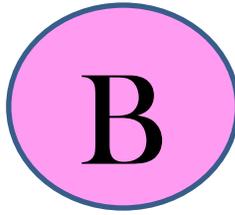


**WHITEWATER SPRINGS POA BOARD OF  
DIRECTORS SEPTEMBER 20, 2017 MEETING**

**AGENDA ITEM XX  
NICOLE BURNS, ATTORNEY AT LAW, LEGAL SERVICES**



# Law Office of Nicole Burns

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The Law Office of Nicole Burns (“LONB”) is pleased to submit this proposal to provide legal services to WHITEWATER SPRINGS PROPERTY OWNERS ASSOCIATION (“WWSPOA”) for strict purpose of CONSOLIDATION OF COVENANTS, CONDITIONS AND RESTRICTIONS (“CCRs”).

## **I. UNDERSTANDING OF REQUEST**

There are 6 sections to the WWSPOA. The governing documents consist of the original declaration of protective covenants, original declaration of the land owners association, articles of incorporation, bylaws, declaration of covenants, conditions, and restrictions for each section, and multiple amendments. LONB believes the services requested consist only of consolidating the original and amended Covenants, Conditions, and Restrictions affecting each section of the WWSPOA into a single comprehensive document to submit to the residents for election to allow for filing in the real property records of Burnet County. It is also understood that there are additional terms requested to be added to clarify ambiguous language in the current document.

LONB also acknowledges that the amendments to the WWSPOA CCRs may not pass through the required election process. In the event this occurs, residents have also indicated a desire to have the current CCRs in a more user-friendly format, albeit non-official, that allows for an index and electronic searches.

## **II. SERVICES TO BE PROVIDED**

LONB offers to provide the following services:

- Re-type the current CCRs and save them into a word or searchable PDF document, including an index, referencing all current filing information for unofficial use by the WWSPOA in the event the election does not pass. Product will be delivered to the WWSPOA within 30 days of notification that the consolidated document did not pass in the election.
- Work with board members to determine ambiguous terms within the CCRs and propose suitable definitions for amendment in the consolidation.
- Draft a consolidated CCR document into a word or searchable PDF document, which will combine all of the sections, all existing amendments, and all proposed definition amendments or terms into a single document suitable for filing in the real property records of Burnet County, Texas, in the event the proposed document passes the required WWSPOA election. Final document will be delivered to the WWSOA at least 30 days prior to election.

## **III. PROPOSED FEES**

LONB will bill WWSPOA upon submission of the consolidated CCR document for a fee of five thousand and no/100 dollars (\$5,000.00). Payment is due within thirty (30) days of the date the invoice is rendered. No additional charges will be due if the election does not pass and the

unofficial documents are provided at the later date.

**IV. CONFLICT OF INTEREST**

I know of no current or potential conflicts of interest that would prevent me from providing these services. LONB understands acceptance of this proposal may be dependent on the approval of WWSPOA's current attorney.

**V. INSURANCE REQUIREMENTS**

LONB does not maintain liability or malpractice of any kind. Please advise if WWSPOA requires such insurance to provide requested services.