

Brought to you by: East Houston Civic Club & Lone Star Legal Aid
In partnership with: Glenwood Forest Community Civic Club

Deed Restrictions Workshop

Tuesday, May 25, 2021



Today's Agenda

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

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



LONE STAR
LEGAL AID



CAROLINE CROW

Lone Star Legal Aid

Environmental Justice Team

Staff Attorney



Teneshia Hudpseth

Harris County Clerk's Office
Harris County Clerk





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



**LONE STAR
LEGAL AID**

SHANNON JENKINS

Glenwood Forest

Community Civic Club

Marketing & Media Relations



Workshop Purpose

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/1rC87AK3hKdhTu1li6F9hgrwDlXPmBhDARy1zGQsblkQ/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





HARRIS COUNTY CLERK Teneshia Hudspeth

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**)



How To File Real Property Records cont..

E-recording

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

- The document must be an original document. Documents executed electronically and submitted for recording in paper form must comply with Texas Property Code 12.0013 “Declaration of Authenticity” Live Ink Signatures.
- 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

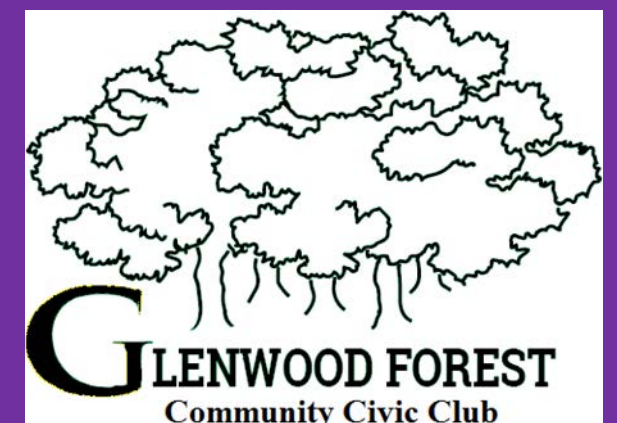


SESSION 2

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.



Tips for Effective Block Walking Part 1

- ▶ **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.

<u>Property Address</u>	<u>Legal Description 1</u>	<u>Legal Description Subdivision</u>	<u>Owner Mailing Address</u>	<u>Owner Mailing Address 2</u>
6636 HOFFMAN ST	LT 904 BLK 11	TRINITY GARDENS SEC 2	6636 HOFFMAN ST	HOUSTON TX 77028
6637 HOFFMAN ST	LT 846 BLK 6	TRINITY GARDENS SEC 2	1427 PENNYROYAL CT	HOUSTON TX 77073
6715 HOFFMAN ST	LT 840 BLK 7	TRINITY GARDENS SEC 2	6715 HOFFMAN ST	HOUSTON TX 77028
7102 HOFFMAN ST	LT 926 BLK 9	TRINITY GARDENS SEC 2	7102 HOFFMAN ST	HOUSTON TX 77028
7411 HOFFMAN ST	LT 807 BLK 8	TRINITY GARDENS SEC 2	7411 HOFFMAN ST	HOUSTON TX 77028
6818 HOFFMAN ST	LT 915 BLK 10	TRINITY GARDENS SEC 2	6818 HOFFMAN ST	HOUSTON TX 77028
6719 HOFFMAN ST	LT 839 BLK 7	TRINITY GARDENS SEC 2	6719 HOFFMAN ST	HOUSTON TX 77028
6511 HOFFMAN ST	TR 854 BLK 6	TRINITY GARDENS SEC 2	6509 SILVER ST	HOUSTON TX 77028

Tips for Effective Block Walking Part 2

- ▶ 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.

