Deed Restrictions Workshop

Tuesday, May 25, 2021
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<thead>
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<th>TIME</th>
<th>SESSION NAME</th>
<th>SPEAKER</th>
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<tr>
<td>6:05-6:15</td>
<td>Introductions</td>
<td>PJ Jones</td>
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<td>6:15-6:30</td>
<td>Real Property Records - Harris County Clerk's Office</td>
<td>Teneshia Hudspeth</td>
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<td>6:30-6:45</td>
<td>Block Captains &amp; Block Walking / Safety</td>
<td>PJ Jones</td>
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<td>6:45-6:55</td>
<td>Q&amp;A</td>
<td>Kimberly Lee</td>
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<tr>
<td>6:55-7:00</td>
<td>Break</td>
<td></td>
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<tr>
<td>7:00-7:15</td>
<td>Notary Process and Importance</td>
<td>Samantha Salas</td>
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<td>7:15-7:30</td>
<td>Costs to Implement or Adopt Restrictions</td>
<td>Caroline Crow</td>
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<td>7:30-7:45</td>
<td>Tracking Signatures</td>
<td>Amy Dinn</td>
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<td>7:45-7:55</td>
<td>Q&amp;A</td>
<td>Samantha Salas</td>
</tr>
<tr>
<td>7:55-8:00</td>
<td>Closing Survey</td>
<td>Shannon Jenkins</td>
</tr>
<tr>
<td>8:00</td>
<td>Closing Remarks</td>
<td>PJ Jones</td>
</tr>
</tbody>
</table>
Introductions

Session 4: Tuesday, May 25, 2021

Speakers & Moderators

Amy Dinn
Caroline Crow
Teneshia Hudspeth
Kimberly Lee
PJ Jones
Samantha Salas
Shannon Jenkins
AMY DINN
Lone Star Legal Aid
Environmental Justice Team
Managing Attorney
CAROLINE CROW
Lone Star Legal Aid
Environmental Justice Team
Staff Attorney
KIMBERLY LEE

East Houston Civic Club

Board Member
PJ JONES
Glenwood Forest Community Civic Club President
SAMANTHA SALAS
Lone Star Legal Aid
Environmental Justice Team
Paralegal
This workshop is not designed to provide specific legal advice on your community’s issues or address your community’s concerns directly.

Information being provided is educational in nature. This workshop was put together in direct response to many communities who expressed interest in deed restrictions. This workshop is to provide general information to those interested in learning more about deed restrictions.

None of the hosts of the workshop are advocating that your specific community adopt restrictions. We are sharing information regarding the process and how to be successful in working with deed restrictions. Your neighborhood may have unique features or challenges to consider with respect to determining whether to adopt restrictions. Those are concerns for your neighborhood to weigh and consider.
Workshop Goals

1. To educate communities about deed restrictions.

2. To empower communities with knowledge about deed restrictions.
   “Knowledge is power”

3. To inspire and motivate communities to protect their neighborhoods with deed restrictions, as an alternative solution to Houston’s lack of zoning.

4. To promote community collaboration to accomplish group-determined goals.
   “Teamwork makes the dream work”
Workshop Rules

1) Please keep yourself muted if you are not speaking.

2) Please do not interrupt the presenters. At the end of each presentation, there will be time for questions. Feel free to put your question in the chat!

3) If you’re calling-in, press STAR 6 [* 6] to mute or un-mute yourself.

4) If you are calling-in and are unable to access the chat feature on Zoom, please feel free to text questions to (512)-545-5054.
**Q&A Guidelines**

1. Your questions and/or comments may have been addressed in an early session of the workshop. Please see recordings and PowerPoint slides posted here: 
https://lonestarlegal.blog/environmental-justice-resources/

2. We have created FAQ for attendees. It is a work in progress. See link here: 
https://docs.google.com/document/d/1rC87AK3hKdhTu1li6F9hgrwDlXpmBhDARy1zGQsbIkQ/edit?usp=sharing

3. Please try to focus your questions around the topics being presented-on this evening.

4. If you have other questions or concerns outside of the information being presented this evening, please be respectful of other attendees and direct them to Glenwood Forest Community Civic Club, East Houston Civic Club, or Lone Star Legal Aid—depending on your concern.

