

# TCEQ Interoffice Memorandum

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TO: Office of the Chief Clerk  
Texas Commission on Environmental Quality

THRU: Chris Kozlowski, Team Leader  
Water Rights Permitting Team

FROM: Sarah Henderson, Project Manager  
Water Rights Permitting Team

DATE: October 7, 2022

SUBJECT: Montgomery Trace Property Owners Association  
ADJ 3947  
CN603205394, RN109251298  
Application to Abandon Certificate of Adjudication No. 10-3947  
Texas Water Code § 5.122, Not Requiring Notice  
Fish Creek, San Jacinto River Basin  
Montgomery County

The application was received on June 10, 2022. Additional information was received on August 8, August 25 and September 26, 2022. The application was declared administratively complete and accepted for filing with the Office of the Chief Clerk on October 7, 2022. No notice is required pursuant to Title 30 Texas Administrative Code § 295.175.

All fees have been paid and the application is sufficient for filing.

*Sarah Henderson*

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Sarah Henderson, Project Manager  
Water Rights Permitting Team  
Water Rights Permitting and Availability Section

OCC Mailed Notice Required  YES  NO

Jon Niermann, *Chairman*  
Emily Lindley, *Commissioner*  
Bobby Janecka, *Commissioner*  
Toby Baker, *Executive Director*



## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

*Protecting Texas by Reducing and Preventing Pollution*

October 7, 2022

Ms. Clarice Womack  
Montgomery Trace Property Owners Association  
6630 Cypresswood Dr. #100  
Spring, Texas 77379

**VIA E-MAIL**

RE: Montgomery Trace Property Owners Association  
ADJ 3947  
CN603205394, RN109251298  
Application to Abandon Certificate of Adjudication No. 10-3947  
Texas Water Code § 5.122, Not Requiring Notice  
Fish Creek, San Jacinto River Basin  
Montgomery County

Dear Ms. Womack:

This acknowledges receipt, on September 26, 2022, of additional information.

The application was declared administratively complete and filed with the Office of the Chief Clerk on October 7, 2022. Staff will continue processing the application for consideration by the Executive Director.

Please be advised that additional information may be requested during the technical review phase of the application process.

If you have any questions concerning the application, please contact me via email at [sarah.henderson@tceq.texas.gov](mailto:sarah.henderson@tceq.texas.gov) or by phone at 512-239-2535.

Sincerely,

*Sarah E Henderson*

Sarah Henderson, Project Manager  
Water Rights Permitting Team  
Water Rights Permitting and Availability Section

**From:** [Clarice Womack](#)  
**To:** [Sarah Henderson](#)  
**Subject:** Re: Montgomery Trace POA ADJ No. 10-3947 - Request for Information  
**Date:** Monday, September 26, 2022 1:09:36 PM  
**Attachments:** [2022.9.22 Montgomery Trace September Minute Draft.pdf](#)  
[2022 Montgomery Trace TQEC Resolution.pdf](#)

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Good Afternoon Sarah,

I have attached the minutes from September 15, 2022 and a new form.  
Please let me know if more information is needed.

I know letters are wrong on the download I got from our management company. (TCEQ)

Thank you,

Clarice Womack  
Montgomery Trace POA - President

On Fri, Sep 23, 2022 at 5:27 PM Clarice Womack [REDACTED] wrote:  
Sarah,

I did get the form and minutes from our September 15, 2022 meeting this afternoon from the management company. I have not been available to forward them to you. I will do so by Monday.

Thank you and have a great weekend.

Clarice Womack  
Montgomery Trace POA

On Fri, Sep 23, 2022 at 5:20 PM Sarah Henderson <[sarah.henderson@tceq.texas.gov](mailto:sarah.henderson@tceq.texas.gov)> wrote:

Ms. Womack,

Please find the attached letter requesting additional information for the referenced water right abandonment application.

A response is requested by October 24, 2022.

Feel free to contact me with any questions.

Sincerely,

Sarah

Sarah Henderson

Water Rights Permitting Team

Water Availability Division

Texas Commission on Environmental Quality

P.O. Box 13087/MC-160

Austin, TX 78711-3087

(P) 512.239.2535

(F) 512.239.4770

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Clarice



Thursday, September 22, 2022 at 7:00 PM  
Montgomery Trace POA  
Monthly Minute Draft  
Wildwood UMC Magnolia, TX

**Call to Order & Establishment of Quorum**

The Montgomery Trace POA monthly board meeting was held on Thursday, September 22, 2022 at Wildwood UMC. Clarice called the meeting to order at 7:03 p.m.

**Board Members Present:**

Clarice Womack, President  
Bruno Brunasso, Vice President  
Art Shaddix, Secretary  
Dave Roberts, Treasurer  
Karen Friedel-Watts, Director Section 10  
Kerry Armstrong, Director Section 1  
Damon Smart, Director Section 2

**Associa, Principal Management Group of Houston:**

Amy Ballard, Community Manager

**Board Members Absent:**

Ryan Christopher Insell, Director Section 6  
Rahul Mehra, Director Section 9  
Lanny Semmler, Director Section 4

**Committee Members Present:**

Paul Kleiney, ACC Chair

**Open Forum/Guests:** There were around 2 homeowners present.

The meeting was started with the open discussion between Associa, the Board, and owners present. The property taxes for Montgomery Trace do need to be protested. That will be added to Amy's action list; along with double checking that the property taxes were paid. As an action item, Amy will count the boxes and advise the board of storage and/or digitizing all documents.

**Committee Reports were provided:**

**a. Amenities/Parks/Trails:** Clarice, Damon and Art are working on and amenities. Dave will get the email about the Trail walk for October 15, 2022.

**b. Welcome Committee:** Damon, Diane, and Clarice were given the Montgomery Trace post card and a few corrections were made. Amy will make corrections, get the price, and send to the Board for final approval.

**c. Arc Committee:** Amy advised there were no applications this month and the architectural packet was reviewed and corrected. The welcome email will be sent out before the next meeting.

