



TWO STEP

FARM



TWO STEP FARM RESIDENTIAL COMMUNITY ASSOCIATION, INC. MAILBOX KEYS POLICY

STATE OF TEXAS §
 §
COUNTY OF MONTGOMERY §

I. PURPOSE

The purpose of this Mailbox Keys Policy (this “*Policy*”) is to provide guidance regarding the issuance of mailbox keys (“*Mailbox Keys*”) within the Two Step Farm residential development. The Board of Directors (the “*Board*”) of Two Step Farm Residential Community Association, Inc., a Texas nonprofit corporation (the “*Association*”), has determined that it is in the best interest of the Association to establish this Policy regarding the issuance of Mailbox Keys to Owners of the property subject to its jurisdiction.

II. APPLICABILITY AND AUTHORITY

The property encumbered by this Policy is the property restricted by the First Amended and Restated Declaration of Covenants, Conditions, and Restrictions for Two Step Farm Community, recorded in the Official Public Records of Montgomery County, Texas, under Clerk’s File No. 2025075543, as same has been and may be amended from time to time (the “*Declaration*”), and any other property which has been or may be annexed into the Two Step Farm residential development and made subject to the authority of the Association.

Reference is made to the Declaration for all purposes. Unless otherwise set forth in this Policy, the capitalized terms used in this Policy are defined in the same manner as set forth in the Declaration and the interpretation provision set forth in the Declaration applies to this Policy, which definitions and interpretation provision are incorporated in this Policy for all purposes by this reference.

Pursuant to the Dedicatory Instruments governing the Property, the Association is vested with the authority to adopt policies, rules, and guidelines.

Pursuant to the authority reserved to it in the Dedicatory Instruments, the Board adopts this Policy, which runs with the land and is binding on all Owners and Lots within the Property. This Policy is effective upon the recording of same. After the effective date, this Policy replaces any previously recorded or implemented policy that addresses the subjects contained in this Policy.

Invalidation of any one or more of the covenants, conditions, restrictions, or provisions contained in this Policy will in no way affect any one of the other covenants, conditions, restrictions, or provisions in this Policy, which remain in full force and effect.

III. MAILBOX KEYS POLICY

A. **Process to Obtain Mailbox Keys.**

1. To obtain a Mailbox Keys, an Owner must submit the following to the Association:
 - a. Form. The Mailbox Keys Request Form attached to and incorporated in this Policy as Exhibit A (the “*Request Form*”).
 - b. Identification. Proof of identity and ownership of a Lot in Two Step Farm, including:
 - (1) valid government issued photo ID, and
 - (2) proof of ownership, such as:
 - Builder verification form for the Owner’s Lot in Two Step Farm.
 - Closing statement for the Owner’s Lot in Two Step Farm.
 - Current utility bill for the Owner’s Lot in Two Step Farm.
 - c. Method of Submission. An Owner must submit the completed Request Form to the Association via hand delivery and identification documents to the Association’s onsite office, as it may be changed from time to time.

B. **Issuance of Mailbox Keys.**

1. Number. A total of 3 Mailbox Keys will be issued to any Lot, regardless of the number of occupants residing at the Lot.
2. Lost Mailbox Keys.
 - a. If a Mailbox Key is lost, an Owner may apply for replacement Mailbox Keys via the same process set forth above for obtaining Mailbox Keys.
 - b. As of the date of recording of this Policy, the fee for replacement Mailbox Keys is \$141.14. Payment of the Replacement Fee may be paid via check made payable to “Two Step Farm Residential Community Association, Inc.” or via credit or debit card payment. All applicable fees will be charged for returned checks. The Board reserves the right, in its sole and absolute discretion, to adjust the replacement fee in any amount necessary to meet the cost of providing replacement Mailbox Keys.

[SIGNATURE PAGE FOLLOWS]

EXHIBIT A

[Mailbox Keys Request Form follows.]



TWO STEP FARM



TWO STEP FARM RESIDENTIAL COMMUNITY ASSOCIATION, INC. MAILBOX KEYS REQUEST FORM

Mailbox Keys are required to access the mailbox for each Lot within the Two Step Farm residential development. Pursuant to the Mailbox Keys Policy (the “*Policy*”) adopted by the Board of Directors (the “*Board*”) of Two Step Farm Residential Community Association, Inc., a Texas nonprofit corporation (the “*Association*”), owners of Lots in Two Step Farm (“*Owners*”) may obtain Mailbox Keys by submitting this Mailbox Keys Request Form to the Association.

Owner(s) Requesting Mailbox Keys:		
Only 3 Mailbox Keys will be issued per Lot regardless of the number of occupants.		
Last Name:	First Name:	Form of ID/Ownership:
Last Name:	First Name:	Form of ID/Ownership:
Last Name:	First Name:	Form of ID/Ownership:
Owner(s) Contact Information:		
Two Step Farm Address:		
Name of Owner(s) Submitting this Form:		
Phone Number:		
Email Address:		

Please submit the following to the Association by hand delivery to the Association’s onsite office located at the address set forth on the Association’s most recently recorded management certificate:

- ✓ Completed Mailbox Keys Request Form
- ✓ Photo Identification
- ✓ Proof of Ownership in Two Step Farm

Signature of Owner Submitting Form

Print Name

Signature of Owner Submitting Form

Print Name

FOR ASSOCIATION USE:

Confirmation of ID/Ownership: _____

Number of Mailbox Keys Issued: _____

Date of Issuance: _____

Association Representative: _____

E-FILED FOR RECORD

05/29/2026 03:47PM



L. Brandon Steinmann

County Clerk,
Montgomery County, Texas

STATE OF TEXAS,
COUNTY OF MONTGOMERY

I hereby certify that this instrument was e-filed in the file number sequence on the date and time stamped herein by me and was duly e-RECORDED in the Official Public Records of Montgomery County, Texas.

05/29/2026



L. Brandon Steinmann

County Clerk,
Montgomery County, Texas