Property Address	Legal Description 1	Legal Description Subdivision	Owner Name	Address	City/State
7403 BANYAN ST	TR 4 BLK 11	HOUSTON GARDENS	ALAN GERARD MALLET	7403 BANYAN ST	HOUSTON TX 77028
6905 APACHE ST	LT 14 BLK 4	HOUSTON GARDENS	ALVIN BROOKS	6905 APACHE ST	HOUSTON TX 77028
7101 HOMESTEAD RD	TR 4A BLK 4	HOUSTON GARDENS	AMANDO RODRIGUEZ	4203 HARDY ST	HOUSTON TX 77009
7125 APACHE ST	TR 12B BLK 7	HOUSTON GARDENS	ANGELA Y STEADMAN	8922 TREMONT ST	HOUSTON TX 77028
7125 BANYAN ST	LT 4 BLK 8 SUBJ TO 10 FT HCFC PER	HOUSTON GARDENS	ANNA H SONNIER	7125 BANYAN ST	HOUSTON TX 77028
7204 CAMWAY ST	TR 10B BLK 5	HOUSTON GARDENS	ANTHONY J JOHNSON	8318 SHADY DR	HOUSTON TX 77016
6912 BANYAN ST	TR 12C BLK 4	HOUSTON GARDENS	ARLINGTON MCRAE	PO BOX 1344	CONROE TX 77305
7116 ELBERT ST	LT 7 BLK 12	HOUSTON GARDENS	AUDREY M WILLS	7703 SMOKEY WOOD LN	HOUSTON TX 77086
6901 BANYAN ST	TR 10E BLK 5	HOUSTON GARDENS	AVESTER DUFFIELD JR	6901 BANYAN ST	HOUSTON TX 77028
6929 BANYAN ST	TR 7B BLK 5	HOUSTON GARDENS	B-E WASHINGTON	6929 BANYAN ST	HOUSTON TX 77028
7020 ELBERT ST	LT 5 BLK 12	HOUSTON GARDENS	BARBARA G LEE	1802 SAM WILSON ST	HOUSTON TX 77020
7106 DARIEN ST	TRS 3A & 3B BLK 10	HOUSTON GARDENS	BARTHOLOMAE MONTEMAYOR JR	7217 LAURA KOPPE RD	HOUSTON TX 77028
6911 HOMESTEAD RD	LT 2 BLK 3	HOUSTON GARDENS	BETHEL TEMPLE CHURCH OF GOD IN CHRIST	PO BOX 3029	CROSBY TX 77532
7316 APACHE ST	TR 2C BLK 9	HOUSTON GARDENS	BONNIE HERMAN	7316 APACHE ST	HOUSTON TX 77028
6935 BANYAN ST	LT 6 BLK 5	HOUSTON GARDENS	BOSTON L WILLIAMS	6935 BANYAN ST	HOUSTON TX 77028
7322 BANYAN ST	LT 5 BLK 10	HOUSTON GARDENS	CALVIN RICHARD	7322 BANYAN ST	HOUSTON TX 77028
7310 APACHE ST	TR 2D BLK 9	HOUSTON GARDENS	CARYL KIRKPATRICK	7310 APACHE ST	HOUSTON TX 77028
0 BANYAN ST	TR 7A BLK 4	HOUSTON GARDENS	CELESTINE HOLCOMB	4311 R V MAYFIELD DR	HOUSTON TX 77088
6927 BANYAN ST	TR 7 BLK 5	HOUSTON GARDENS	CHERRY F JOSEPH	6927 BANYAN ST	HOUSTON TX 77028
7109 CAMWAY ST	TR 2B BLK 2	HOUSTON GARDENS	CHRISTINA M LEWIS	6635 HOFFMAN ST	HOUSTON TX 77028
7306 DARIEN	TR 1C BLK 11	HOUSTON GARDENS	CLIFTON H BURRELL	7306 DARIEN ST	HOUSTON TX 77028
6915 CAMWAY ST	TR 2C BLK 1	HOUSTON GARDENS	CORLVIN PREJEAN	6915 CAMWAY ST	HOUSTON TX 77028
6919 CAMWAY ST	TR 2 BLK 1	HOUSTON GARDENS	CORLVIN PREJEAN JR & CHARLOTTE ANN PREJEAN	6915 CAMWAY ST	HOUSTON TX 77028
7130 APACHE ST	TRS 4C & 4D-1 BLK 6	HOUSTON GARDENS	CURRENT OWNER	PO BOX 670683	HOUSTON TX 77267
7204 APACHE ST	TR 4A BLK 6	HOUSTON GARDENS	CURRENT OWNER	PO BOX 670683	HOUSTON TX 77267
7212 HOMESTEAD RD	LT 2 BLK 8	HOUSTON GARDENS	CURRENT OWNER	7304 HOMESTEAD RD	HOUSTON TX 77028
7220 HOMESTEAD RD	LT 3 BLK 8	HOUSTON GARDENS	CURRENT OWNER	7304 HOMESTEAD RD	HOUSTON TX 77028
7206 APACHE ST	TRS 5A-1 & 5B BLK 6	HOUSTON GARDENS	CYRUS M & BRIDGET W CORMIER	PO BOX 3983	HOUSTON TX 77253
7206 APACHE ST	TR 5A BLK 6	HOUSTON GARDENS	CYRUS M & BRIDGET W CORMIER	PO BOX 3983	HOUSTON TX 77253
7201 CAMWAY	TR 3A BLK 2	HOUSTON GARDENS	DAGOBERTO & CLAUDIA VILLANUEVA	7201 CAMWAY ST	HOUSTON TX 77028

