



SIENNA ID AND GUEST CARD POLICY
SIENNA PLANTATION RESIDENTIAL ASSOCIATION, INC.
Revised April 23, 2018

WHEREAS, the property encumbered by this Sienna ID and Guest Card Policy (the "Policy") is the property restricted by the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Sienna Plantation (Sienna Plantation Residential Association, Inc.) recorded under Fort Bend County Clerk's File No. 2012104699 (the "Declaration"), as same may have been or may be amended from time to time, and any other property which has been or may be annexed thereto and made subject to the authority of the Sienna Plantation Residential Association, Inc. ("Association"); and

WHEREAS, reference is hereby made to the Declaration for all purposes, and any and all capitalized terms used herein shall have the meanings set forth in the Declaration, unless otherwise specified herein; and

WHEREAS, pursuant to the authority granted in Article III, Section C 1(f) of the Sixth Amended and Restated Bylaws of Sienna Plantation Residential Association, Inc., as same may be amended from time to time, the Board is vested with the authority to promulgate Policies, Rules and Regulations for the Association; and

WHEREAS, in the event of a conflict between the terms of this Policy and any previously adopted Rules, Regulations and/or Policies regulating Sienna ID Cards and Guest Cards as set forth herein, this Policy shall control; and

WHEREAS, this Policy replaces in its entirety that previously recorded Sienna ID and Guest Card Policy recorded under Clerk's File No. 2015097233 in the Official Public Records of Fort Bend County, Texas; and

WHEREAS, the Board desires to establish a uniform and systematic procedure for the issuance and use enforcement of Sienna ID Cards and Guest Cards for use of Association facilities.

NOW, THEREFORE, IT IS RESOLVED, that the following Policy is hereby adopted by the Board:

I. PURPOSE

The Association's pools and fitness center are available for residents' use during established hours approved by the Board. Only residents and their guests may use the Association's pools and fitness center. Sienna ID Cards and Guest Cards are used to confirm residency at these facilities.

II. POLICY

A Sienna ID Card must be presented by each resident age 10 and older for entry to the pools and fitness center. A Child ID Card must be presented by each resident child age 5-9 years old. Children under age 5 are not required to have a Child ID Card and are admitted with a parent/guardian. A resident's Guest Card must be presented for guest entry with a resident – refer to Guest and Guest Card guidelines (Section III.2).

An owner's use of common properties and facilities may be suspended if the owner has delinquent account status. Refer to the *Collection Policy and Payment Plan Guidelines for Sienna Plantation Residential Association, Inc.*, recorded in the Official Public Records of Fort Bend County, Texas and available on www.siennanet.com.

III. PROCEDURES

1. Obtaining ID Cards

- a) Sienna ID Cards, Child ID Cards and Guest Cards are issued at the Association Office, 9600 Scanlan Trace, Missouri City, TX 77459.
- b) Sienna ID and Guest Cards are non-transferable and may not be loaned. Renewing ID Cards is not necessary unless a child is turning age 10. The ID Cards are proximity access cards and offer proximity technology and photo identification. Cards can be deactivated by the Association if necessary. Some facilities require presentation of the card to a staff member and some facilities require swiping the card in front of a reader.
- c) ID CARDS SHOULD BE STORED IN A SAFE PLACE, REPLACEMENT FEES APPLY (see III.h.)
- d) Residents must complete an ID Card Form to receive Sienna ID Card(s), Child ID Card(s) (for ages 5-9), and a Guest Card. In addition to the Form, residents must provide documentation of residency and a photo ID or Driver's License. Documentation of residency may be in the form of a current utility bill for the residence. If the resident has recently closed on his or her property within the last two months and is not able to provide a utility bill, a copy of the settlement statement and a photo ID or Driver's License is acceptable.
- e) The names and ages of all Occupants of a residence who will be receiving an ID Card are to be listed on the ID Card Form. Adult residents ages 21 and older residing at the property are not required to come together to be issued Sienna ID Cards, but they should all be listed on the form when initially completed and the form must be signed by an adult resident. Residents under age 21 must be with a parent or guardian to receive an ID Card, and must be listed on the form by the parent or guardian.. Only residents are eligible to receive an ID Card. Children under the age 5 who reside in the residence are not issued ID Cards and they are allowed entry to the pool with a responsible adult resident (the adult resident must have an ID Card).
- f) Each residence will receive 2 Sienna ID Cards at no charge. Each additional Sienna ID Card after the first 2 cards is \$15 per card for Occupants of the residence ages 10 and older (check or credit card only for payments/no cash). Each child residing at the residence ages 5-9 will receive a Child ID Card at no charge. Tenants leasing property must pay \$15 per Sienna ID Card and \$15 for a Guest Card (refer to item III.4. related to ID Cards and Tenants).
- g) Children turning age 10 should come to the office to have an updated photo taken and receive a new Sienna ID Card. If a residence has already received the 2 cards at no fee, 2 additional complimentary cards may be issued for the purpose of a child turning 10 and upgrading from a Child ID Card to a Sienna ID Card. Any additional Sienna ID Cards

- will require a payment of \$15. Children ages 10 and older are permitted entry to the pool without a parent or guardian as long as they have a Sienna ID Card.
- h) Lost ID Cards can be replaced at the Association office. A fee of \$15 per card is charged for replacement Sienna ID Cards, \$7 for replacement Child ID Cards, and \$15 for replacement Guest Cards. The lost/replaced cards will be voided for future use.
 - i) If an ID Card is not working at the proximity reader, the Association should be contacted. If a card has been lost or stolen, the Association should be contacted at 281-778-0778 to deactivate the card.