**d. Lake Committee – Pebble Lake Slope:** Bruno and Paul explained that an investigation for damn failure and design are needed. Pebble Lake can be acted as pro-active for slope failure and the ants need to be exterminated around the damns and lakes. It should be quarterly. There are two wells that Bylel and other contractors are working on getting all information

Thursday, September 22, 2022 at 7:00 PM  
Montgomery Trace POA  
Monthly Minute Draft  
Wildwood UMC Magnolia, TX

from the online portal. Lake Management is doing the carp work and hydrogenic in the lakes. It worked well this year and should add carp to the 2 lakes for next year. Blue Lake is the only lake that allows camping. Pebble Lake Dam is an expensive repair. TCEQ stated Montgomery Trace needed to bring the evacuation and emergency plan up to date.

**e. Sign Committee:** Art, Clarice, and Rahul there was nothing to report this month.

**f. Beaver Committee:** Art reported no damage or calls this month

**g. Community Center Committee:** Rahul and Damon Action Item: Amy brought a copy of an extensive clubhouse agreement and need to work with Damon and Rahul on this.

**Approval of Meeting Minutes:** The August 2022 monthly minutes were approved and signed and will be posted. The April 2022 minutes from Chapparral and the May 2022 annual minutes still need to be found from Chaparral.

**Review/Approval of Financials:** The financials are looking better, and June and July were provided the approval to approve so the August financials could come in. The Hoover Slovacek invoices should have already been cleared out and per the Board the attorney should be RMWBH and not Hoover Slovacek any longer. The Board was all in favor with closing the petty cash account and writing it off as there is no petty cash. Action Item: Amy will pull GL 6000, 6001, 6025, 6035, and 6050 for the Board.

**BUSINESS:**

**TCEQ:** Bruno made the motion to sign the new resolution with Clarice Womack as the representative for TCEQ for Montgomery Trace, Art second the motion and all in favor the motion was passed, and the document was signed and notarized.

**Welcome Letter/Door Knocker:** This was presented under committees and will be followed up on.

**Community Building:** The information for the community building is still being researched.

**Budget Prep 2023:** Just advising all this is coming to the agenda as the new law states all budgets must be voted and approved on in an open session.

**Surveys:** IT was brought to attention that the surveys may have already been completed. Clarice will check and advise if assistance is needed.

**National Night Out:** With all the transitions and time shortly approaching, the Board and manager will be more diligent for NNO 2023. NNO 2022 will not be a community event this year.

**Annual Calendar 2023:** Just advising all this is coming and the Board was excited, they have never had a full annual calendar.

Thursday, September 22, 2022 at 7:00 PM  
Montgomery Trace POA  
Monthly Minute Draft  
Wildwood UMC Magnolia, TX

**Adjournment and Schedule Next Meeting:** The open meeting was adjourned at 8:38 pm and the next meeting is Thursday, October 20, 2022.

**Executive Session:** The time 8:40 PM. All 7 Board members were still present.

**The Delinquency Report/ Attorney Status Report:** was discussed and as an action item, Amy will get with upper management on the change of attorney.

**The ARC Report/Violations:** The inspection was completed, and the Board and Amy will continue to work on the report monthly for accuracy.

**Fireworks:** It was discussed to investigate amending the amendments for Fireworks as they are extremely bothersome to the animals and wildlife.

**Penalties for residents sharing park codes:** It was discussed to investigate amending the amendments.

**Mailbox Standards:** There are no guidelines on mailboxes, possibly investigating the CCR's for any other information.

**Lawn Maintenance:** The mowing contract is up at the end of December 2022 and is \$50,000.00 a year. Will need to be renewed. Board will advise.

**Final Adjournment: 8:53 pm**

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Board Secretary, Art Shaddix

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Date

## Sarah Henderson

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**From:** Sarah Henderson  
**Sent:** Friday, September 23, 2022 5:20 PM  
**To:** [REDACTED]  
**Subject:** Montgomery Trace POA ADJ No. 10-3947 - Request for Information  
**Attachments:** Montgomery Trace POA\_10-3947\_RFI2\_23Sept2022.pdf

Ms. Womack,

Please find the attached letter requesting additional information for the referenced water right abandonment application.

A response is requested by October 24, 2022.

Feel free to contact me with any questions.

Sincerely,

Sarah

Sarah Henderson  
Water Rights Permitting Team  
Water Availability Division  
Texas Commission on Environmental Quality  
P.O. Box 13087/MC-160  
Austin, TX 78711-3087  
(P) 512.239.2535  
(F) 512.239.4770

Jon Niermann, *Chairman*  
Emily Lindley, *Commissioner*  
Bobby Janecka, *Commissioner*  
Toby Baker, *Executive Director*



## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

*Protecting Texas by Reducing and Preventing Pollution*

September 23, 2022

Ms. Clarice Womack  
Montgomery Trace Property Owners Association  
6630 Cypresswood Dr. #100  
Spring, Texas 77379

VIA E-MAIL

RE: Montgomery Trace Property Owners Association  
ADJ 3947  
CN603205394, RN109251298  
Application to Abandon Certificate of Adjudication No. 10-3947  
Texas Water Code § 5.122, Not Requiring Notice  
Fish Creek, San Jacinto River Basin  
Montgomery County

Dear Ms. Womack:

This acknowledges receipt, on August 25, 2022, of additional information.

Before this application can be declared administratively complete, provide written evidence that you are authorized to sign the application for the Montgomery Trace Property Owners Association, pursuant to Title 30 Texas Administrative Code (TAC) § 295.14(5) which states:

If the applicant is a corporation, public district, county, municipality or other corporate entity, the application shall be signed by a duly authorized official. Written evidence in the form of by-laws, charters, or resolutions which specify the authority of the official to take such action shall be submitted. A corporation may file a corporate affidavit as evidence of the official's authority to sign.