Property Address	Legal Description 1	Legal Description Subdivision	Owner Name	Owner Mailing Address
7125 BANYAN ST	LT 4 BLK 8 SUBJ TO 10 FT HCFC PER	HOUSTON GARDENS	ANNA H SONNIER	7125 BANYAN ST HOUSTON TX 77028

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APACHE ST.

BANYAN ST.

CAMWAY ST.



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.

Other Tips for Effective Block Walking

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

Safety

Questions

PJ Jones, President

Glenwood Forest Civic Club

glenwoodforestcivicclub@gmail.com

<https://www.glenwoodforestccc.org/>



QUESTIONS & ANSWERS

6:45-6:55

5 MINUTE BREAK

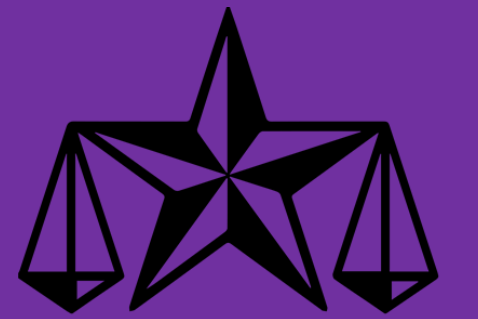


SESSION 3

7:00 - 7:15 PM

Notary Process and Importance

Samantha Salas, Paralegal, Lone Star Legal Aid, EJ Team



**LONE STAR
LEGAL AID**

NOTARY PROCESS AND IMPORTANCE

Samantha Salas, Paralegal
Lone Star Legal Aid



WHAT IS A NOTARY



- 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.

IMPORTANCE OF NOTARY

- 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.

