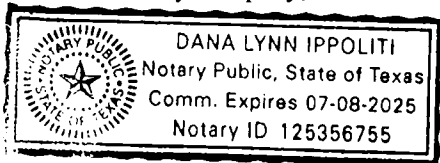
APPROVED, this the 11th day of May, 2022

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

By: _____
Print Name: Jimmie F. Jenkins
Title: Authorized Representative

THE STATE OF TEXAS §
COUNTY OF Fort Bend §

This instrument was acknowledged before me this 11th day of May, 2022, 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

