

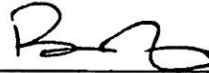
CORPORATE CERTIFICATE
HAWTHORN RIDGE PROPERTY OWNERS' CIVIC ASSOCIATION, INC.

The undersigned certifies that he is the Attorney for HAWTHORN RIDGE PROPERTY OWNERS' CIVIC ASSOCIATION, INC. (the "Association"). The Association is the property owners' association for Hawthorn Ridge, a subdivision in Montgomery County, Texas, according to the map or plat thereof recorded in the Map Records of Montgomery County, Texas (the "Subdivision").

The Association is a Texas nonprofit corporation, and attached to this certificate is a true and correct copy of the **BYLAWS (Amended and Restated June 2022)**.

Signed this 11th day of July, 2022.

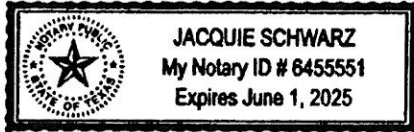
HAWTHORN RIDGE PROPERTY OWNERS' CIVIC ASSOCIATION, INC.



BRYAN P. FOWLER, Attorney

STATE OF TEXAS §
 §
COUNTY OF MONTGOMERY §

SWORN TO AND SUBSCRIBED BEFORE ME on the 11th day of July, 2022, by BRYAN P. FOWLER, Attorney for HAWTHORN RIDGE PROPERTY OWNERS' CIVIC ASSOCIATION, INC., a Texas nonprofit corporation, on behalf of said corporation.

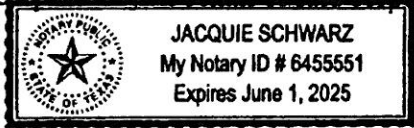




Notary Public - State of Texas

THE STATE OF TEXAS §
 §
COUNTY OF MONTGOMERY §

This instrument was acknowledged before me on the 11th day of July, 2022, by BRYAN P. FOWLER, Attorney for HAWTHORN RIDGE PROPERTY OWNERS' CIVIC ASSOCIATION, INC., a Texas nonprofit corporation, on behalf of said corporation.





Notary Public - State of Texas

AFTER RECORDING RETURN TO:
BRYAN P. FOWLER
The Fowler Law Firm
505 West Davis
Conroe, Texas 77301

BYLAWS

OF

HAWTHORN RIDGE
PROPERTY OWNERS' CIVIC ASSOCIATION, INC.
(Amended and Restated June 2022)

AMENDED AND RESTATED BYLAWS OF

**HAWTHORN RIDGE PROPERTY OWNERS'
CIVIC ASSOCIATION, INC.**

(Amended and Restated June 2022)

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ARTICLE 1 OFFICES

1.01. Principal Office. The principal office of the Association shall be located in Willis, Texas 77318.

1.02. Other Offices. The corporation also may have offices at such other places within Montgomery County, Texas, as the Board of Directors may from time to time determine or the business of the Association may require.

1.03. Change of Location. The Board of Directors may change the location of any office of the Association.

ARTICLE 2 DEFINITIONS

2.01. “Association” shall mean and refer to Hawthorn Ridge Property Owners’ Civic Association, Inc., its successors and assigns.

2.02. “Subdivision” shall mean and refer to that certain real property known as Hawthorn Ridge, as depicted on the map or plat thereof, of record in Volume 7, Page 331, of the Map Records of Montgomery County, Texas, as such map or plat may be amended from time to time, and such additions thereto as may hereafter be brought within the scheme of development of Hawthorn Ridge and the jurisdiction of the Association, including future sections, if any, of Hawthorn Ridge.

2.03. “Common Area” shall mean all real property, if any, within the Subdivision, owned by the Association and dedicated for the common use and enjoyment of the Owners of property in the Subdivision.

2.04. “Lot” or “Lots” shall mean and refer to the numbered lots as shown on the plats of the Subdivision, any lot or tract resulting from the subdivision or re-subdivision of any Lot and any other tracts brought within the jurisdiction of the Association.

2.05. “Owner” shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any Lot which is a part of the Subdivision. In the event of an executory contract for installment sale or contract for deed covering any Lot, the “Owner” shall be the purchaser named in the contract. “Owner” does not include those persons or entities having an interest merely as security for the performance of an obligation, persons or entities who own only an easement, or those having an interest in the mineral estate only.