5. If you have other questions or concerns related to a community-driven deed restriction initiative in your community, please be respectful of other attendees and direct them to the appropriate community organization/leader.
SESSION 1
6:15 - 6:30 PM
Real Property Records - Harris County Clerk's Office
Teneshia Hudspeth, Harris County Clerk, Harris County Clerk’s Office
Deed Restrictions Workshop

Lone Star Legal Aid Meeting
Tuesday, May 25, 2021
“The County Clerk’s Office has the role of recording all the major events of your life.”

The County Clerk's Office is responsible for recording and maintaining the following records:

- Real Property Records
- Marriage Licenses
- Assumed Name Certificates (DBAs)
- Vital Statistics (Birth and Death Records)
- Liquor Licenses
- Notices of Government Meetings
- Animal Brands
- Commissioners Court Records
- Probate Courts 1-4
- County Civil Courts at Law 1-4

The office plays a vital role in the public’s life, and I will ensure that they receive world-class service while seeking our office’s services.
How To File Real Property Records

Mail
If filing by U.S. Postal mail, submit your original document and payment to: Teneshia Hudspeth, Harris County Clerk, Attention: Real Property, P.O. Box 1525, Houston, TX 77251-1525.

If filing by mail with a tracking number (FedEx, UPS, etc.), submit your original document and payment to: Teneshia Hudspeth, Harris County Clerk, Attention: Real Property, 201 Caroline, 4th Floor, Suite 460, Houston, TX 77002. THIS TYPE OF DELIVERY WILL ONLY BE ACCEPTED MONDAY THROUGH FRIDAY.

Mail Payment Options
We will not accept temporary checks, estate checks, trust checks, association checks, or checks with mark outs or alterations. Checks must be drawn from a US bank and be made payable to Teneshia Hudspeth, County Clerk. Firm checks and business checks must include preprinted name and address.

We accept the following payment:
• Money orders (must be submitted in completed form)
• Firm checks
• Cashier’s checks
• Company checks
• Major credit cards (with valid government issued ID which matches the name of the cardholder who must be present or complete the not in person credit card form which can be found at our website)
Texas Local Government Code 195.003 indicates persons who are authorized to e-record. Sec. 195.003. PERSONS AUTHORIZED TO FILE ELECTRONICALLY. (a) The following persons may file electronic documents or other documents electronically for recording with a county clerk that accepts electronic filing and recording under this chapter:

1. an attorney licensed in this state;
2. a bank, savings and loan association, savings bank, or credit union doing business under laws of the United States or this state;
3. a federally chartered lending institution, a federal government-sponsored entity, an instrumentality of the federal government, or a person approved as a mortgagee by the United States to make federally insured loans;
4. a person licensed to make regulated loans in this state;
5. a title insurance company or title insurance agent licensed to do business in this state;
6. an agency of this state; or
7. a municipal clerk.

(a-1) In addition to persons listed under Subsection (a), a county may authorize a person to file electronic documents or other documents electronically for recording with a county clerk if the county enters into a memorandum of understanding with the person for that purpose. This subsection applies only to a county with a population of 500,000 or more.

- WE ONLY SIGN MOUs WITH VENDORS
Visit our website for a list of vendors to set up an E-recording account.
How To File Real Property Records

In Person

If a document is submitted and does not meet statutory recording requirements and/or is not accompanied by the correct fee, it will not be accepted for recording. Everyone must present a valid government issued identification when submitting a document for recording in person.

In Person Payment Options
We will not accept temporary checks, estate checks, trust checks, association checks, or checks with mark outs or alterations. Checks must be drawn from a US bank and be made payable to Teneshia Hudspeth, County Clerk. Firm checks and business checks must include preprinted name and address.