2. Guest Cards

- a) Residents may obtain a Guest Card at the Association office. One Guest Card is issued per property at no fee. Guest Cards for tenants are \$15. A Guest Card includes 50 guest visits per year and is automatically reloaded with 50 visits annually in January.
- b) One additional Guest Card may be purchased for \$50 (check or credit card only) during a 1 year period (expiring Dec. 31 of current year) and will include 50 visits. Guest Card fee is not pro-rated.
- c) A Guest Card must be presented with any guest(s) visiting a recreational facility with a resident. The resident must be in attendance during the guest's entire visit.
- d) A maximum of 5 guests will be permitted access to the facilities per each visit of a residence's Occupants. Occupants of a residence may not leave the facility to bring in 5 additional guests during the same visit nor can another Occupant use the Guest Card to bring in 5 additional guests. Children under age 2 are not counted in the guest count.
- e) Residents ages 10-21 without an adult present may only bring in 1 guest for each visit and must have a Guest Card in addition to their Sienna ID Card.
- f) **EXTENDED GUESTS** – Extended guests of a resident who resides at the same residence may purchase an Extended Guest Card for \$50. The Extended Guest Card will expire at the end of the current calendar year and will not be pro-rated. Extended full time guests residing at the property must provide documentation showing full time residency. Accepted documents can include bills, school transcripts, or other official statement type documents which show individual's name with the resident's Sienna Plantation property address. If a resident is not able to provide a document with name and address confirmation of the extended guest, a notarized letter stating that the individual is a full-time extended Occupant at the residence may be provided for documentation. A maximum of two (2) Extended Guest Cards are permitted per calendar year per residence. Refunds for Extended Guest Cards are not available. A Guest Card must be presented with any guest(s) visiting a recreational facility with a resident. The resident must be present with the guest(s).

3. Brushy Lake and Sawmill Lake Fitness CentersUse After Hours

- a) Residents may access Brushy Lake Fitness Center during staffed hours using their Sienna ID. Brushy Lake Fitness Center does not offer after hour access.
- b) Residents may access Sawmill Lake Fitness Center during both staffed and non-staffed/afterhours using their Sienna ID. Refer to Fitness Center Hours for early morning/late evening access hours. Residents should not open the side door for others to access room.

4. Residential Leases

- a) Tenants leasing property in within Sienna Plantation may obtain Sienna, Child and Guest ID Cards for the lease period of the property as noted on the lease. A copy of the current lease must be provided to obtain ID cards and must state lease period and current property owner's name. For tenants on a month-to-month lease, the Association may periodically verify that the lease is still in effect.
- b) Sienna ID and Guest Cards will only be issued to Tenant if the Association has the current alternate mailing address of the Owner on file.
- c) Each Sienna ID Card is \$15 per Occupant of a residence for ages 10 and up. Guest Cards are \$15. Child ID Cards have no fee.

- d) ID Cards issued to Tenants will be deactivated upon the lease termination date. The Tenant must provide an updated lease if the lease period is extended in order for cards to be re-activated.
- e) Either the Owner or Tenant may have ID Cards, not both.

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.

Policy Name	Approved/Finalized	Revised
Sienna ID and Guest Card Policy		April 23, 2018
Sienna ID and Guest Card Policy		August 17, 2015
Member ID Guest Card Policy		February 9, 2015
Member ID and Guest Card Policy		March 17, 2014
Member ID and Guest Card Policy		March 26, 2012
Guest Policy		May 28, 2008
Guest Policy	February 24, 2005	

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 Sienna ID and Guest Card Policy was duly adopted at a meeting of the Board of Directors held on the 23rd day of April, 2018, at which a quorum was present.

IN WITNESS WHEREOF, I have hereunto subscribed my name on this 28th day of April, 2018.

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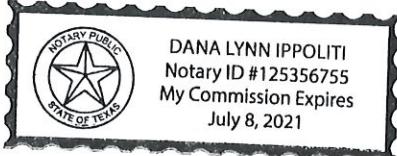


DEREK GOFF, Secretary

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 23rd day of April, 2018.



Dana Llpoliti
Notary Public – State of Texas

Notary Public – State of Texas

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

FILED AND RECORDED
OFFICIAL PUBLIC RECORDS

Laura Richard

Laura Richard, County Clerk

Fort Bend County Texas

May 01, 2018 09:00:10 AM

FEE: \$27.00 YA

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