2.07. “Restrictions” shall mean and refer to the Declaration of Covenants, Conditions, and Restrictions for Hawthorn Ridge, and subsequent amendments thereto, applicable to Hawthorn Ridge, dated January 12, 1966, of record in Clerk’s File No. 186904, Volume 610, Page 386, *et seq.*; Clerk’s File No. 191968, Vol. 619, Page 47, *et seq.*; Clerk’s File No. 193331, Vol. 621, Page 322, *et seq.*; Clerk’s File No. 194848, Vol. 623, Page 679, *et seq.*; Clerk’s File No. 199654, Vol. 631, Page 912, *et seq.*; Clerk’s File No. 219380, Vol. 665, Page 655, *et seq.*; and Clerk’s File No.

224850, Vol. 674, Page 594, *et seq.*, of the Deed Records of Montgomery County, Texas , together with any amendments or supplements thereto, and to any similar declaration applicable to other properties that may hereafter be brought within the scheme of development of Hawthorn Ridge and subjected to the jurisdiction of the Association.

2.08. "Member" shall mean and refer to those persons entitled to membership in the Association.

ARTICLE 3 QUALIFICATIONS FOR MEMBERSHIP

3.01. Membership. The membership of the Association shall consist of all the Owners of the Lots within the Subdivision or brought within the jurisdiction of the Association pursuant to the provisions and authority of said Restrictions, including contract purchasers. The foregoing is not intended to include persons or entities who hold an interest merely as security for the performance of an obligation, persons or entities who own only an easement, or those having an interest in the mineral estate only. Membership shall be appurtenant to and may not be separated from ownership of any Lot.

3.02. Proof of Membership. The rights of membership shall not be exercised by any person until satisfactory proof has been furnished to the Secretary of the Association that the person is qualified as a Member. Such proof may consist of a copy of a duly executed and acknowledged deed, contract for deed or title insurance policy evidencing ownership of a Lot or Lots in the Subdivision. Such deed, contract for deed or policy shall be deemed conclusive in the absence of a conflicting claim based on a later deed, contract or policy.

3.03. No Additional Qualification. The sole qualification for membership shall be ownership of a Lot or Lots in the Subdivision. No initiation fees, costs, or dues shall be assessed against any person as a condition of membership except such assessments, levies, and charges as are specifically authorized under the Restrictions.

ARTICLE 4 VOTING RIGHTS

4.01. Voting. Voting shall be on a one vote per Lot basis. The Owner or Owners of each Lot are entitled to one vote for each Lot owned in the Subdivision. If record title to a particular Lot or Lots is in the name of two or more persons, all co-owners shall be Members and may attend any meeting of the Association but the voting rights appurtenant to each such Lot may not be divided and fractional votes shall not be allowed. Any one of said co-owners may exercise the vote appurtenant to each such Lot so owned at any meeting of the Members and such vote shall be binding and conclusive on all of the other co-owners of said Lot who are not present; provided, if one of the non-attending co-owners has given the Association notice of objection to the attending co-owner's vote, no vote shall be cast for said Lot except upon notice of unanimous consent by all such co-owners being given to the Association. In the event more than one vote is cast for a single Lot by an Owner, none of the votes so cast shall be counted and all of such votes shall be deemed void.

4.02. Methods of Voting. The voting rights of a Member may be cast or given:

- (1) in person or by proxy at a meeting of the Association;
- (2) by absentee ballot; or
- (3) by electronic ballot by electronic mail or facsimile.

Absentee ballots may not be counted, even if properly delivered, if the Member attends any meeting to vote in person so that any vote cast at a meeting by the Member supersedes any vote submitted by absentee or electronic ballot previously submitted for that proposal. Absentee or electronic ballots may not be counted on the final vote of a proposal if the motion was amended at a meeting of the Members to be different from the exact language on the absentee or electronic ballot. Any solicitation for votes by absentee ballot by the Association must include an absentee ballot that contains each proposed action and provides an opportunity to vote for or against the proposed action, instructions for delivery of the completed absentee ballot, including the delivery location, all of which are required by Section 209.00592 of the TEXAS PROPERTY CODE.

4.03. Proxies. Every proxy shall be revocable and shall automatically cease on conveyance by the Member of his Lot, or on receipt of notice by the Secretary of the death or judicially declared incompetence of such Member. No proxy shall be valid after eleven (11) months from the date of its execution, unless otherwise specifically provided in the proxy.