We accept the following in-person payment:
• Cash
• Money orders (must be submitted in completed form)
• Firm checks
• Cashier’s checks
• Company checks
• Personal checks (local only with valid and current Texas ID)
• Major credit cards (with valid government issued ID which matches the name of the cardholder who must be present or complete the not in person credit card form which can be found at our website)
Issues to Be Aware of When Recording

• Signed by the appropriate person and that person’s signature must be notarized (i.e., Release, Deed of Trust, Deed, etc.). A Release issued by the Internal Revenue or the State of Texas is not required to be notarized. Notaries must comply with the Civil Practice and Remedies Code 121
• Include legal descriptions when applicable.
• Documents of conveyance must indicate the grantee’s address. (Texas Property Code 11.003)
• All names should be printed under all signatures and a return address should be printed on the document.
• Lien Affidavits contents are listed in Texas Property Code 53.054.
• There should be a 1-2 inch margin across the top and left margin of the document for our recording information.
• If the document you are filing is from a Texas court, then it must be a complete original court issued certified copy. Please call the office for instructions on out of State court documents.
• A certified copy cannot be altered.
  -Court document - You must contact the court to request a court certified copy to be re-issued with the necessary information.
  -County Recorder – You may attach a page to the back of the clerk issued certified copy. Do not alter the pages of the certified copy.
• Abstracts of Judgment are required to contain a Plaintiff’s mailing address. (Texas Property Code 52.0041)
Reasons Filings are Rejected

• Personal Checks through the mail.

• Parties must sign and be notarized. If signing on behalf of another individual or entity, the capacity and entity for which the signer has executed the document, must be indicated. Civil Practice and Remedies Code 121.

• Notary acknowledgment must be complete. (Civil Practice remedies code 121 Chapter)

• Incorrect fees.

• Document is not original. Documents executed electronically and submitted for recording in paper form must comply with Texas Property Code 12.0013 “Declaration of Authenticity”

Important Information
The Harris County Clerk’s Office public facing services is open Monday through Friday by appointment or walk in. Visit our website cclerk.hctx.net for the department you need to visit or call 713-274-8600. Be sure to prepare with proper identification when submitting documents for recording in person.

*There is legal penalties for recording fraudulent documents.
Follow us @HarrisCoTXClerk

Contact Us:
CountyClerk@cco.hctx.net

Teneshia Hudspeth
Harris County Clerk
Teneshia.Hudspeth@cco.hctx.net
713-274-8600

Office of Teneshia Hudspeth, Harris County Clerk
SESSION 2
6:30 - 6:45 PM
Block Captains & Block Walking / Safety
PJ Jones, President, Glenwood Forest Community Civic Club
Steps to Success

BLOCK CAPTAINS, BLOCK WALKING & SAFETY

PJ Jones
President
Glenwood Forest Community Civic Club
What is a Block Captain?

- A block captain is a resident who supports the deed restriction process and agrees to collect signatures on their block or street.

- A block captain may also be a Petition Committee member but does not have to be a Petition Committee member.
What are the responsibilities of a Block Captain?

- **Primary responsibility:** Discuss deed restrictions with neighbors on block and/or on their street and collect signatures to hand off to the Civic Club President or other Community Leader in charge of the deed restriction initiative.

- **Other responsibilities:** Hang-up door hangers on their block and pass out fliers on their block with information about deed restrictions or community meetings.
Property Spreadsheet: Make a spreadsheet of the property addresses in your subdivision. Sort the spreadsheet, so that you can identify homeowners that are also community residents. Knocking these doors first will help your team of green residents use their time wisely.