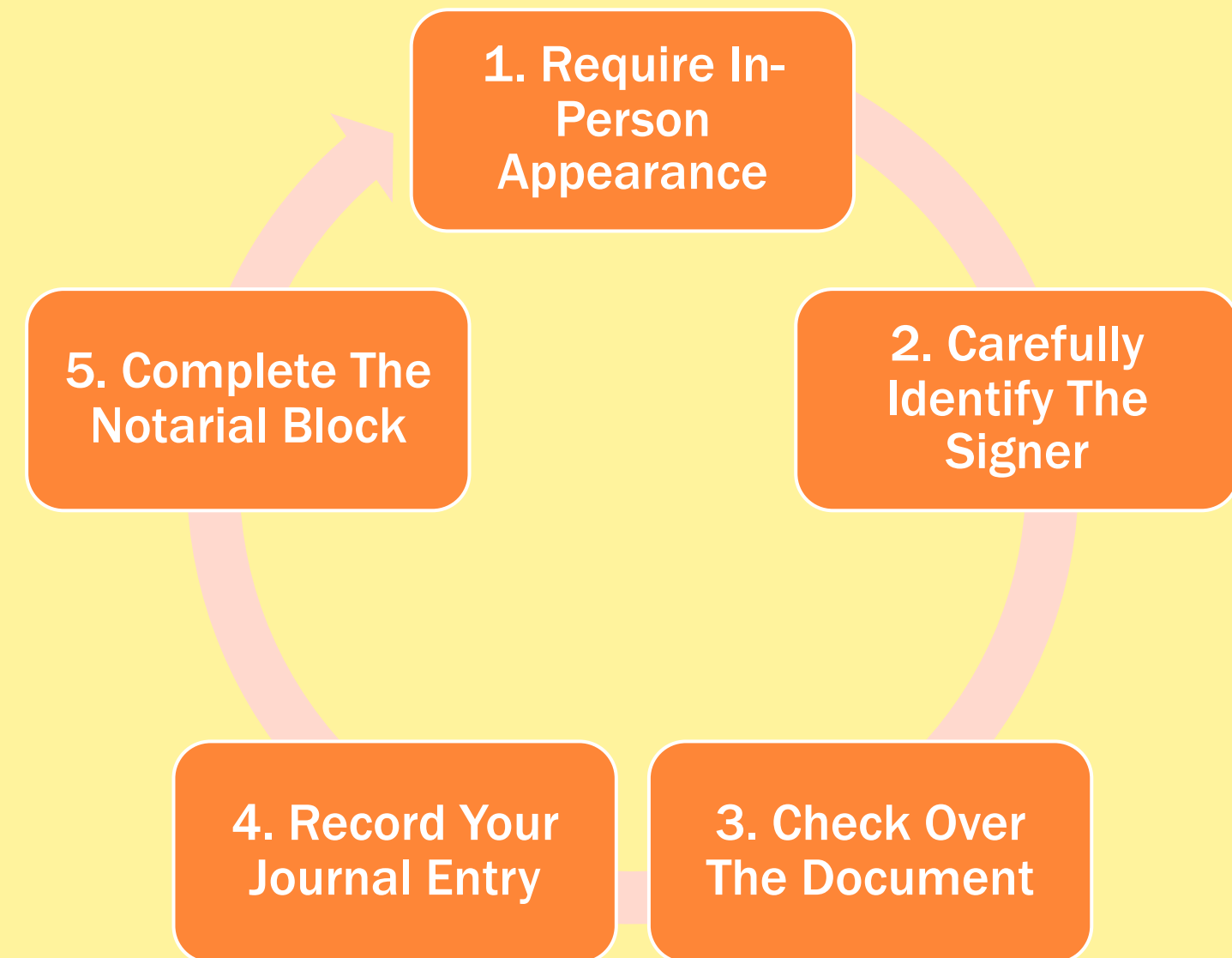


HOW TO NOTARIZE A DOCUMENT?



HOW TO NOTARIZE THE ATTACHMENT A FORM?

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 restriction by filing 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 restriction, that owner must file suit under Property Code Section 201.010 before the 181st day after the date on which the certificate of compliance required by Property Code Section 201.008(e) is filed.

Owner: Alan [REDACTED]
Owner's Signature: [Signature] Date: 2/22/2020

Co-Owner: _____
Co-Owner's Signature: _____ Date: _____

Street Address of Property: 0 B [REDACTED] St.

Legal Description of Property: Lt # [REDACTED] BIK # [REDACTED] Houston Gardens

INCLUDE the above-described property in the Restrictions being created by this petition.

OR

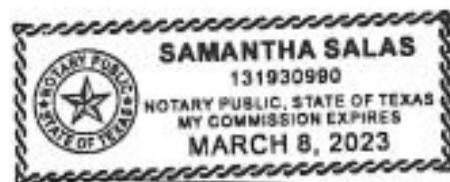
EXCLUDE the above-described property from the Restrictions being created by this petition.

THE STATE OF TEXAS

COUNTY OF HARRIS

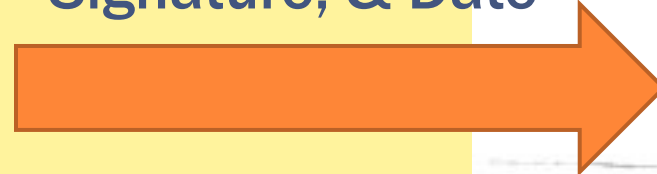
Before me, the undersigned notary, on this day personally appeared Alan [REDACTED], proved to me through TX DL to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes therein expressed.