4.04. Quorum. The presence, either in person or by proxy, at any meeting, of eligible Members entitled to cast at least ten (10%) percent of the total eligible votes of the Association shall constitute a quorum for any action. Absentee and electronic ballots shall count as a person present and voting for all matters appearing on the ballot.

In the absence of a quorum at a meeting of Members, the meeting may be nevertheless convened for the sole purpose of conducting Director elections. The quorum required for election of Directors at such convened meeting shall be the number of votes cast in person, by proxy, by absentee ballot, or electronic ballot.

4.05. Required Vote. The vote of the majority of the votes entitled to be cast by the Members present, or represented by proxy, at a meeting at which a quorum is present shall be the act of the meeting of the Members, unless the vote of a greater number is required by statute, the Restrictions, the Articles of Incorporation or these Bylaws.

4.06. Cumulative Voting. Cumulative voting shall not be permitted.

4.07. Recount Procedures. A Member may, not later than the fifteenth (15th) day after the date of a meeting at which an election was held, require a recount of votes in accordance with Section 209.0057 of the TEXAS PROPERTY CODE.

4.08. Election Vote Tabulators. A person who is a candidate in an Association election or who is otherwise the subject of an Association vote, or a person related to that person within the third degree of consanguinity or affinity, as determined under Chapter 573 of the Texas Government Code, may not tabulate or otherwise be given access to the ballots cast in the election or vote.

ARTICLE 5 MEETINGS OF MEMBERS

5.01. Annual Meetings. The annual meeting of the Members of the Association shall be held in March of each year on a date and time set by the Board.

5.02. Special Meetings. Special meetings of the Members may be called by the President, the Board of Directors, or by Members representing at least ten (10%) percent of the total votes entitled to be cast by the Members.

5.03. Place. Meetings of the Members shall be held within the Subdivision or at a convenient meeting place as close thereto as possible as the Board may specify in writing.

5.04. Notice of Meetings. Written notice of all Members' meetings shall be given by or at the direction of the Secretary of the Association (or other persons authorized to call the meeting) by mailing or personally delivering a copy of such notice at least ten (10) but not more than fifty (50) days before such meeting to each Member entitled to vote at such meeting, addressed to the Member's address last appearing on the books of the Association, or supplied by such Member to the Association for the purpose of notice. Such notice shall specify the place, day and hour of the meeting and, in the case of a special meeting, the nature of the business to be undertaken. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the Member at the address last appearing on the books of the Association with postage thereon paid.

5.05. Order of Business at Meetings. The order of business at all meetings of the Members shall be as follows:

- (1) Roll call;
- (2) Proof of notice of meeting or waiver of notice;
- (3) Reading of Minutes of preceding meeting;
- (4) Reports of officers;
- (5) Reports of committees;
- (6) Election of directors;
- (7) Unfinished business; and
- (8) New business.

5.06. Action without Meeting. Any action required by law to be taken at a meeting of the Members, or any action which may be taken at a meeting of the Members, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Members and filed with the Secretary of the Association.

ARTICLE 6 BOARD OF DIRECTORS

6.01. Number. The affairs of the Association shall be managed by the Board of Directors consisting of five (5) persons. All Directors must be Members of the Association. The number of Directors comprising the Board of Directors may be increased or decreased by amendment of these

bylaws. No decrease in the number of Directors shall have the effect of shortening the term of any incumbent Director.

6.02. Term. The five (5) Directors will be divided into two (2) classes. There will be two (2) Directors in the first class who shall be elected in odd numbered years, and there will be three (3) Directors in the second class who shall be elected in even numbered years. All Directors shall serve two (2) year terms and shall hold office until their successors are elected and qualified.

6.03. Removal. Directors may be removed from office with or without cause by a majority of all of the votes entitled to be cast by the Members of the Association.

6.04. Vacancies. Any Board member whose term has expired must be elected by the Owners who are members of the Association. A Board member may be appointed by the Board only to fill a vacancy caused by a resignation, death or disability, as provided in these bylaws. A Board member appointed to fill a vacant position shall serve the unexpired term of the predecessor Board member.

Any directorship to be filled by reason of an increase in the number of directors shall be filled by election at an annual meeting or at a special meeting of Members called for that purpose.

6.05. Compensation. No Director shall receive compensation for any service he may render to the Association. A Director may, however, be reimbursed by the Board for actual expenses incurred by him in the performance of his duties.