Staff notes the *Montgomery Trace POA Monthly Minute Draft* dated August 18, 2022 was submitted; however, that document is in draft form and does not specifically provide you the authority to sign for the referenced abandonment application.

Please provide the requested information by October 24, 2022 or the application may be returned pursuant to 30 TAC § 281.18.

If you have any questions concerning this matter, please contact me via email at [sarah.henderson@tceq.texas.gov](mailto:sarah.henderson@tceq.texas.gov) or by telephone at (512) 239-2535.

Sincerely,

*Sarah Henderson*

Sarah Henderson, Project Manager  
Water Rights Permitting Team  
Water Rights Permitting and Availability Section

## Sarah Henderson

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**From:** Clarice Womack [REDACTED]  
**Sent:** Thursday, August 25, 2022 2:48 PM  
**To:** Sarah Henderson  
**Subject:** Re: FW: Montgomery Trace Property Owners Association ADJ No. 10-3947  
**Attachments:** August POA Meeting.pdf

Sarah Henderson,

I just received the minutes from our August 18, 2022 meeting. I have attached the minutes to this email.

I would like TCEQ to know that Montgomery Trace's management has changed to Associa, Principal Management Group of Houston. Our manager's name is Amy Ballard 713-329-7144. Associa's address is, 11000 Corporate Centre Drive, Suite 150 Houston, TX 77041.

Please let me know if you have any questions.

Thank you,  
Clarice Womack  
[REDACTED]

On Mon, Aug 8, 2022 at 5:10 PM Clarice Womack [REDACTED] wrote:  
Sarah Henderson,

Thank you for the extension to August 29, 2022. The board will vote on the actions required at our August 18th meeting. This will be in the minutes from this meeting.

I have attached a document that does show that I am the president of the board. We have one board member that was on the board way before me. He recalls

It was voted on to not build these lakes the developer had permits for. He can not remember when. So, this month we will vote on it again. This is our plan. Let me know if this will supply TCEQ with what is needed for this process to move forward.

Thank you for all your help,

Clarice Womack  
Montgomery Trace POA President  
[REDACTED]

On Fri, Aug 5, 2022 at 5:51 PM Sarah Henderson <[sarah.henderson@tceq.texas.gov](mailto:sarah.henderson@tceq.texas.gov)> wrote:

Ms. Womack,

Please find the attached response to your extension request.

Have a nice weekend –

Sarah

Sarah Henderson

Water Rights Permitting Team

Water Availability Division

Texas Commission on Environmental Quality

P.O. Box 13087/MC-160

Austin, TX 78711-3087

(P) 512.239.2535

(F) 512.239.4770

---

**From:** Clarice Womack [REDACTED]  
**Sent:** Thursday, August 4, 2022 3:23 PM  
**To:** Sarah Henderson <[sarah.henderson@tceq.texas.gov](mailto:sarah.henderson@tceq.texas.gov)>  
**Subject:** Re: FW: Montgomery Trace Property Owners Association ADJ No. 10-3947

Sarah Henderson,

I know TCEQ and Montgomery Trace really need to take care of this matter. I am asking you if Montgomery Trace can have an extension until August 31, 2022 to get you the documentation that is needed to proceed and close this matter.

Thank you.

Clarice Womack

Montgomery Trace POA President

[REDACTED]

[REDACTED]

On Mon, Aug 1, 2022 at 10:18 AM Sarah Henderson <[sarah.henderson@tceq.texas.gov](mailto:sarah.henderson@tceq.texas.gov)> wrote:

Ms. Womack,

A response to the attached request for information letter was due July 29<sup>th</sup>.

Please provide a response or a status update to this request.

Thank you,

Sarah

Sarah Henderson

Water Rights Permitting Team

Water Availability Division

Texas Commission on Environmental Quality

P.O. Box 13087/MC-160

Austin, TX 78711-3087

(P) 512.239.2535

(F) 512.239.4770

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**From:** Sarah Henderson

**Sent:** Wednesday, June 29, 2022 2:50 PM

**To:** [REDACTED]

**Subject:** Montgomery Trace Property Owners Association ADJ No. 10-3947

Ms. Womack,

Please find the attached letter regarding the referenced water use abandonment application.

A response is requested by July 29, 2022.

Feel free to contact me with any questions.

Sincerely,

Sarah

Sarah Henderson

Water Rights Permitting Team

Water Availability Division

Texas Commission on Environmental Quality

P.O. Box 13087/MC-160

Austin, TX 78711-3087

(P) 512.239.2535

(F) 512.239.4770

Thursday, August 18, 2022 at 7:00 PM  
Montgomery Trace POA  
Monthly Minute **DRAFT**  
Wildwood UMC Magnolia, TX

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**Call to Order & Establishment of Quorum**

The Montgomery Trace POA monthly board meeting was held on Thursday, August 18, 2022 at Wildwood UMC. Clarice called the meeting to order at 7:01 p.m.

**Board Members Present:**

Clarice Womack, President  
Bruno Brunasso, Vice President  
Art Shaddix, Secretary  
Dave Roberts, Treasurer  
Karen Friedel-Watts, Director Section 10  
Kerry Armstrong, Director Section 1  
Lanny Semmler, Director Section 4  
Damon Smart, Director Section 2  
Rahul Mehra, Director Section 9

**Associa, Principal Management Group of Houston:**

John Miller, President Associa PMGH  
Surina Wright, Vice President Associa PMGH  
Amy Ballard, Community Manager C/O  
Montgomery Trace

**Board Members Absent:**

Ryan Christopher Insell, Director Section 6

**Committee Members Present:**

Vince Visosky, ACC Chair

**Open Forum/Guests:** There were around 7 homeowners present.

The meeting was started with the open discussion between Associa, the Board, and owners present. A new contract was presented to the Board with a discount of 4 months. John Miller discussed and answered questions openly, sincerely, and honestly. There has been improvement over the last 3 weeks and will continue to improve to build that trust.