Given under my hand and seal of office this 22nd day of Feb, 2020

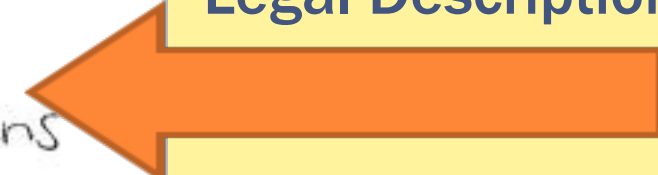


[Signature]
Notary Public in and for the State of Texas

Owner's Printed Name,
Signature, & Date



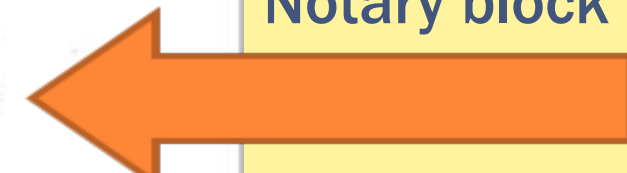
Property Address &
Legal Description



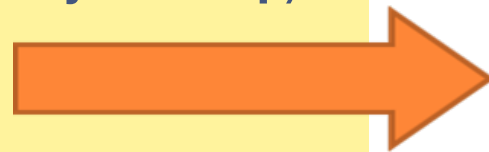
INCLUDE
or
EXCLUDE
boxes



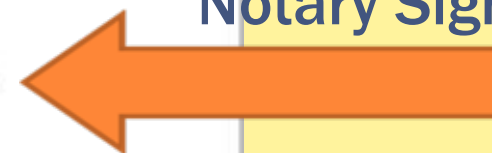
Notary block



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

HOW DO I BECOME A NOTARY

- **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




LONE STAR
LEGAL AID



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

Promotional Materials for 200 properties	Estimated Cost
Yard Signs	\$348.93
Yard Sign Stands	\$97.40
Fliers	\$73.61
Banner	\$65-\$75/piece (x3)
Door Hangers	\$160.28
Mail Out (postage)/ (includes postage prepaid envelope)	\$221.00
Mail Our (printing)/ (estimated at \$.05/page)	\$90.45
TOTAL	\$1,216.67

Signature Event Costs

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



TENESHIA HUDSPETH
HARRIS COUNTY CLERK

HOME NEWS HOW DO I...

Contact Us

Appointments for in-person Real Property transactions are available Monday-Thursday from
<https://www.cclerk.hctx.net/Applications/AppointmentBooking> to schedule a



REAL PROPERTY

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 ABSTRACT

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 penalty filing fee equal to the greater of \$2

FILING & RECORDING FEES

Filing/Recording Fees Breakdown

Filing/Recording Fee for 200 properties	Estimated Cost
Notice of Petition Committee Formation <ul style="list-style-type: none"> • Notice (1-2 pages) & • Proposed Deed Restrictions (7-10+ pages) 	$\$18 + \$4(x12) =$ \$66.00
Petition to Create Deed Restrictions <ul style="list-style-type: none"> • Deed Restrictions (7-10+ pages) • 51% of property owners' signatures (101) 	$\$18 + \$4(x111) =$ \$462.00
Certificate of Compliance <ul style="list-style-type: none"> • Certificate (1-2 pages) • Copy of Certified Mail Notice Letter (1 page) • Copy of Newspaper publication/Affidavit from Publisher (1-2 pages) 	$\$18 + \$4(x4) =$ \$34.00
Misc. Filings <ul style="list-style-type: none"> • Supplemental Attachment A Filings (20) 	$\$18 + \$4(19) =$ \$94.00
TOTAL	\$656.00

Notice & Compliance Costs

Notice & Compliance for 200 properties	Estimated Cost
Mail out to all property owners in the Subdivision during the Deed Restriction Process Printing Postage & Prepaid Envelope	\$ 90.45 \$221.00
Printing Costs (\$.05/page) Certified Mail out to all property owners in Subdivision TX. Property Code Sec. 201.008(b)(2)	\$100 + \$ 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

Expense	Estimated Cost
Notary Application & Notary Materials	\$89.95
Extra Fliers (\$.05/page)	\$10.00
Extra Copies of Attachment A (\$.05/page)	\$10.00
Additional Mail outs	\$311.45
TOTAL	\$421.40

TOTAL COSTS

EXPENSE	ESTIMATED COST
PROMOTIONAL MATERIALS	\$1,216.67
SIGNATURE EVENT COSTS	\$ 319.40
FILING/RECORDING FEES	\$ 640.00
NOTICE & COMPLIANCE	\$4,160.17
MISCELLANEOUS COSTS	\$ 421.40
TOTAL	\$6,757.64

Questions

Caroline Crow

Staff Attorney

ccrow@lonestarlegal.org



L O N E S T A R
L E G A L A I D

SESSION 5

7:30 – 7:45 PM

Tracking Signatures

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



LONE STAR
LEGAL AID



TRACKING SIGNATURES

HOW TO KNOW WHEN YOU HAVE ENOUGH....