6.06. Powers and Duties. The Board shall have the powers and duties, and shall be subject to limitations on such powers and duties, as enumerated in these Bylaws or in the Restrictions or as set forth in the Articles of Incorporation of the Association. In addition, the Board of Directors shall have the following powers and duties:

- a. cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the Members at the annual meeting of the Members;
- b. supervise all officers, agents and employees of this Association, and see that their duties are properly performed;
- c. as more fully provided in the Restrictions to:
 - (1) adjust the amount of the annual maintenance fund assessment against each lot;
 - (2) send written notice of each assessment to every Owner subject thereto; and
 - (3) foreclose the lien against any property for which assessments are not timely paid and/or bring an action at law against each Owner personally obligated to pay the same;

- d. issue, or to cause an appropriate office to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;
- e. procure and maintain, if possible, adequate liability and hazard insurance on property owned by the Association;
- f. cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate;
- g. cause the Common Area to be maintained;
- h. cause the Restrictions of the Subdivision to be enforced and administered;
- I. cause the architectural control of the Subdivision as set forth in the Restrictions;
- j. employ such accountants, attorneys, contractors or other persons or entities as the Board deems necessary to manage and administer the affairs of the Association;
- k. manage the affairs of the Association; and
- l. perform all acts and do all things provided for or contemplated to be done by the Association in the Restrictions and the Articles of Incorporation .

Directors shall exercise ordinary business judgment in managing the affairs of the Association. Directors shall act as fiduciaries with respect to the interests of the Members. In acting in their official capacity as directors of this Association, directors shall act in good faith and take actions they reasonably believe to be in the best interests of the Association and that are not unlawful. In all instances, the directors shall not take any action that they should reasonably believe would be contrary to the Association's best interests or would be unlawful. A director shall not be liable if, in the exercise of ordinary care, the director acts in good faith relying on written financial and legal statements provided by an accountant or attorney retained by the Association.

6.07. Actions of Board of Directors. The Board of Directors shall try to act by consensus. However, the vote of a majority of directors present and voting at a meeting at which a quorum is present shall be sufficient to constitute the act of the Board of Directors unless the act of a greater number is required by law or these Bylaws. A director who is present at a meeting and abstains from a vote is considered to be present and voting for the purpose of determining the decision of the Board of Directors. For the purpose of determining the decision of the Board of Directors, a director who is represented by proxy in a vote is considered present.

6.08. Association Contracts. The Association may enter into an enforceable contract with a current Association board member, a person related to a current Association board member within the third degree by consanguinity or affinity, as determined under Chapter 573, GOVERNMENT CODE,

a company in which a current Association board member has a financial interest in at least 51 percent (51%) of profits, or a company in which a person related to a current Association Board member within the third degree by consanguinity or affinity, as determined under Chapter 573, GOVERNMENT CODE, has a financial interest in at least 51 percent (51%) of profits, if the following conditions are satisfied:

- (a) the board member, relative, or company bids on the proposed contract and the Association has received at least two other bids for the contract from persons not associated with the board member, relative, or company, if reasonably available in the community; and
- (b) the board member:
 - (1) is not given access to the other bids;
 - (2) does not participate in any board discussion regarding the contract; and
 - (3) does not vote on the award of the contract.

Contracts for services that will cost more than \$50,000.00 will require solicitation of bids according to a bid process established by the Association.

6.09 Appeals to Board.

(a) **Architectural Review.** If an Application for construction of improvements is submitted by an Owner and denied by the Architectural Control Committee, the following denial notice and hearing requirements are applicable:

(1) **Denial Notice Requirements.** Denials of an application by an Owner for the construction of improvements in the Subdivision may be appealed to the Board. A written notice of the denial must be provided to the Owner by certified mail, hand delivery or electronic delivery. The notice must describe the basis for the denial in reasonable detail and include changes, if any to the application or improvements required as a condition to approval. The notice must also inform the Owner that the Owner may request a hearing on or before the 30th day after the date the denial notice was mailed to the Owner.

(2) **Denial Hearings.** If an Owner requests a hearing to appeal the denial, the Board shall hold a hearing no later than the 30th day after receipt of the Owner's request for hearing, and shall notify the Owner of the date, time and place of the hearing not later than the 10th day before the hearing. Only one hearing is required. Each side must be provided an opportunity to discuss and potentially resolve the denial. The Board or the Owner may request a postponement of not more than 10 days, and otherwise only by agreement. Either party may make an audio recording of the hearing. The Board may affirm, modify, or reverse, in whole or in part, any decision of the Architectural Control Committee as consistent with the Restrictions.