**Committee Reports were provided:**

**a. Amenities/Parks/Trails:** Damon and Art are working on parks to repair and will get a list of items that are needed over the Board. Section 7 has been cleared out to the creek. Section 4 Jack Poppin Park the easement needs to be voted on to be brush hogged or not. Bruno made a motion to get a survey and explore other options to maintain, Damon 2<sup>nd</sup> the motion, all in the motion passed.

**b. Welcome Committee:** Damon is working with Associa on getting a newsletter and resending a welcome letter to the owners. Action Item: Amy to check Town Square attendee numbers.

**c. Arc Committee: Vince was present:** Action Items, Amy needs to set up a meeting with Vince, and Isabel from Associa Town Square Architectural Department about the uploading of the minutes and other last-minute kinks.

Thursday, August 18, 2022 at 7:00 PM  
Montgomery Trace POA  
Monthly Minute **DRAFT**  
Wildwood UMC Magnolia, TX

The committee sent in the minutes and advised the Board that account 5525328 may be an issue of the denial of the fence

**d. Lake Committee – Pebble Lake Slope:** Bruno and Paul gave a detailed report there are a total of 4 dams and 2 are at hazard issue and need to be remedied as well as updating the emergency plan for all 4 dams. The 2 dams are at Pebble Lake and Fish Creek. There is minor seepage. The committee is working with Solitude and Bylel Engineer for the capping of the wells. Lonestar needs the meter readings and well completion forms. If the wells are not used, they need to be capped. The 2 wells are at Dish Creek 1 and 2. Once the direction from the vendors is in more than likely to plug and fill, an estimated date and proposal will be reviewed.

The trees need to be cleared near the spillway.

Solitude did ass carp to the lake.

**e. Sign Committee:** Art and Jack have completed another sign; however, they haven't met, to discuss what signs are left and next

**f. Beaver Committee:** Art reported no damage or calls this month

**g. Community Center Committee:** Rahul and Damon Action Item: Amy will investigate other communities that have clubhouse and see the revenue, what type of insurance, and check the governing documents in what percentage is needed from the community to build a new capital investment. Also, steps need to be taken to see if the money from the sale of land can be used and how much percentage is needed to vote to sell reserve land. Amy will send this information to the committee to further research and present.

**Approval of Meeting Minutes:** The April 2022 monthly minutes and the annual May 2022 minutes were not found in the boxes from Chaparral. Action Item: Amy will send an email to Joy at Chaparral to see if they have them. For approval for next meeting.

**Review/Approval of Financials:** It was discussed there were not many numbers for June 2022 Chaparral half on to finances. July should be better. Action Item: Amy needs to pull the ancillary invoice and go through it with Dave. It was also advised Board must approve invoices before being paid out. Action Item – Amy triple check all insurance is valid and up to date including D and O.

**ARC – Review Process Update:** This was discussed during committees. Amy will get with ACC chair to make sure the application packet is complete and correct and send out to the community.

**BUSINESS:**

**Discussion of Email Etiquette:** Email Subject lines should be Montgomery Trace – Subject. Please keep that email for that subject. If there is a question or statement needed for another subject, please start a new email.

Thursday, August 18, 2022 at 7:00 PM  
Montgomery Trace POA  
Monthly Minute **DRAFT**  
Wildwood UMC Magnolia, TX

**Vote to Build Lakes:** Clarice motioned terminate any future building of any other lakes, Dave 2<sup>nd</sup> the motion and all in favor motion passed.

**Ratification of Board Members and Positions:** It was motioned by Damon and 2<sup>nd</sup> by Clarice that the Board Positions are as the follows:

Clarice Womack, President  
Bruno Brunasso, Vice President  
Art Shaddix, Secretary  
Dave Roberts, Treasurer  
Karen Friedel-Watts, Director Section 10  
Kerry Armstrong, Director Section 1  
Lanny Semmler, Director Section 4  
Damon Smart, Director Section 2  
Rahul Mehra, Director Section 9  
Ryan Christopher Insell, Director Section 6  
With all in favor ratification passed.

**Community Building:** The two items Survey of land and community center building came into the same discussion. Damon made the motion for a bid proposal to be received to survey trails 4-7, East Blue Lake Park, Section 2 Lot, Community Center Lot, and with the proposed cost a vote can be made. Dave 2<sup>nd</sup> the motion all in favor a proposal for survey will be received. Also, Amy will reach out to the attorney for the opinion on to re-plat or survey, double check the meets and bounds, and reserve sale can be used as an operating expense.

**Budget Prep 2023:** Just advising all this is coming to the agenda as the new law stats all budgets must be voted and approved on in an open session.

**Adjournment and Schedule Next Meeting:** The open meeting was adjourned at 8:44 pm and the next meeting is Thursday, September 15, 2022. Action Item: Amy contact church for Septemebr – November payment. John and Surina adjourned as well.

**Executive Session:** The time 9:05 AM. All 9 Board members were still present and Vince, ACC chair. Amy stepped outside to give the Board and Vince a moment to talk.

**The Delinquency Report/ Attorney Status Report:** was discussed and as an action item, Amy will get with the paralegal and get an updated spreadsheet before next meeting.

**The ARC Report/Violations:** The inspection was completed, and the Board and Amy will continue to work on the report monthly for accuracy.

**Fireworks:** Will stay on the agenda, due to time.

**Penalties for residents sharing park codes:** Will stay on the agenda, due to time.

**Mailbox Standards:** Will stay on agenda, due to time.

**Lawn Maintenance:** It was openly voted on through the Board 5 for and 4 against to continue to mow the ditches.

Thursday, August 18, 2022 at 7:00 PM  
Montgomery Trace POA  
Monthly Minute ***DRAFT***  
Wildwood UMC Magnolia, TX

Amy will also look in articles 22-25 about ditch mowing.  
Last couple of action items: Get a form for camping reservation

**Final Adjournment: 9:38 pm**

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**Board** Secretary, Art Shaddix

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**Date**

## Sarah Henderson

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**From:** Clarice Womack [REDACTED]  
**Sent:** Monday, August 8, 2022 5:11 PM  
**To:** Sarah Henderson  
**Subject:** Re: FW: Montgomery Trace Property Owners Association ADJ No. 10-3947  
**Attachments:** PIR Signed 7-12-22 (1).pdf

Sarah Henderson,

Thank you for the extension to August 29, 2022. The board will vote on the actions required at our August 18th meeting. This will be in the minutes from this meeting.

