



CONTACT INFORMATION POLICY

Sienna Business Association
Sienna Property Owners Association

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

I. PURPOSE

The purpose of this Contact Information Policy (this "***Policy***") is to set forth the Contact Information that Owners must provide to the Associations and to prescribe a process by which Owners may provide the Contact Information to the Associations and make any necessary updates to the Contact Information previously provided to the Associations in the event of any change.

II. APPLICABILITY AND AUTHORITY

This Policy applies to the following entities and encumbers that property restricted by the Declaration and the Covenant (as defined below):

1. Sienna Plantation Business Association, Inc., sometimes doing business as Sienna Business Association ("***SBA***"), as referenced in and having jurisdiction over the property encumbered by the Sienna Plantation Commercial Amended and Restated Master Covenant (Sienna Plantation Business Association, Inc.), recorded under Clerk's File No. 2016024161 in the Official Public Records of Fort Bend County, Texas, as same has been and may be amended from time to time (the "***Covenant***"), and any other property which has been or may be subsequently annexed thereto and made subject to the authority of SBA.
2. Sienna Plantation Property Owners Association, Inc., sometimes doing business as Sienna Property Owners Association ("***SPOA***"), as referenced in and having jurisdiction over the property encumbered by the Third Amended and Restated Declaration of Covenants, Conditions, and Restrictions for Sienna (Sienna Property Owners Association), recorded under Clerk's File No. 2025078227 in the Official Public Records of Fort Bend County, Texas, as same has been and may be amended from time to time (the "***Declaration***"), and any other property which has been or may be subsequently annexed thereto and made subject to the authority of SPOA.

Notwithstanding anything contained in this Policy to the contrary, this Policy is only applicable to Owners of commercial property encumbered by the Covenant and the Declaration. This Policy does not apply to the Owner of any residential property encumbered by the Covenant or the Declaration, including the Owner of any Lot (as defined in the Declaration) encumbered by the Declaration.

Any reference in this Policy to “*Board*”, “*Boards*”, “*Association*”, or “*Associations*” applies to each of the above-mentioned entities, as the context requires. Any reference in this Policy to “*Sienna*” collectively means that property encumbered by the Declaration and the Covenant. Any reference in this Policy to “*Owner*”, “*Tract*”, or “*Condominium Unit*” has the corresponding meaning ascribed to the applicable term in the Declaration or the Covenant, as applicable; provided, however, that “*Owner*” as used in this Policy, does not refer to the owner of any residential property in Sienna, as provided above. Any reference in this Policy to “*Occupant*” has the corresponding meaning ascribed to that term in the Declaration. Any reference in this Policy to “*Tenant*” has the corresponding meaning ascribed to that term in the Covenant.

Each Board is authorized by its respective Dedicatory Instruments (as that term is defined by the Texas Property Code) to adopt rules and policies pertaining to the governance of the Association that it serves. In the event of a conflict between the terms of this Policy and any previously adopted rules, regulations, or policies addressing the subjects contained in this Policy, this Policy will control.

Invalidation of any one or more of the covenants, restrictions, conditions, or provisions contained in this Policy will in no way affect any of the other covenants, restrictions, conditions, or provisions of this Policy, which will remain in full force and effect.

III. CONTACT INFORMATION POLICY

A. Contact Information

1. In General

For purposes of this Policy, “*Contact Information*” means, collectively, the following information:

- a. Full legal name of the Owner, Occupant, or Tenant of the Tract or Condominium Unit, as applicable;
- b. Full legal name of the individual to serve as the point of contact with the Association, if different from the Owner, Occupant, or Tenant of the Tract or Condominium Unit (the “*Primary Contact*”);
- c. Mailing address of the Tract or Condominium Unit in Sienna;
- d. Mailing address of the Primary Contact, if different from the mailing address of the Tract or Condominium Unit in Sienna;
- e. Phone number of the Primary Contact; and
- f. Email address of the Primary Contact.

2. Provision of Current Contact Information

Owners of Tracts and Condominium Units must provide their current Contact Information to the applicable Association within 30 days of acquiring title to the Tract or Condominium Unit in Sienna. If an Owner leases a Tract or Condominium Unit, or a portion of a Tract or Condominium Unit, to an Occupant or Tenant, the Owner must also provide the current Contact Information for the Occupant or Tenant leasing the Tract, Condominium Unit, or portion thereof to the applicable Association within 30 days of the commencement of the lease term.

If an Owner fails to provide its Contact Information or the Contact Information of any Occupant or Tenant leasing a Tract, Condominium Unit, or portion thereof from the Owner to the applicable Association, as set forth above, the Association may utilize the address of the Tract or Condominium Unit as the Owner's, Occupant's, or Tenant's address for purposes of sending notices to the Owner, Occupant, or Tenant, and any notice sent to said address will be deemed to be delivered to the Owner, Occupant, or Tenant, as applicable, regardless of whether actually received by the Owner, Occupant, or Tenant.

B. Changes in Contact Information

In the event the Contact Information of any Owner, Occupant, or Tenant previously provided to the Associations changes, the Owner must provide updated Contact Information to the applicable Association within 30 days of the change in Contact Information.

