



HOMEOWNERS ASSOCIATION

Synopsis of Electronic Tenant Registration Policy & Board Resolution

May 28, 2025

RE: Notice of Board Approval – Electronic Tenant Registration Policy & Board Resolution on Director Term Adjustment for Iron Horse Village Residential Homeowners Association, Inc., Mesquite, Texas

Dear Homeowners,

At a duly called meeting of the Board of Directors held on May 15, 2025, the Board voted to formally adopt the following measures:

1. **Electronic Tenant Registration Policy**
2. **Board Resolution Adjusting Terms of Directors**

Please see below a brief **synopsis** of each item. **Full copies of both documents are attached to this notice and the Electronic Tenant Registration Policy has been officially filed with the Dallas County Clerk's Office.** The policy and resolution are now considered **in full effect** as of the date of delivery of this letter.

Electronic Tenant Registration Policy Summary

Purpose:

The policy was enacted to simplify communication and facilitate controlled pool access for tenants renting within the Iron Horse Village community.

Key Requirements:

- **Tenant Registration:** Owners must complete an online tenant registration form through the Association's website to obtain pool key cards for their tenants.
- **Required Tenant Information:**
 - Names
 - Phone numbers
 - Email addresses
 - Lease start and expiration dates
- **Owner Acknowledgements (via online form):**
 - Tenant(s) have received the Association's governing documents
 - Tenant(s) agrees to receive email communication from the Association
 - Pool key cards will be deactivated on the lease's expiration date
 - Owners may request new key cards upon lease renewal or new tenant registration

Compliance Deadline:

Owners have 60 days from the date the policy is filed with the Dallas County Clerk to comply.

Enforcement:

Violations of the policy may result in fines as per the Association's enforcement procedures.

Modification Clause:

The Board reserves the right to amend this policy or introduce additional rules.

Essex Association Management L.P.
1512 Crescent Dr. Suite 112
Carrollton, TX, 75006
(972)-428-2030



HOMEOWNERS ASSOCIATION

Legal Recording:

The policy will be officially recorded in the public records of **Dallas County, Texas**, and notice will be provided to all property owners.

Board Resolution Summary

Purpose of Resolution:

To address a vacancy on the Board of Directors following the voluntary resignation of Director Shaquerra Hamilton, who had been elected to serve a 3-year term after receiving the most votes in the 2024 post-declarant election.

Key Actions:

- **Filling the Vacancy:**

The Board unanimously resolved that Director **Perla Bouche** would assume the remaining 3-year term of the vacated seat.

- **Board Stability:**

The resolution was aimed at maintaining governance continuity and stability until the next election.

If you have any questions or concerns you can reach our office during business hours Monday-Friday, 9:00 a.m. to 5:00 p.m. at (972)-428-2030 or on the Community Website under the "Contact Us" tab.

Sincerely,

Sean Corcoran

Director of Operations, Essex Association Management

On behalf of Iron Horse Village Hoa Inc.

Essex Association Management L.P.
1512 Crescent Dr. Suite 112
Carrollton, TX, 75006
(972)-428-2030

**NOTICE OF FILING OF DEDICATORY INSTRUMENT FOR
IRON HORSE VILLAGE RESIDENTIAL HOMEOWNERS ASSOCIATION, INC.**

STATE OF TEXAS

COUNTY OF DALLAS

This Notice of Filing of Dedicatory Instruments for Iron Horse Village Residential Homeowners Association, Inc., ("Notice") is made by and on behalf of Iron Horse Village Residential Homeowners Association, Inc., (the "Association") to be effective as of this 15th day of May 2025.

RECITALS:

WHEREAS, the Association is a property owners association as defined in Section 202.001(2) of the Texas Property Code; and

WHEREAS, The Association is governed by a dedicatory instrument, which covers the property described therein entitled Declaration of Covenants, Conditions and Restrictions for Iron Horse Village Residential Homeowners Association, Inc., filed or to be filed in the Real Property Records of Dallas County, Texas (the "Declaration"), as Iron Horse Village Residential Homeowners Association, Inc., such may be amended, supplemented and/or corrected from time to time; and

WHEREAS, Section 202.006 of the Texas Property Code requires a property owners association to file the dedicatory instrument in the Real Property Records of each county in which the property to which the dedicatory instrument relates is located; and

WHEREAS, the Association desires to file a Notice by adding the instruments attached hereto herein adopted by the Association.