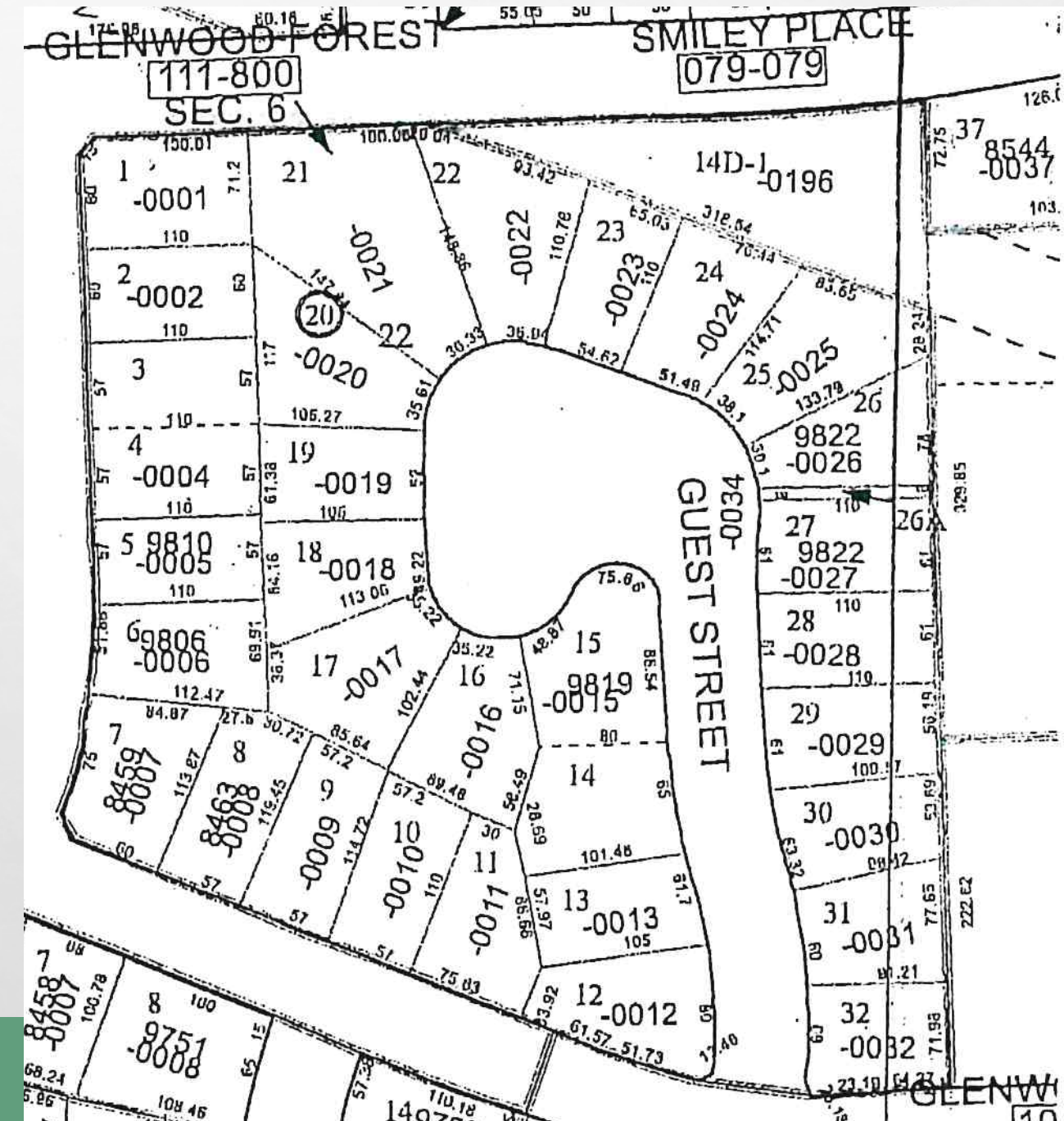
KNOW YOUR NUMBERS

- HOW MANY LOTS IN THE SUBDIVISION?
- WHAT PERCENTAGE OF LOTS DO YOU NEED?
- HOW MANY LOTS TOTAL?
- COUNTING VALID SIGNATURES
- PLANNING FOR REJECTIONS



SAMPLE SUBDIVISION TALLY

Subdivision	Total Lots
Section 1	148
Section 2	34
Section 3	80
Section 4	74
Section 5	92
Section 6	32
Totals	459



SAMPLE SUBDIVISION TALLY

Subdivision	Total Lots	More than 50% of Lot Owners by Section
Section 1	148	75
Section 2	34	18
Section 3	80	41
Section 4	74	38
Section 5	92	47
Section 6	32	17
Totals	459	230