<table>
<thead>
<tr>
<th>Property Address</th>
<th>Legal Description 1</th>
<th>Legal Description Subdivision</th>
<th>Owner Mailing Address</th>
<th>Owner Mailing Address 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>6636 HOFFMAN ST</td>
<td>LT 904 BLK 11</td>
<td>TRINITY GARDENS SEC 2</td>
<td>6636 HOFFMAN ST</td>
<td>HOUSTON TX 77028</td>
</tr>
<tr>
<td>6637 HOFFMAN ST</td>
<td>LT 846 BLK 6</td>
<td>TRINITY GARDENS SEC 2</td>
<td>1427 PENNYROYAL CT</td>
<td>HOUSTON TX 77073</td>
</tr>
<tr>
<td>6715 HOFFMAN ST</td>
<td>LT 840 BLK 7</td>
<td>TRINITY GARDENS SEC 2</td>
<td>6715 HOFFMAN ST</td>
<td>HOUSTON TX 77028</td>
</tr>
<tr>
<td>7102 HOFFMAN ST</td>
<td>LT 926 BLK 9</td>
<td>TRINITY GARDENS SEC 2</td>
<td>7102 HOFFMAN ST</td>
<td>HOUSTON TX 77028</td>
</tr>
<tr>
<td>7411 HOFFMAN ST</td>
<td>LT 807 BLK 8</td>
<td>TRINITY GARDENS SEC 2</td>
<td>7411 HOFFMAN ST</td>
<td>HOUSTON TX 77028</td>
</tr>
<tr>
<td>6818 HOFFMAN ST</td>
<td>LT 915 BLK 10</td>
<td>TRINITY GARDENS SEC 2</td>
<td>6818 HOFFMAN ST</td>
<td>HOUSTON TX 77028</td>
</tr>
<tr>
<td>6719 HOFFMAN ST</td>
<td>LT 839 BLK 7</td>
<td>TRINITY GARDENS SEC 2</td>
<td>6719 HOFFMAN ST</td>
<td>HOUSTON TX 77028</td>
</tr>
<tr>
<td>6511 HOFFMAN ST</td>
<td>TR 854 BLK 6</td>
<td>TRINITY GARDENS SEC 2</td>
<td>6509 SILVER ST</td>
<td>HOUSTON TX 77028</td>
</tr>
</tbody>
</table>
Subdivision Mapping: Using your spreadsheet of property addresses map out the most efficient route for you to walk. Sort your spreadsheet by numbered address and street name.
**Door Approach:** Use the door approach we discussed during prior sessions.

**Green Residents:** Take other green residents with you.

**Uniforms:** Wear matching Civic Club shirts, or shirts from another community organization.

**Organization:** Carry clipboards with storage.

**Notary:** Have a notary walking with you or have one available that you can make appointments with.
| Walk with a group of your green residents | Walk during the daytime | Plan out where you will be walking | Be aware of what’s around you | Create a safety plan that you already talked about with your team |
Questions

PJ Jones, President
Glenwood Forest Civic Club
glenwoodforestcivicclub@gmail.com
https://www.glenwoodforestccc.org/
QUESTIONS & ANSWERS
6:45-6:55
5 MINUTE BREAK
SESSION 3

7:00 - 7:15 PM

Notary Process and Importance

Samantha Salas, Paralegal, Lone Star Legal Aid, EJ Team
NOTARY PROCESS AND IMPORTANCE

Samantha Salas, Paralegal
Lone Star Legal Aid
A Notary Public is an official of integrity appointed by state government — typically by the secretary of state — to serve the public as an impartial witness in performing a variety of official fraud-deterrent acts related to the signing of important documents.

- In simpler terms, a notary public is a public official appointed by a state government to help deter fraud.
Notary publics witness the signing of important documents and verify the identity of the signer(s), their willingness to sign the documents, and their awareness of the contents of the document or transaction.

Institutions and organizations rely upon notaries so they may have full faith in important documents.
### How to Notarize a Document?