I have attached a document that does show that I am the president of the board. We have one board member that was on the board way before me. He recalls

It was voted on to not build these lakes the developer had permits for. He can not remember when. So, this month we will vote on it again. This is our plan. Let me know if this will supply TCEQ with what is needed for this process to move forward.

Thank you for all your help,

Clarice Womack  
Montgomery Trace POA President  
[REDACTED]

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Have a nice weekend –

Sarah

Sarah Henderson

Water Rights Permitting Team

Water Availability Division

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**Subject:** Re: FW: Montgomery Trace Property Owners Association ADJ No. 10-3947

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Thank you.

Clarice Womack

Montgomery Trace POA President

[REDACTED]

[REDACTED]

[REDACTED]

On Mon, Aug 1, 2022 at 10:18 AM Sarah Henderson <[sarah.henderson@tceq.texas.gov](mailto:sarah.henderson@tceq.texas.gov)> wrote:

Ms. Womack,

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Please provide a response or a status update to this request.

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Sarah

Sarah Henderson

Water Rights Permitting Team

Water Availability Division

Texas Commission on Environmental Quality

P.O. Box 13087/MC-160

Austin, TX 78711-3087

(P) 512.239.2535

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---

**From:** Sarah Henderson

**Sent:** Wednesday, June 29, 2022 2:50 PM

**To:** [REDACTED]

**Subject:** Montgomery Trace Property Owners Association ADJ No. 10-3947

Ms. Womack,

Please find the attached letter regarding the referenced water use abandonment application.

A response is requested by July 29, 2022.

Feel free to contact me with any questions.

Sincerely,

Sarah

Sarah Henderson

Water Rights Permitting Team

Water Availability Division

Texas Commission on Environmental Quality

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Austin, TX 78711-3087

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05-102  
(Rev. 9-15/33)

### Texas Franchise Tax Public Information Report

To be filed by Corporations, Limited Liability Companies (LLC), Limited Partnerships (LP),  
Professional Associations (PA) and Financial Institutions

■ Tcode 13196 Franchise

■ Taxpayer number

■ Report year

1	7	6	0	6	7	9	6	6	6	6	2	0	2	2
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**You have certain rights** under Chapter 552 and 559, Government Code, to review, request and correct information we have on file about you. Contact us at 1-800-252-1381.

Taxpayer name <b>MONTGOMERY TRACE PROPERTY OWNERS ASSOCIATION</b>			<input checked="" type="checkbox"/> Blacken circle if the mailing address has changed.		
Mailing address <b>11000 CORPORATE CENTRE DR. STE. 150</b>					Secretary of State (SOS) file number or Comptroller file number <b>0153369201</b>
City <b>HOUSTON</b>	State <b>TX</b>	ZIP code plus 4 <b>77041</b>			

Blacken circle if there are currently no changes from previous year; if no information is displayed, complete the applicable information in Sections A, B and C.

Principal office <b>11000 CORPORATE CENTRE DR. STE. 150 HOUSTON TX 77041</b>
Principal place of business <b>11000 CORPORATE CENTRE DR. STE. 150 HOUSTON TX 77041</b>

You must report officer, director, member, general partner and manager information as of the date you complete this report.

**Please sign below!** This report must be signed to satisfy franchise tax requirements.



**SECTION A** Name, title and mailing address of each officer, director, member, general partner or manager.

176067966622

Name <b>CLARICE WOMACK</b>	Title <b>PRESIDENT</b>	Director <input type="checkbox"/> YES	Term expiration m m d d y y <b>0 1 0 1 2 3</b>
Mailing address <b>11000 CORPORATE CENTRE DR. STE. 150</b>	City <b>HOUSTON</b>	State <b>TX</b>	ZIP Code <b>77041</b>
Name <b>LEONARD BRUNASSO</b>	Title <b>VICE PRESIDENT</b>	Director <input type="checkbox"/> YES	Term expiration m m d d y y <b>0 1 0 1 2 3</b>
Mailing address <b>11000 CORPORATE CENTRE DR. STE. 150</b>	City <b>HOUSTON</b>	State <b>TX</b>	ZIP Code <b>77041</b>
Name <b>JOHN SHADDIX, JR.</b>	Title <b>SECRETARY</b>	Director <input type="checkbox"/> YES	Term expiration m m d d y y <b>0 1 0 1 2 3</b>
Mailing address <b>11000 CORPORATE CENTRE DR. STE. 150</b>	City <b>HOUSTON</b>	State <b>TX</b>	ZIP Code <b>77041</b>

**SECTION B** Enter information for each corporation, LLC, LP, PA or financial institution, if any, in which this entity owns an interest of 10 percent or more.

Name of owned (subsidiary) corporation, LLC, LP, PA or financial institution	State of formation	Texas SOS file number, if any	Percentage of ownership
Name of owned (subsidiary) corporation, LLC, LP, PA or financial institution	State of formation	Texas SOS file number, if any	Percentage of ownership

**SECTION C** Enter information for each corporation, LLC, LP, PA or financial institution, if any, that owns an interest of 10 percent or more in this entity.

Name of owned (parent) corporation, LLC, LP, PA or financial institution	State of formation	Texas SOS file number, if any	Percentage of ownership
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Registered agent and registered office currently on file (see instructions if you need to make changes)

Agent: **ASSOCIA PRINCIPAL MANAGEMENT GROUP OF HOUSTON**

You must make a filing with the Secretary of State to change registered agent, registered office or general partner information.