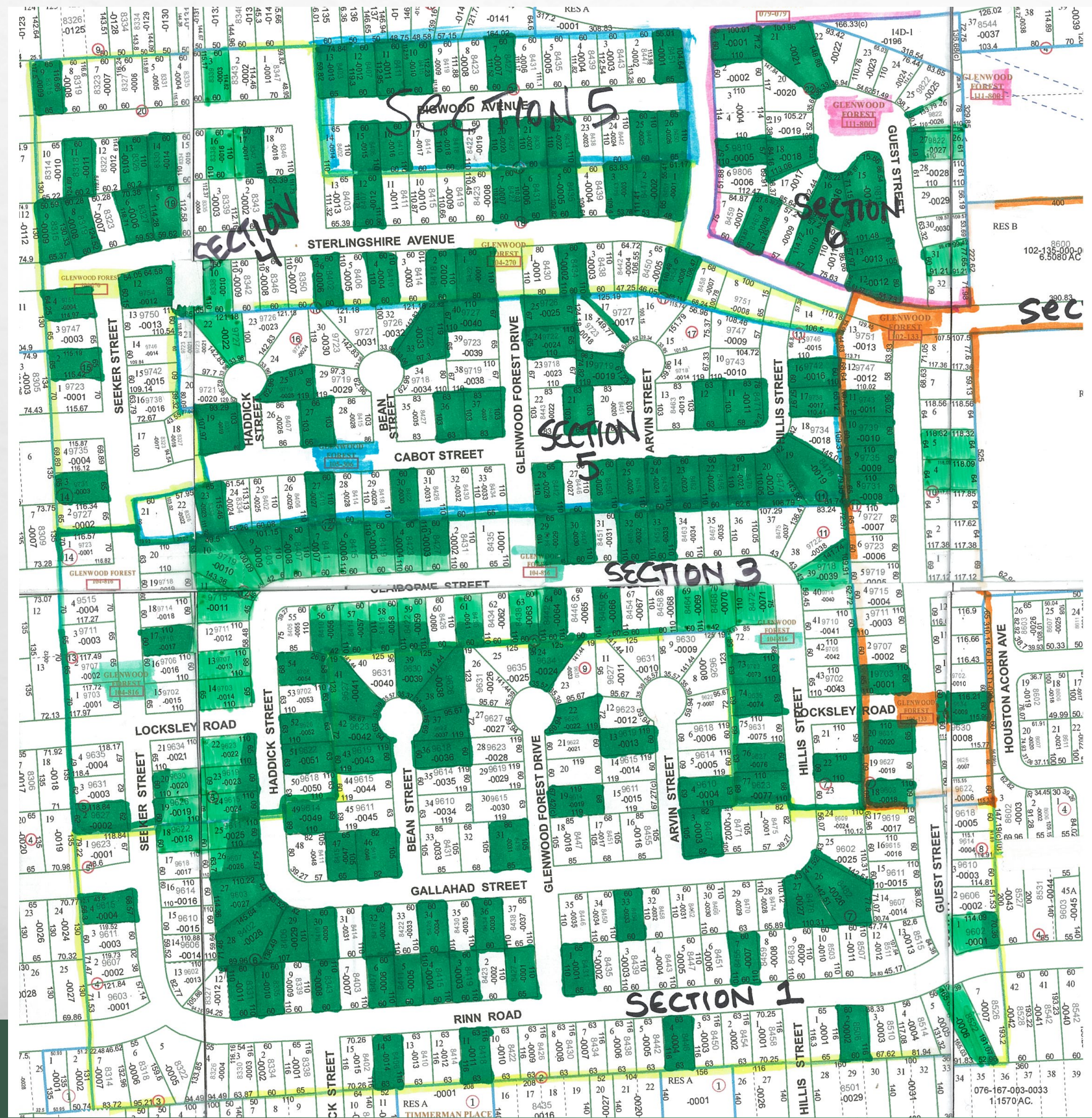
HOW TO CALCULATE
- Take Total Lots
- Divide by 2
- Add 1 Lot

SAMPLE SUBDIVISION TALLY

Subdivision	Total Lots	More than 50% of Lot Owners by Section	Signatures Collected by Section to Date	Percentage of Total Lots
Section 1	148	75	82	55%
Section 2	34	18	17	50%
Section 3	80	41	51	64%
Section 4	74	38	37	50%
Section 5	92	47	54	59%
Section 6	32	17	15	46%
Totals	459	230	256	56%

CREATE A SPREADSHEET

OWNER NAME	PROPERTY ADDRESS	LEGAL DESCRIPTION	SUBDIVISION	DATE SIGNED	ISSUES
SOSA JORGE	8502 RINN	LT 1 BLK 1	GLENWOOD FOREST SEC 1		
BROWN LILLIE JAMES	8458 RINN ST	LT 1 BLK 2	GLENWOOD FOREST SEC 1	8/13/2020	
HOWARD BEAUTY M	8338 RINN ST	LT 1 BLK 3	GLENWOOD FOREST SEC 1	SIGNED	
US BANK TRUSTEE	9603 SEEKER ST	LT 1 BLK 4	GLENWOOD FOREST SEC 1		Bank
HINES TANGELA ET AL	9623 SEEKER ST	LT 1 BLK 5	GLENWOOD FOREST SEC 1		Multiple Owners
BAILEY JESSE B	8427 RINN ST	LT 1 BLK 6	GLENWOOD FOREST SEC 1	07/13/2020	