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Require In-Person Appearance</td>
</tr>
<tr>
<td>Step 2</td>
<td>Carefully Identify The Signer (ID, DL, Passport, etc.)</td>
</tr>
<tr>
<td>Step 3</td>
<td>Check Over The Document</td>
</tr>
<tr>
<td>Step 4</td>
<td>Record Your Journal Entry (notary requirement in notary journal)</td>
</tr>
<tr>
<td>Step 5</td>
<td>Complete The Notarial Block</td>
</tr>
</tbody>
</table>
1. Require In-Person Appearance
2. Carefully Identify The Signer
   - (ID, DL, Passport, etc.)
3. Check Over The Document
   - Make sure document is completed properly (printed name, signature, date, property address, legal description of property, clearly selected INCLUDE or EXCLUDE)
4. Record Your Journal Entry
   (notary requirement in notary journal)
5. Complete The Notarial Block
   - Complete notarial block properly then sign and stamp document.
ATTACHMENT A

CONSENT TO PETITION TO CREATE THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR HOUSTON GARDENS

We, the undersigned owners, each own record title to property in Houston Gardens, a subdivision in Harris County, Texas.

Owners who do not sign this petition may exclude their property from the operation of the created restrictions by filling a statement electing to exclude their property under Property Code Section 201.009(b)(4) before one year after the date on which the owner receives actual notice of the filing of this petition.

If an owner wishes to challenge the procedures followed in creating these restrictions, that owner must file suit under Property Code Section 201.010 before the 180th day after the date on which the certificate of compliance required by Property Code Section 201.009(g) is filed.

Owner: Alan
Owner’s Signature: Alan Date: 2/22/2020

INCLUDE or EXCLUDE boxes

Owner’s Printed Name, Signature, & Date

Property Address & Legal Description

Notary block

Notary Stamp/Seal

Notary Signature
COMMON NOTARY MISTAKES TO AVOID

- Using White-Out
- Notarizing Without The Signer Present
- Forgetting to use notary stamp/seal
- Illegible Notary Seal
- Forgetting to Sign the Document
- Empty Fields on the Notary Block
Who is eligible to become a notary public?
- To be commissioned as a notary public in Texas, you must be a Texas resident at least 18 years of age who has not received a final conviction for a crime involving moral turpitude or a felony.

How do I become a notary public?
- If you meet the eligibility requirements, submit the following to the secretary of state:
  - Completed Form 2301 (available from the secretary of state, county clerk, or your insurance agency or surety company);
  - Proof of a $10,000 surety bond (average cost $50); and
  - Filing fee of $21

Once you are commissioned, you may purchase your required notary seal and record book from any office supply company.
For additional information and assistance with Notary concerns please visit:

https://www.sos.state.tx.us/statdoc/faqs2300.shtml

- Tips
- How To’s
- FAQ's
- Complaints
QUESTIONS?

Samantha Salas, Paralegal
Lone Star Legal Aid
SESSION 4
7:15 - 7:30 PM
Costs to Implement or Adopt Restrictions
Caroline Crow, Staff Attorney, Lone Star Legal Aid, EJ Team
COSTS TO IMPLEMENT OR ADOPT DEED RESTRICTIONS
Cost Considerations

- **Number of homes in your subdivision(s)**—the cost of the deed restriction process will increase depending on the number of homes in the Subdivision.
- Whether you are creating deed restrictions or amending restrictions.
- Amendments according to current restrictions may be less expensive than the following slides describe:
  - If you are amending your restrictions & following the process outlined in your current restrictions, some of the requirements in the following slides may not be mandatory.
    - EX. Notice & Compliance for the Texas Property Code: certified mail out, return receipt requested.
  - You may also need to do less promotion because your community is already aware of the current restrictions.
Categories of Costs

- Promotional Materials
- Signature Event Costs
- Filing/Recording Fees
- Notice & Compliance
## Promotional Materials for 200 properties

<table>
<thead>
<tr>
<th>Promotional Materials for 200 properties</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yard Signs</td>
<td>$348.93</td>
</tr>
<tr>
<td>Yard Sign Stands</td>
<td>$97.40</td>
</tr>
<tr>
<td>Fliers</td>
<td>$73.61</td>
</tr>
<tr>
<td>Banner</td>
<td>$65-$75/piece (x3)</td>
</tr>
<tr>
<td>Door Hangers</td>
<td>$160.28</td>
</tr>
<tr>
<td>Mail Out (postage)/</td>
<td>$221.00</td>
</tr>
<tr>
<td>(includes postage prepaid envelope)</td>
<td></td>
</tr>
<tr>
<td>Mail Out (printing)/</td>
<td>$90.45</td>
</tr>
<tr>
<td>(estimated at $.05/page)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,216.67</strong></td>
</tr>
</tbody>
</table>
## Signature Event Costs