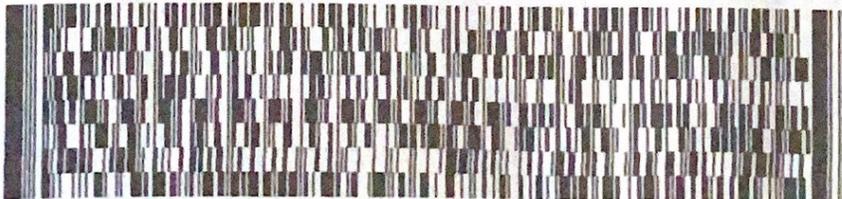
Office: <b>11000 CORPORATE CENTRE DR. STE. 150</b>	City <b>HOUSTON</b>	State <b>TX</b>	ZIP Code <b>77041</b>
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The information on this form is required by Section 171.203 of the Tax Code for each corporation, LLC, LP, PA or financial institution that files a Texas Franchise Tax Report. Use additional sheets for Sections A, B and C, if necessary. The information will be available for public inspection.

I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief, as of the date below, and that a copy of this report has been mailed to each person named in this report who is an officer, director, member, general partner or manager and who is not currently employed by this or a related corporation, LLC, LP, PA or financial institution.

sign here <b>Andrew Roberts</b>	Title <b>ACCT SPECIALIST</b>	Date <b>07/12/2022</b>	Area code and phone number <b>( 713 ) 329 - 7100</b>
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Texas Comptroller Official Use Only



VE/DE <input type="checkbox"/>	PIR IND <input type="checkbox"/>
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# Texas Franchise Tax Public Information Report

To be filed by Corporations, Limited Liability Companies (LLC), Limited Partnerships (LP), Professional Associations (PA) and Financial Institutions

■ Tcode 13196 Franchise

■ Taxpayer number

■ Report year

You have certain rights under Chapter 552 and 558 Government Code, to review, request and correct information we have on file about you. Contact us at 1-800-252-1383.

1 7 6 0 6 7 9 6 6 6 6						2 0 2 2			
Taxpayer name <b>MONTGOMERY TRACE PROPERTY OWNERS ASSOCIATION</b> <input type="checkbox"/> <input checked="" type="checkbox"/> Blacken circle if the mailing address has changed.									
Mailing address <b>11000 CORPORATE CENTRE DR. STE. 150</b>								Secretary of State (SOS) file number or Comptroller file number	
City <b>HOUSTON</b>			State <b>TX</b>		ZIP code plus 4 <b>77041</b>			<b>0153369201</b>	

Blacken circle if there are currently no changes from previous year; if no information is displayed, complete the applicable information in Sections A, B and C.

Principal office	<b>11000 CORPORATE CENTRE DR. STE. 150 HOUSTON TX 77041</b>
Principal place of business	<b>11000 CORPORATE CENTRE DR. STE. 150 HOUSTON TX 77041</b>

You must report officer, director, member, general partner and manager information as of the date you complete this report.

**Please sign below!** This report must be signed to satisfy franchise tax requirements.



### SECTION A Name, title and mailing address of each officer, director, member, general partner or manager.

Name	Title	Director	Term expiration	m	m	d	d	y	y
<b>DAVID ROBERTS</b>	<b>TREASURER</b>	<input type="radio"/> YES		0	1	0	1	2	3
Mailing address <b>11000 CORPORATE CENTRE DR. STE. 150</b>		City <b>HOUSTON</b>	State <b>TX</b>	ZIP Code <b>77041</b>					
<b>CHRISTOPHER INSELL</b>	<b>DIRECTOR</b>	<input checked="" type="radio"/> YES		0	1	0	1	2	3
Mailing address <b>11000 CORPORATE CENTRE DR. STE. 150</b>		City <b>HOUSTON</b>	State <b>TX</b>	ZIP Code <b>77041</b>					
<b>KAREN S. FRIEDEL</b>	<b>DIRECTOR</b>	<input checked="" type="radio"/> YES		0	1	0	1	2	3
Mailing address <b>11000 CORPORATE CENTRE DR. STE. 150</b>		City <b>HOUSTON</b>	State <b>TX</b>	ZIP Code <b>77041</b>					

### SECTION B Enter information for each corporation, LLC, LP, PA or financial institution, if any, in which this entity owns an interest of 10 percent or more.

Name of owned (subsidiary) corporation, LLC, LP, PA or financial institution	State of formation	Texas SOS file number, if any	Percentage of ownership

### SECTION C Enter information for each corporation, LLC, LP, PA or financial institution, if any, that owns an interest of 10 percent or more in this entity.

Name of owned (parent) corporation, LLC, LP, PA or financial institution	State of formation	Texas SOS file number, if any	Percentage of ownership

Registered agent and registered office currently on file (see instructions if you need to make changes)

Agent: **ASSOCIA PRINCIPAL MANAGEMENT GROUP OF HOUSTON** You must make a filing with the Secretary of State to change registered agent, registered office or general partner information.

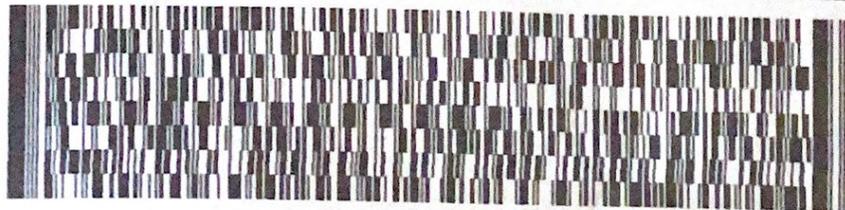
Office: **11000 CORPORATE CENTRE DR. STE. 150** City **HOUSTON** State **TX** ZIP Code **77041**

The information on this form is required by Section 171.203 of the Tax Code for each corporation, LLC, LP, PA or financial institution that files a Texas Franchise Tax Report. Use additional sheets for Sections A, B and C, if necessary. The information will be available for public inspection.