NOW THEREFORE, the Association files true and correct copies of the following instruments of the Association which are attached hereto:

- **Resolution of the Board of Directors – Establishing Rules Governing Electronic Tenant Registration**

IN WITNESS WHEREOF, the undersigned agent of Iron Horse Village Residential Homeowners Association, Inc., certifies that, to the best of his/her knowledge, as of the effective date of this Notice of Filing of Dedicatory Instrument that the foregoing instruments are a true and correct copy of the current instruments of the Association.

[Signature follows on next page]

Executed this 15th day of May 2025.

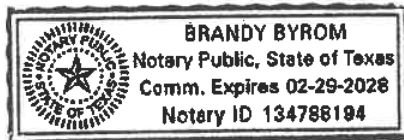
By: Connie Kindle
Connie Kindle, Authorized
Representative, Essex Association
Management L.P.,
Its Managing Agent.

STATE OF TEXAS

COUNTY OF DALLAS

Before me, the undersigned authority, a Notary Public in and for said county and state, on this day personally appeared Connie Kindle, Authorized Representative, Essex Association Management L.P., on behalf of Iron Horse Village Residential 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 purposes and consideration therein expressed, in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 15TH DAY OF MAY 2025.



Brandy Byrom

Notary Public in and for the State of
Texas

STATE OF TEXAS §
 §
COUNTY OF DALLAS §

**POLICY RESOLUTION OF THE
BOARD OF DIRECTORS OF
IRON HORSE VILLAGE RESIDENTIAL HOMEOWNERS
ASSOCIATION, INC.
ESTABLISHING RULES
GOVERNING ELECTRONIC TENANT REGISTRATION**

WHEREAS, the Board of Directors of the Iron Horse Village Residential Homeowners Association, Inc. (the "*Board*") is the entity responsible for the operation of the Iron Horse Village Residential Homeowners Association, Inc. (the "*Association*") in accordance with and pursuant to that certain Declaration of Covenants, Conditions and Restrictions for Iron Horse Village, recorded on September 23, 2019, as Instrument No. 201900253417 of the Official Public Records of Dallas County, Texas, including amendments and supplements thereto (the "*Declaration*") and the Bylaws of the Iron Horse Village Residential Homeowners Association, Inc. (the "*Bylaws*"); and

WHEREAS, pursuant to the Declaration and Bylaws the Board is authorized to adopt rules pertaining to the leasing and rental restrictions within the community; and

WHEREAS, the Board has determined the need to promulgate rules applicable to the registration of tenants living within the community; and

WHEREAS, a meeting of the Board was held on the 15 day of May, 2025 (the "*Meeting*"); and

WHEREAS, a quorum of the Directors was present at the meeting; and

WHEREAS, a motion was made, and duly seconded, to adopt the Electronic Tenant Registration Policy, attached hereto as Exhibit "1", in accordance with the authority provided the Board under the Declaration and the Bylaws.

NOW, THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS that the Board has resolved to adopt, and does hereby adopt, the Electronic Tenant Registration Policy attached hereto as Exhibit "1".

IT IS FURTHER RESOLVED, that such Policy shall be filed of record with the Office of the Dallas County Clerk and shall become effective upon notification to the Owners of property subject to the Declaration of the adoption thereof by: (i) posting same on the Association's website, and (ii) forwarding a copy of the Policy to those Owners who have registered an electronic mail address with the Association.

**IRON HORSE VILLAGE
RESIDENTIAL HOMEOWNERS
ASSOCIATION, INC.**

By: 

President

Date: 5-17-25

Exhibit "1"

**IRON HORSE VILLAGE RESIDENTIAL HOMEOWNERS
ASSOCIATION, INC.
ELECTRONIC TENANT REGISTRATION POLICY**

In order to respond to the need for ease in communication and key card for pool access for Tenants residing in the community and for ease of use of Owner's renting their residences within the community, the Board of Directors have promulgated this Electronic Tenant Registration Policy.