If an Owner fails to provide updated Contact Information to the applicable Association, as set forth above, the Association may utilize the Contact Information, including the mailing address of the Primary Contact, previously provided to the Association for purposes of sending notices to the Owner, Occupant, or Tenant, and any notice sent utilizing the previously provided Contact Information will be deemed to be delivered to the Owner, Occupant, or Tenant, as applicable, regardless of whether actually received by the Owner, Occupant, or Tenant.

C. Notice Regarding Contact Information

Each Owner must submit the Contact Information required pursuant to this Policy to the applicable Association in writing by email, mail, or hand delivery to the Association's email address or address as set forth on the Association's most recently recorded management certificate. The Contact Information will be deemed to have been received by the Association (i) when delivered by hand (with written confirmation of receipt); (ii) when received by the Association, if sent by a nationally recognized overnight courier (return receipt requested); (iii) on the third day after the date mail mailed, if sent by certified or registered mail, return receipt requested, postage prepaid; or (iv) on the date sent by email, if sent during the normal business hours of the Association, or on the next business day, if sent after the normal business hours of the Association.

D. Enforcement

An Owner's failure to provide current Contact Information to the applicable Association pursuant to this Policy constitutes a violation of the Dedicatory Instruments (as defined by the Texas Property Code) encumbering Sienna, for which the Associations may pursue enforcement action, including fines, as set forth in the Dedicatory Instruments, including that certain Commercial Dedicatory Instrument Enforcement and Fine Policy, recorded under Clerk's File Number 2022022740 in the Official Public Records of Fort Bend County, Texas, as same may be amended from time to time.

This Policy is in addition to any other rules, regulations, and policies adopted by the Boards which pertain to the Contact Information that Owners must provide to the Associations. This Policy in no way limits the Associations' right to manage, operate, and control the Associations, and the Boards reserve the right, in their sole and absolute discretion, to promulgate additional rules, regulations, and policies pertaining to the Contact Information that Owners must provide to the Associations.

| Policy Name | Approved/Finalized | Revised |
|----------------------------|---------------------------|----------------|
| Contact Information Policy | October 21 and 23, 2025 | |

Recording Return To:

Dana Ippoliti
9600 Scanlan Trace
Missouri City, TX 77459

CERTIFICATION

SIENNA BUSINESS ASSOCIATION/TOLL-GTIS PROPERTY OWNER LLC

I certify that, as President of Sienna Plantation Business Association, Inc., a Texas nonprofit corporation, the foregoing Contact Information Policy was approved on the 21st day of October, 2025, at a meeting of the Board of Directors at which a quorum was present.

DATED, this the 21st day of October, 2025.

**Sienna Plantation Business Association, Inc., a
Texas nonprofit corporation**

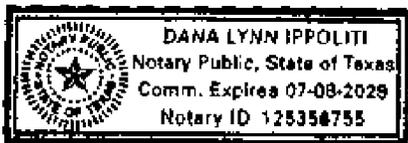
Jimmie F. Jenkins
Jimmie F. Jenkins

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

STATE OF TEXAS §
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COUNTY OF FORT BEND §

BEFORE ME, on this day personally appeared Jimmie F. Jenkins, the President of Sienna Plantation Business Association, Inc., a Texas nonprofit 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 and in the capacity stated in this instrument, and as the act and deed of said corporation.

Given under my hand and seal this the 21st day of October, 2025.



Dana Ippoliti
Notary Public – State of Texas

APPROVED, this the 21st day of October, 2025.

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

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

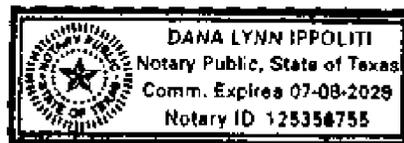
STATE OF TEXAS

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COUNTY OF FORT BEND

This instrument was acknowledged before me this 21st day of October 2025, by Jimmie F. Jenkins, the Auth. Rep. of TOLL-GTIS PROPERTY OWNER LLC, a Texas limited liability company, on behalf of said company.


Notary Public – State of Texas



CERTIFICATION
SIENNA PROPERTY OWNERS ASSOCIATION

I certify that, as Secretary of Sienna Plantation Property Owners Association, Inc., a Texas nonprofit corporation, the foregoing Contact Information Policy was approved on the 23rd day of October, 2025, at a meeting of the Board of Directors at which a quorum was present.

DATED, this the 23rd day of October, 2025.

**Sienna Plantation Property Owners Association,
Inc., a Texas nonprofit corporation**

Allison Bond

By: _____
Print Name: Allison Bond
Title: Secretary

STATE OF TEXAS §
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COUNTY OF FORT BEND §

BEFORE ME, on this day personally appeared Allison Bond, the Secretary of Sienna Plantation Property Owners Association, Inc., a Texas nonprofit 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 and in the capacity stated in this instrument, and as the act and deed of said corporation.

Given under my hand and seal this the 23rd day of October, 2025.

Dana Lynn Ippoliti
Notary Public – State of Texas