I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief, as of the date below, and that a copy of this report has been mailed to each person named in this report who is an officer, director, member, general partner or manager and who is not currently employed by this or a related corporation, LLC, LP, PA or financial institution.

sign here <b>Andrew Roberts</b>	Title <b>ACCT SPECIALIST</b>	Date <b>07/12/2022</b>	Area code and phone number <b>(713) 329-7100</b>
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Texas Comptroller Official Use Only



VE/DE <input type="radio"/>	PIR IND <input type="radio"/>
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05-102  
(Rev. 9-15/33)

# Texas Franchise Tax Public Information Report

To be filed by Corporations, Limited Liability Companies (LLC), Limited Partnerships (LP), Professional Associations (PA) and Financial Institutions

Tcode 13196 Franchise

Taxpayer number

Report year

1	7	6	0	6	7	9	6	6	6	6	2	0	2	2
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You have certain rights under Chapter 552 and 559, Government Code, to review, request and correct information we have on file about you. Contact us at 1-800-252-1381.

Taxpayer name <b>MONTGOMERY TRACE PROPERTY OWNERS ASSOCIATION</b>			<input checked="" type="checkbox"/> Blacken circle if the mailing address has changed.
Mailing address <b>11000 CORPORATE CENTRE DR. STE. 150</b>			Secretary of State (SOS) file number or Comptroller file number
City <b>HOUSTON</b>	State <b>TX</b>	ZIP code plus 4 <b>77041</b>	<b>0153369201</b>

Blacken circle if there are currently no changes from previous year; if no information is displayed, complete the applicable information in Sections A, B and C.

Principal office <b>11000 CORPORATE CENTRE DR. STE. 150 HOUSTON TX 77041</b>
Principal place of business <b>11000 CORPORATE CENTRE DR. STE. 150 HOUSTON TX 77041</b>

You must report officer, director, member, general partner and manager information as of the date you complete this report.

**Please sign below!** This report must be signed to satisfy franchise tax requirements.



**SECTION A** Name, title and mailing address of each officer, director, member, general partner or manager.

1780679686622

Name <b>KERRY ARMSTRONG</b>	Title <b>DIRECTOR</b>	Director <input checked="" type="checkbox"/> YES	Term expiration m m d d y y <b>0 1 0 1 2 3</b>
Mailing address <b>11000 CORPORATE CENTRE DR. STE. 150</b>	City <b>HOUSTON</b>	State <b>TX</b>	ZIP Code <b>77041</b>
Name <b>LANNY SEMMLER</b>	Title <b>DIRECTOR</b>	Director <input checked="" type="checkbox"/> YES	Term expiration m m d d y y <b>0 1 0 1 2 3</b>
Mailing address <b>11000 CORPORATE CENTRE DR. STE. 150</b>	City <b>HOUSTON</b>	State <b>TX</b>	ZIP Code <b>77041</b>
Name	Title	Director <input type="checkbox"/> YES	Term expiration m m d d y y
Mailing address	City	State	ZIP Code

**SECTION B** Enter information for each corporation, LLC, LP, PA or financial institution, if any, in which this entity owns an interest of 10 percent or more.

Name of owned (subsidiary) corporation, LLC, LP, PA or financial institution	State of formation	Texas SOS file number, if any	Percentage of ownership
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Agent: **ASSOCIA PRINCIPAL MANAGEMENT GROUP OF HOUSTON**

You must make a filing with the Secretary of State to change registered agent, registered office or general partner information.

Office: <b>11000 CORPORATE CENTRE DR. STE. 150</b>	City <b>HOUSTON</b>	State <b>TX</b>	ZIP Code <b>77041</b>
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I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief, as of the date below, and that a copy of this report has been mailed to each person named in this report who is an officer, director, member, general partner or manager and who is not currently employed by this or a related corporation, LLC, LP, PA or financial institution.

sign here <b>Andrew Rebest</b>	Title <b>ACCT SPECIALIST</b>	Date <b>07/12/2022</b>	Area code and phone number <b>(713) 329-7100</b>
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**Texas Comptroller Official Use Only**



VE/DE <input type="checkbox"/>	PIR IND <input type="checkbox"/>
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Jon Niermann, *Chairman*  
Emily Lindley, *Commissioner*  
Bobby Janecka, *Commissioner*  
Toby Baker, *Executive Director*



## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

*Protecting Texas by Reducing and Preventing Pollution*

August 5, 2022

Ms. Clarice Womack  
Montgomery Trace Property Owners Association  
6630 Cypresswood Dr. #100  
Spring, Texas 77379

VIA E-MAIL

RE: Montgomery Trace Property Owners Association  
ADJ 3947  
CN603205394, RN109251298  
Application to Abandon Certificate of Adjudication No. 10-3947  
Texas Water Code § 5.122, Not Requiring Notice  
Fish Creek, San Jacinto River Basin  
Montgomery County

Dear Ms. Womack:

This acknowledges receipt, on August 4, 2022, of the applicant's request for a 30-day extension of time to respond to the Texas Commission on Environmental Quality request for additional information letter, dated June 29, 2022.

A 30-day extension is granted until August 29, 2022 and after that date the application may be returned pursuant to Title 30 Texas Administrative Code § 281.18. No further extensions will be granted associated with this request for information.

If you have any questions concerning the application, please contact Ms. Sarah Henderson via e-mail at [sarah.henderson@tceq.texas.gov](mailto:sarah.henderson@tceq.texas.gov) or by telephone at (512) 239-2535.

Sincerely,

A handwritten signature in cursive script that reads "J. Brooke McGregor".

Brooke McGregor, Manager  
Water Rights Permitting & Availability Section  
Water Availability Division

BM/sh

## Sarah Henderson

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**From:** Clarice Womack [REDACTED]  
**Sent:** Thursday, August 4, 2022 3:23 PM  
**To:** Sarah Henderson  
**Subject:** Re: FW: Montgomery Trace Property Owners Association ADJ No. 10-3947

Sarah Henderson,

I know TCEQ and Montgomery Trace really need to take care of this matter. I am asking you if Montgomery Trace can have an extension until August 31, 2022 to get you the documentation that is needed to proceed and close this matter.