<table>
<thead>
<tr>
<th>Signature Event Items for 200 properties</th>
<th>Estimated Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Space (Yard or Church Parking Lot)</td>
<td>Free</td>
</tr>
<tr>
<td>Pens (Box of 144)</td>
<td>$15</td>
</tr>
<tr>
<td>Clipboards (Storage Clipboard, pack of 2)</td>
<td>$6.88 (x3)</td>
</tr>
<tr>
<td>Printed Copies of Deed Restrictions (7 pages doubled-sided) &amp; Attachment A</td>
<td>$40.00 (200 copies)</td>
</tr>
<tr>
<td>Forms (1 page) (estimated at $.05/page)</td>
<td></td>
</tr>
<tr>
<td>Hand Sanitizer (32 ounce bottle, 2 pack)</td>
<td>$24.76</td>
</tr>
<tr>
<td>Bottled Water (40 count)</td>
<td>$4.96 (x5)</td>
</tr>
<tr>
<td>Tent</td>
<td>$39.97 (x2)</td>
</tr>
<tr>
<td>Fold-up tables</td>
<td>$39.98 (x2)</td>
</tr>
<tr>
<td>Folding Chairs</td>
<td>$6.86 (x5)</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$319.40</strong></td>
</tr>
</tbody>
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REAL ESTATE INFORMATION

HARRIS COUNTY CLERK FEE SCHEDULE
Real Property Filing Fee per Texas Local Government Code Section. 118.011:
- $18.00 for the first page
- $4.00 for each additional page
- $0.25 for each name in excess of five name that has to be indexed

ADDRESS REQUIREMENT FOR RECORDING ABSTRACTS
Per Texas Property Code Section. 52.0041.
- a. A judgment abstracted after September 1, 1993, may not be recorded unless:
  1. a mailing address for each plaintiff or judgment creditor appears on the abstract of judgment or
  2. a mailing address for each to the quarter of $300

FILING & RECORDING FEES
### Filing/Recording Fees Breakdown

<table>
<thead>
<tr>
<th>Filing/Recording Fee for 200 properties</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notice of Petition Committee Formation</strong></td>
<td></td>
</tr>
<tr>
<td>• Notice (1-2 pages) &amp;</td>
<td>$18 + $4(x12)=</td>
</tr>
<tr>
<td>• Proposed Deed Restrictions (7-10+ pages)</td>
<td>$66.00</td>
</tr>
<tr>
<td><strong>Petition to Create Deed Restrictions</strong></td>
<td></td>
</tr>
<tr>
<td>• Deed Restrictions (7-10+ pages)</td>
<td>$18 + $4(x111)=</td>
</tr>
<tr>
<td>• 51% of property owners’ signatures (101)</td>
<td>$462.00</td>
</tr>
<tr>
<td><strong>Certificate of Compliance</strong></td>
<td></td>
</tr>
<tr>
<td>• Certificate (1-2 pages)</td>
<td>$18 + $4(x4)=</td>
</tr>
<tr>
<td>• Copy of Certified Mail Notice Letter (1 page)</td>
<td>$34.00</td>
</tr>
<tr>
<td>• Copy of Newspaper publication/Affidavit from Publisher (1-2 pages)</td>
<td></td>
</tr>
<tr>
<td><strong>Misc. Filings</strong></td>
<td></td>
</tr>
<tr>
<td>• Supplemental Attachment A Filings (20)</td>
<td>$18 + $4(19)=</td>
</tr>
<tr>
<td></td>
<td>$94.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$656.00</strong></td>
</tr>
</tbody>
</table>
# Notice & Compliance Costs

