

VG-342-2017-151732

**Denton County
Juli Luke
County Clerk**

Instrument Number: 151732

Real Property Recordings

MISCELLANEOUS

Recorded On: December 12, 2017 11:09 AM

Number of Pages: 6

" Examined and Charged as Follows: "

Total Recording: \$46.00

******* THIS PAGE IS PART OF THE INSTRUMENT *******

Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY
because of color or race is invalid and unenforceable under federal law.

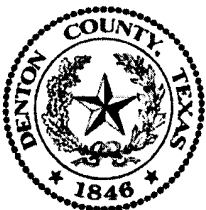
File Information:

Document Number: 151732
Receipt Number: 20171212000228
Recorded Date/Time: December 12, 2017 11:09 AM
User: Jane K
Station: Station 9

Record and Return To:

SOUTHRIDGE ESTATES HOA
P.O. BOX 668

DENTON TX 76202



STATE OF TEXAS
COUNTY OF DENTON

I hereby certify that this Instrument was FILED In the File Number sequence on the date/time
printed hereon, and was duly RECORDED in the Official Records of Denton County, Texas.

Juli Luke
County Clerk
Denton County, TX

**SOUTHRIDGE ESTATES HOMEOWNERS ASSOCIATION, INC.
NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

THE STATE OF TEXAS §
 §
COUNTY OF DENTON §

I, Michelle A. Emick, Secretary of Southridge Estates Homeowners Association, Inc. (the “**Association**”), do hereby certify that at a meeting of the Board of Directors of the Association (the “**Board**”) duly called and held on the eleventh day of December, 2017, with at least a quorum of the Board members being present and remaining throughout, and being duly authorized to transact business, the following Non-Discrimination and Anti-Harassment Policy was duly approved by a majority vote of the members of the Board:

RECITALS:

1. Southridge Estates Homeowners Association, Inc. is a non-profit corporation in the State of Texas. It maintains its own telephone and facsimile numbers, website, email addresses and mailing address as well as routine hours of operation, Monday through Friday, 9:00 AM to 12:00 PM and 1:00 PM to 5:00 PM, excluding federal holidays.
2. The Association is represented by contractors and volunteer Board of Directors and committee members, and may be represented by employees, all of whom can have direct contact with the public.
3. Southridge Estates Homeowners Association, Inc. is committed to a work environment in which all individuals are treated with respect and dignity. Each Association Representative has the right to work in a professional atmosphere that prohibits hostile and discriminatory practices. The Board of Directors of the Association desires to adopt a Non-Discrimination and Anti-Harassment Policy consistent with this.

POLICY PROVISIONS:

Section 1. Purpose. The purpose of the Non-Discrimination and Anti-Harassment Policy is to provide a set of guidelines to further delineate the roles and expectations of Association Representatives.

Section 2. Definitions.

- 2.1 **The Association** - Southridge Estates Homeowners Association, Inc., a non-profit corporation incorporated under the Laws of the State of Texas, its successors and assigns.

- 2.2 **Association Representative** – Any contractor, employee, Board of Directors or committee member for The Association.

Section 3. Procedures.

- 3.1. No Association Representative is required to entertain Board or committee members, homeowners, contractors, real estate agents, title company representatives, auditors, accountants, attorneys or other entities outside of the Association's routine hours of operation, unless a meeting is mutually agreed upon in advance.
- 3.2. No Association Representative is required to entertain Board or committee members, homeowners, contractors, real estate agents, title company representatives, auditors, accountants, attorneys or other entities in public, at their place of business or employment, in their homes or on their personal property, unless a meeting is mutually agreed upon in advance.
- 3.3. No Association Representative is expected to respond to correspondence related to Association business that is sent to or left at their personal home or email addresses.
- 3.4. No Association Representative is expected to provide his/her personal telephone numbers for, or to receive calls related to Association business on his/her personal telephone(s).
- 3.5. No Association Representative is required to interact with Board or committee members, homeowners, contractors, real estate agents, title company representatives, auditors, accountants, attorneys or other entities who behave in an inappropriate fashion.
- 3.6. Association Representatives will not be penalized for terminating contact with an individual or group of individuals in the event that the individual or group:
- A. Verbally or physically threatens, postures or intimidates;
 - B. Engages in name calling, makes gestures, slurs or derogatory comments or otherwise denigrates;
 - C. Expresses prejudice against the Association Representative's perceived gender, race, color, religion, national origin, ethnicity, sexual orientation or physical or mental competence;

- D. Uses profanity;
 - E. Harasses or engages in undesirable conduct such as:
 - 1. Touching, pinching, kissing, patting, or hugging;
 - 2. Blocking or interfering with normal movement;
 - 3. Stalking;
 - 4. Using suggestive, derogatory, or vulgar comments or slurs, sexual innuendos or obscene gestures;
 - 5. Leering;
 - 6. Making unwanted sexual advances, invitations, or comments;
 - 7. Pestering for dates;
 - 8. Making propositions, threats, or suggestive or insulting sounds;
 - 9. Sending inappropriate letters or emails or
 - 10. Spreading rumors;
 - F. Physically assaults them (as defined under Texas penal code class C);
 - G. Unreasonably interferes with their ability to perform their job duties; or
 - H. Perpetuates contact that is nonproductive.
- 3.7 If an Association Representative becomes involved in any such situation as listed in Section 3.6, the Association Representative should offer one oral or written notice prior to terminating contact, unless the Association Representative reasonably believes that he/she is in imminent danger.

- 3.8 After an incident occurs, the following steps may be taken in the order as deemed appropriate by the Association Representative, based upon the nature of the infraction:
- A. The City of Denton Police Department may be notified and the individual prosecuted if deemed appropriate.
 - B. The Board of Directors will be notified, either orally or in written form, of the incident in a timely fashion.
 - C. The Association Representative will provide to the Board of Directors a comprehensive written account of the incident in a timely fashion.
 - D. The Board of Directors will review the situation, consult with its attorneys as needed, and determine an appropriate course of action. The exact remedy for hostile or harassing conduct may depend on an evaluation of all relevant circumstances, such as the severity of the conduct and prior violations by the person engaging in the prohibited conduct.

CERTIFICATION

I hereby certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing Non-Discrimination and Anti-Harassment Policy was approved by a majority vote of the Board of Directors as set forth above and now appears in the books and records of the Association, to be effective upon recording in the Official Public Records of Real Property of Denton County, Texas.

TO CERTIFY which witness my hand this the 12th day of December, 2017.

SOUTHRIDGE ESTATES HOMEOWNERS ASSOCIATION, INC.

By: *Michelle A. Emick*
Print Name: Michelle A. Emick, Secretary

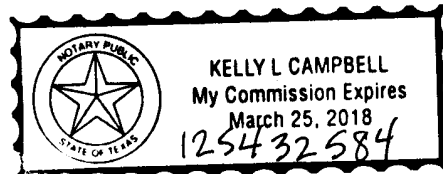
THE STATE OF TEXAS §

§

COUNTY OF DENTON §

BEFORE ME, the undersigned notary public, on this 12th day of December, 2017 personally appeared Michelle A. Emick, Secretary of Southridge Estates Homeowners Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

Kelly L. Campbell
Notary Public in and for the State of Texas



Return to:
Southridge Estates Homeowners Association, Inc.
P.O. Box 668
Denton, Texas 76202-0668