Thank you.

Clarice Womack  
Montgomery Trace POA President

[REDACTED]

On Mon, Aug 1, 2022 at 10:18 AM Sarah Henderson <[sarah.henderson@tceq.texas.gov](mailto:sarah.henderson@tceq.texas.gov)> wrote:

Ms. Womack,

A response to the attached request for information letter was due July 29<sup>th</sup>.

Please provide a response or a status update to this request.

Thank you,

Sarah

Sarah Henderson

Water Rights Permitting Team

Water Availability Division

Texas Commission on Environmental Quality

P.O. Box 13087/MC-160

Austin, TX 78711-3087

(P) 512.239.2535

(F) 512.239.4770

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**From:** Sarah Henderson

**Sent:** Wednesday, June 29, 2022 2:50 PM

**To:** [REDACTED]

**Subject:** Montgomery Trace Property Owners Association ADJ No. 10-3947

Ms. Womack,

Please find the attached letter regarding the referenced water use abandonment application.

A response is requested by July 29, 2022.

Feel free to contact me with any questions.

Sincerely,

Sarah

Sarah Henderson

Water Rights Permitting Team

Water Availability Division

Texas Commission on Environmental Quality

P.O. Box 13087/MC-160

Austin, TX 78711-3087

(P) 512.239.2535

(F) 512.239.4770

Jon Niermann, *Chairman*  
Emily Lindley, *Commissioner*  
Bobby Janecka, *Commissioner*  
Toby Baker, *Executive Director*



## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

*Protecting Texas by Reducing and Preventing Pollution*

June 29, 2022

Ms. Clarice Womack  
Montgomery Trace Property Owners Association  
6630 Cypresswood Dr. #100  
Spring, Texas 77379

VIA E-MAIL

RE: Montgomery Trace Property Owners Association  
ADJ 3947  
CN603205394, RN109251298  
Application to Abandon Certificate of Adjudication No. 10-3947  
Texas Water Code § 5.122, Not Requiring Notice  
Fish Creek, San Jacinto River Basin  
Montgomery County

Dear Ms. Womack:

This acknowledges receipt, on June 10, 2022, of the referenced application.

Before this application can be declared administratively complete, provide written evidence that you are authorized to sign the application for the Montgomery Trace Property Owners Association, pursuant to Title 30 Texas Administrative Code (TAC) § 295.14(5) which states:

If the applicant is a corporation, public district, county, municipality or other corporate entity, the application shall be signed by a duly authorized official. Written evidence in the form of by-laws, charters, or resolutions which specify the authority of the official to take such action shall be submitted. A corporation may file a corporate affidavit as evidence of the official's authority to sign.

Please provide the requested information by July 29, 2022 or the application may be returned pursuant to 30 TAC § 281.18.

If you have any questions concerning this matter, please contact me via email at [sarah.henderson@tceq.texas.gov](mailto:sarah.henderson@tceq.texas.gov) or by telephone at (512) 239-2535.

Sincerely,

*Sarah E Henderson*

Sarah Henderson, Project Manager  
Water Rights Permitting Team  
Water Rights Permitting and Availability Section



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

P.O. Box 13087, Austin, Texas 78711-3087
Telephone No. (512) 239-4600 FAX (512) 239-4770

ABANDONMENT OF WATER RIGHT

Notice: This form will not be processed until all delinquent fees and/or penalties owed to the TCEQ or the Office of the Attorney General on behalf of the TCEQ are paid in accordance with the Delinquent Fee and Penalty Protocol.

Please note that this action to voluntarily abandon, and the subsequent cancellation of, your water right may not be reversed and obtaining a water right in the future will require a new application for water. New applications require application/notice fees and may or may not be granted, subject to water availability. Additionally, water rights in the State of Texas may add value to the property they are associated with and/or may have a monetary value of their own. Please consider all of this in determining whether you wish to proceed with abandoning your water right.

BEFORE ME, the undersigned authority, on this day personally appeared CLARICE WOMACK, known to me to be the person whose signature appears below, who being sworn by me did state that the following facts are true and correct in his/her personal knowledge:

- 1. My name is CLARICE WOMACK (PRESIDENT MTPOA)
2. My address is C/O MONTGOMERY TRACE PROPERTY OWNERS ASSOCIATION CHATARRAL MANAGEMENT COMPANY, 6630 CYPRESSWOOD DR, #100, SPRING TX 77379
3. I owe fees or penalties to the TCEQ: [ ] Yes [X] No

If yes, provide the amount and the nature of the fee or penalty as well as any identifying number:

- 4. I own the following described water right:
[ ] Permit No. [ ] Certificate of Adjudication No. 3947

County: MONTGOMERY River Basin: 10
Authorized Use: RECREATION
Portion to be Abandoned: ALL

- 5. It is my intent, by signing and filing this instrument, to voluntarily and intentionally waive and relinquish the above described portion of Permit/Certificate No. 3947 and to tender it to the Texas Commission on Environmental Quality for cancellation. It is also my intent to waive notice of public hearing, as well as the public hearing itself, to consider this matter at any future date.

- 6. I understand that the Texas Commission on Environmental Quality will cancel the above described portion of Permit/Certificate No. WR 3947. I also understand that any outstanding indebtedness to the commission is not waived by this form.

Clarice Womack
Name (Sign)

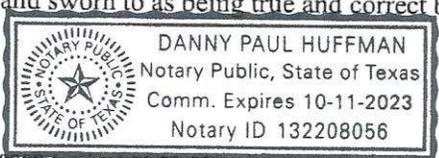
Name (Sign)

CLARICE WOMACK
Name (Printed)

Name (Printed)

Subscribed and sworn to as being true and correct before me this

8th day of JUNE 2022



[Signature]
Notary Public for the State of Texas