<table>
<thead>
<tr>
<th>Notice &amp; Compliance for 200 properties</th>
<th>Estimated Cost</th>
</tr>
</thead>
</table>
| **Mail out to all property owners in the Subdivision during the Deed Restriction Process**  
| Printing                                                                  | $90.45                  |
| Postage & Prepaid Envelope                                               | $221.00                 |
| **Printing Costs ($.05/page)**                                           |                         |
| Certified Mail out to all property owners in Subdivision                 | $100 +                  |
| TX. Property Code Sec. 201.008(b)(2)                                     | $7.10 (x 200 properties)=|
|                                                                          | $1,520.00               |
| **Publish Notice in Newspaper of “general circulation” in appropriate county 1x week for 2 consecutive weeks**  
| TX. Property Code TX. Property Code Sec. 201.008(b)(2)                   |                         |
|                                                                          | $2,328.72               |
|                                                                          |                         |
| **TOTAL**                                                                | **$4,160.17**           |
## Miscellaneous Costs

<table>
<thead>
<tr>
<th>Expense</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notary Application &amp; Notary Materials</td>
<td>$89.95</td>
</tr>
<tr>
<td>Extra Fliers (.05/page)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Extra Copies of Attachment A (.05/page)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Additional Mail outs</td>
<td>$311.45</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$421.40</strong></td>
</tr>
</tbody>
</table>
### TOTAL COSTS

<table>
<thead>
<tr>
<th>EXPENSE</th>
<th>ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotional Materials</td>
<td>$1,216.67</td>
</tr>
<tr>
<td>Signature Event Costs</td>
<td>$319.40</td>
</tr>
<tr>
<td>Filing/Recording Fees</td>
<td>$640.00</td>
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<td>Notice &amp; Compliance</td>
<td>$4,160.17</td>
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<tr>
<td>Miscellaneous Costs</td>
<td>$421.40</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$6,757.64</strong></td>
</tr>
</tbody>
</table>
Questions

Caroline Crow
Staff Attorney
ccrow@lonestarlegal.org
SESSION 5
7:30 – 7:45 PM

Tracking Signatures

Amy Dinn, Managing Attorney, Lone Star Legal Aid, EJ Team
TRACKING SIGNATURES

HOW TO KNOW WHEN YOU HAVE ENOUGH....
KNOW YOUR NUMBERS

- How many lots in the subdivision?
- What percentage of lots do you need?
- How many lots total?
- Counting valid signatures
- Planning for rejections
<table>
<thead>
<tr>
<th>Subdivision</th>
<th>Total Lots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>148</td>
</tr>
<tr>
<td>Section 2</td>
<td>34</td>
</tr>
<tr>
<td>Section 3</td>
<td>80</td>
</tr>
<tr>
<td>Section 4</td>
<td>74</td>
</tr>
<tr>
<td>Section 5</td>
<td>92</td>
</tr>
<tr>
<td>Section 6</td>
<td>32</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>459</strong></td>
</tr>
</tbody>
</table>
### Sample Subdivision Tally

<table>
<thead>
<tr>
<th>Subdivision</th>
<th>Total Lots</th>
<th>More than 50% of Lot Owners by Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>148</td>
<td>75</td>
</tr>
<tr>
<td>Section 2</td>
<td>34</td>
<td>18</td>
</tr>
<tr>
<td>Section 3</td>
<td>80</td>
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<td>38</td>
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<td>47</td>
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<td>Section 6</td>
<td>32</td>
<td>17</td>
</tr>
<tr>
<td>Totals</td>
<td>459</td>
<td>230</td>
</tr>
</tbody>
</table>