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



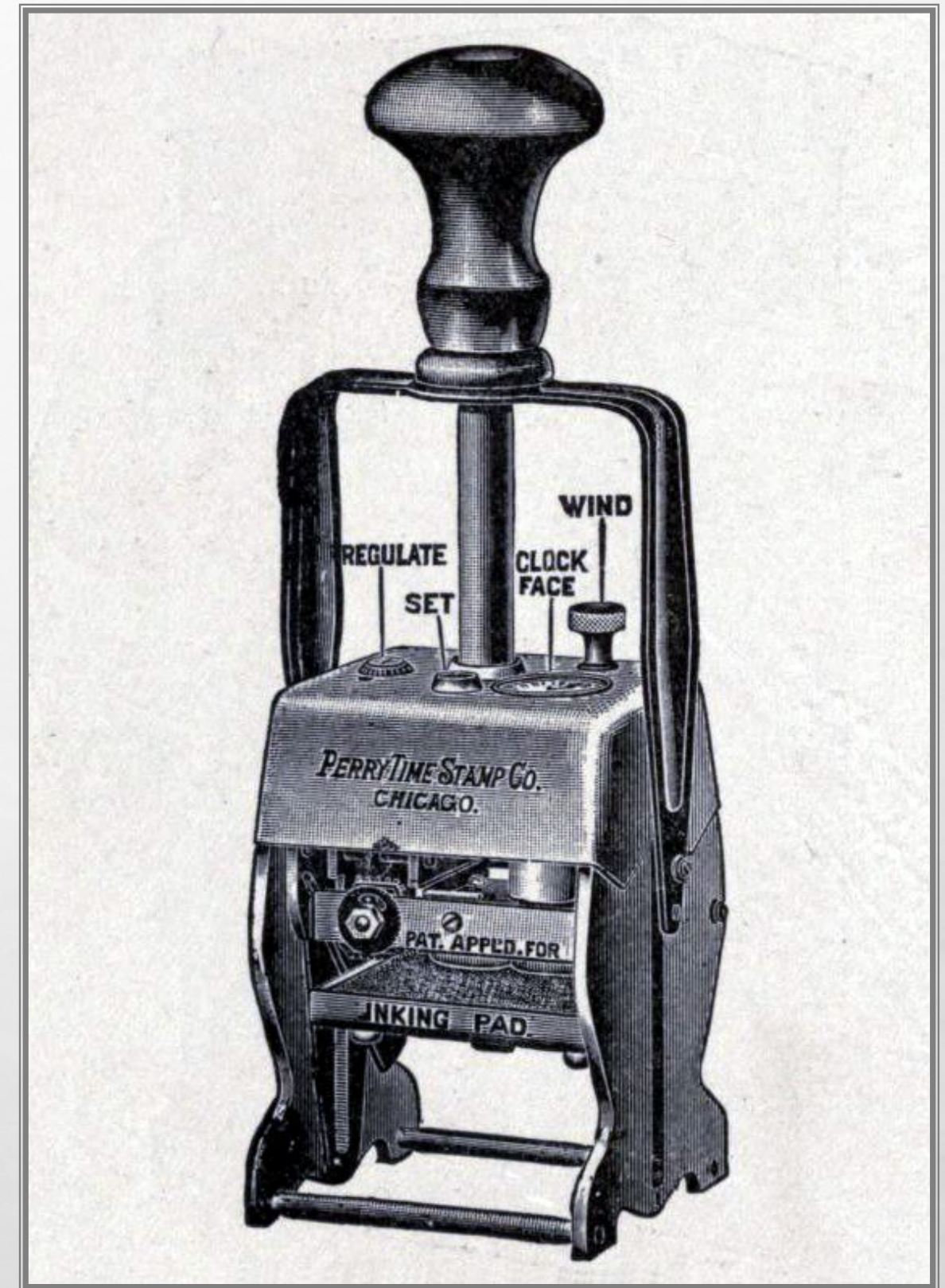
PLAN FOR REJECTIONS

- 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