- In order for an Owner to receive pool key cards for their Tenant(s) and to be in compliance with the Association's governing documents, an Owner must submit the following information via an online registration form provided on the Association's website:
 - Name of Tenant(s)
 - Phone Number of Tenant(s)
 - E-mail address(es) for Tenant(s)
 - Start Date and Expiration Date of Lease Term
- Within the online registration form, Owner must acknowledge:
 - The Tenant(s) have received the Association's governing documents,
 - The Tenant(s) shall receive e-mail communications from the Association until the stated Expiration Date of the Lease Term,
 - Key cards for pool access for the Tenant(s) shall be turned off at the Expiration Date of the Lease Term, and
 - The Owner is authorized to request new key cards for pool access when either (1) the current Tenant(s) renews his or her lease or (2) the new Tenant(s) are registered using the online registration form provided on the Association's website.
- Owners shall have sixty (60) days from the date of filing this Policy with the Dallas County Clerk to comply with this Policy.
- Violations of this Policy may subject an Owner to fines pursuant to the Association's Enforcement Policy.
- The foregoing Policy is subject to amendment by the Board of Directors and to the promulgation of further Policies and/or Rules.

**Dallas County
John F. Warren
Dallas County Clerk**

Instrument Number: 202500105916

eRecording - Real Property

Recorded On: May 22, 2025 08:18 AM

Number of Pages: 6

" Examined and Charged as Follows: "

Total Recording: \$41.00

******* 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: 202500105916
Receipt Number: 20250521000650
Recorded Date/Time: May 22, 2025 08:18 AM
User: Roger J
Station: CC150

Record and Return To:

Simplifile



**STATE OF TEXAS
COUNTY OF DALLAS**

**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 Dallas County, Texas.**

John F. Warren
Dallas County Clerk
Dallas County, TX

A handwritten signature in black ink, appearing to be "JF Warren", is written over a horizontal line.

**RESOLUTION OF THE BOARD OF DIRECTORS
OF
IRON HORSE VILLAGE RESIDENTIAL
HOMEOWNERS ASSOCIATION, INC.**

WHEREAS, the Board of Directors of Iron Horse Village Residential Homeowners Association, Inc. (the "*Board*") is the entity responsible for the operation of Iron Horse Village Residential Homeowners Association, Inc., a Texas nonprofit corporation (the "*Association*") in accordance with and pursuant to the Declaration of Covenants, Conditions and Restrictions for Iron Horse Village was filed on September 23, 2019, as Instrument No. 2019-00253417 in the Official Public Records of Dallas County, Texas (the "*Declaration*") and the Bylaws of Iron Horse Village Residential Homeowners Association, Inc. (the "*Bylaws*"); and

WHEREAS, under Article IV, Section 4.1(b) of the Bylaws, after the Declarant Turnover Date, as defined in the Bylaws, the Members will elect a minimum of three (3) Board of Directors; one (1) Director for a three (3) year term, and two (2) Directors for a two (2) year term; and

WHEREAS, under Article IV, Section 4.1(b) of the Bylaws, the Member obtaining the most votes will serve the three (3) year term and the remaining two (2) Directors will serve a term of two (2) years; and

WHEREAS, at the 2024 election following the Declarant Turnover Date, three (3) Directors were elected by the Members; and

WHEREAS, Member Shaquerra Hamilton obtained the most votes and, as such, was to serve a term of three (3) years; and

WHEREAS, Director Shaquerra Hamilton voluntarily resigned from the Board resulting in an immediate vacancy; and

WHEREAS, the Board has determined the need to maintain stability on the Board amongst the remaining Directors until such time the vacancy is filled pursuant to the Bylaws; and

WHEREAS, a meeting of the Board was held on the 15 day of May, 2025; and

WHEREAS, a quorum of the Directors was present at the meeting; and

WHEREAS, a Motion was made Director Perla Bouche fulfill the remaining three (3) year term of former Director Shaquerra Hamilton and shall hold office until her successor has been elected; and

WHEREAS, the Motion was discussed and presented for a vote at the meeting; and

WHEREAS, the Board determined that it was in the best interests of the Association to adopt the Motion; and

WHEREAS, the Directors present at the meeting voted unanimously to resolve adopt the Motion on the above date.

NOW, THEREFORE, BE IT RESOLVED that the term of Director Perla Bouche be set from two (2) years to three (3) years.

IT IS FURTHER RESOLVED, that this Resolution shall forthwith be recorded in the Official Public Records of Dallas County, Texas, until otherwise modified or rescinded by the Board. All Owners shall receive notice of this Resolution.

[SIGNATURE PAGE TO IMMEDIATELY FOLLOW]

**IRON HORSE VILLAGE RESIDENTIAL
HOMEOWNERS ASSOCIATION, INC.**

By: 

Perla Bouche, President

By: 

Francisco Prieto, Secretary