**How to Calculate**
- Take Total Lots
- Divide by 2
- Add 1 Lot
## SAMPLE SUBDIVISION TALLY

<table>
<thead>
<tr>
<th>Subdivision</th>
<th>Total Lots</th>
<th>More than 50% of Lot Owners by Section</th>
<th>Signatures Collected by Section to Date</th>
<th>Percentage of Total Lots</th>
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</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>148</td>
<td>75</td>
<td>82</td>
<td>55%</td>
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<tr>
<td>Section 2</td>
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<td>Section 3</td>
<td>80</td>
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<td>64%</td>
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<td>Section 4</td>
<td>74</td>
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<td>37</td>
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<tr>
<td>Section 5</td>
<td>92</td>
<td>47</td>
<td>54</td>
<td>59%</td>
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<tr>
<td>Section 6</td>
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<td>17</td>
<td>15</td>
<td>46%</td>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>459</strong></td>
<td><strong>230</strong></td>
<td><strong>256</strong></td>
<td><strong>56%</strong></td>
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<tr>
<td>OWNER NAME</td>
<td>PROPERTY ADDRESS</td>
<td>LEGAL DESCRIPTION</td>
<td>SUBDIVISION</td>
<td>DATE SIGNED</td>
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<tr>
<td>---------------------</td>
<td>------------------</td>
<td>-------------------</td>
<td>-----------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>SOSA JORGE</td>
<td>8502 RINN</td>
<td>LT 1 BLK 1</td>
<td>GLENWOOD FOREST SEC 1</td>
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<tr>
<td>BROWN LILLIE</td>
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<tr>
<td>JAMES HOWARD</td>
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<td>LT 1 BLK 3</td>
<td>GLENWOOD FOREST SEC 1</td>
<td>SIGNED</td>
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<tr>
<td>BEAUTY M US BANK</td>
<td>9603 SEEKER ST</td>
<td>LT 1 BLK 4</td>
<td>GLENWOOD FOREST SEC 1</td>
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<tr>
<td>TRUSTEE</td>
<td></td>
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<tr>
<td>HINES TANGELA ET AL</td>
<td>9623 SEEKER ST</td>
<td>LT 1 BLK 5</td>
<td>GLENWOOD FOREST SEC 1</td>
<td></td>
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<tr>
<td>BAILEY JESSE B</td>
<td>8427 RINN ST</td>
<td>LT 1 BLK 6</td>
<td>GLENWOOD FOREST SEC 1</td>
<td>07/13/2020</td>
</tr>
</tbody>
</table>
PRO TIP:
USE YOUR MAP TO HELP YOU KEEP TRACK!
DATA-DRIVEN TRACKING & COLLECTING

• PLAN YOUR SIGNATURE STRATEGY
  • WHAT STREETS / BLOCKS NEED ATTENTION?
  • FOCUS EFFORTS ON NEARBY NEIGHBORS
  • CREATE BLOCK WALKING LISTS FROM YOUR SPREADSHEET
  • TARGET YOUR “GREEN” RESIDENTS
STRATEGIES TO PICK UP SIGNATURES

- OWNERS WHO HAVE MULTIPLE LOTS
- COMMON RELATIVES
- CIVIC CLUB MEMBERSHIP MEETINGS
- KNOW YOUR “GREEN” RESIDENTS
- GET SOMEONE WHO SIGNED TO SELL
PLAN A STRATEGY FOR HARDER PROPERTIES

- Banks
- Rental Property (Absent Owner)
- Vacant Property
- Multiple Owners (Need All Signatures)
- “Estate of” Properties (Need Executor)
- Flood Control / FEMA Buyout Lots
KEEP YOUR TEAM UPDATED

• SHARE SUCCESSES
• AVOID “RED” RESIDENTS
• KNOW STRENGTHS OF YOUR RESIDENTS
  • IN-PERSON TEAM
  • MAIL-OUT TEAM
WHAT’S YOUR CUSHION COMFORT?

COLLECT MORE SIGNATURES THAN YOU NEED
PLAN FOR REJECTIONS

- MISSING SIGNATURES
- NOTARY STAMPS
- DEFECTS IN SIGNATURES
GOOD LUCK GETTING TO FILED!

- PREPARE AHEAD OF YOUR DEADLINE
- CONSIDER ELECTRONIC FILING OPTIONS
  - TRY / TRY AGAIN!
- CORRECTIONS ARE ALLOWED
QUESTIONS & ANSWERS
7:45-7:55
Closing Survey

https://forms.gle/ajQbyHXTESyG2CAj6
CLOSING REMARKS