(b) **Deed Restriction Violations.** If an Owner requests a hearing under Chapter 209.007 of the Texas Property Code to appeal an alleged deed restriction violation, the Board shall hold a hearing no later than the 30th day after receipt of the Owner's request for hearing, and shall notify the Owner of the date, time and place of the hearing not later than the 10th day before the hearing. Not later than 10 days before the hearing, the Association must furnish the Owner a packet containing all documents, photos and communications related to the alleged violation. If the Association does not provide the packet within that time, the Owner is entitled to an automatic 15day postponement. During the hearing, the Association first presents its case against the Owner. Thereafter, the Owner or Owner's representative may respond and present the Owner's information and issues relevant to the dispute.

ARTICLE 7 NOMINATION AND ELECTION OF DIRECTORS

7.01. **Nomination of Directors.** At least ten (10) days before the Association disseminates absentee ballots to Association Members for the purpose of voting in a board member election, the Association must provide notice to the Association Members soliciting candidates interested in running for a position on the board. The notice must contain instructions for an eligible candidate to notify the Association of the candidate's request to be placed on the ballot and the deadline to submit the candidate's request. The notice must also state (a) the number of positions available on the board that will be filled at the upcoming election; (b) the phone number, fax number, email address and/or physical address at which the Member may notify the Association that he or she wishes to have his or her name placed on the ballot for the election; and © any other information necessary to inform the Members how to have their name listed on the ballot for the election. The deadline may not be earlier than the 10th day after the date the Association provides the notice required herein. The Association shall include on each absentee ballot for a board member election the name of each eligible candidate from whom the Association received a request to be placed on the ballot. Members with a felony conviction or a conviction for a crime involving moral turpitude, within twenty (20) years before the date of election, are not eligible to serve.

Candidates for the Board of Directors of the Association may also be nominated at the annual meeting by motion and second by eligible Members.

7.02. **Election.** Directors are elected at the annual meeting of Members of the Association. Members, or their proxies, may cast, in respect to each directorship to be filled, as many votes as they are entitled to exercise under the provisions of these Bylaws. The nominees receiving the highest number of votes shall be elected. No Member may cumulate votes.

7.03. **Rules and Procedures.** The Board of Directors may adopt rules and procedures for the conduct of annual elections of Directors, provided that such rules and procedures are not inconsistent with these Bylaws.

ARTICLE 8 MEETINGS OF DIRECTORS

8.01. Open Meetings. Regular and special Board meetings shall be open to Members, subject to the right of the Board to adjourn a meeting and reconvene in closed executive session to consider actions involving personnel, pending or threatened litigation, contract negotiations, enforcement actions, confidential communications with the property Association's attorney, matters involving the invasion of privacy of individual Owners, or matters that are to remain confidential by request of the affected parties and agreement of the Board. Following any executive session, any decision made in the executive session shall be summarized orally and placed in the minutes, in general terms, without breaching the privacy of individual Owners, violating any privilege, or disclosing information that was to remain confidential at the request of the affected parties. The oral summary shall include a general explanation of any expenditures approved in executive session.

8.02 Meetings with Notice to Members. Members shall be given notice of the date, hour, place, and general subject of a regular or special meeting of the Board, including a general description of any matter to be brought up for deliberation in executive session. The notice shall be (a) mailed to each Member not later than the tenth (10th) day or earlier than the sixtieth (60th) day before the date of the meeting; or (b) provided at least one hundred forty-four (144) hours before the start of the meeting for regular Board meetings and at least seventy-two (72) hours before the start of the meeting for special Board meetings by (i) posting the notice in a conspicuous manner reasonably designed to provide notice to the Members in a place located on the Association's common property, or on conspicuously located private property within the subdivision, or (ii) by posting the notice on an Internet website maintained by the Association; and (iii) by sending the notice by e-mail to each Owner who has registered an e-mail address with the Association.

A Board meeting may be held by electronic or telephonic means provided that (1) a Board member may hear and be heard by every other Board member, (2) except for any portion of the meeting conducted in executive session, (a) that all Owners in attendance at the meeting may hear all Board members, and (b) Owners are allowed to listen using any electronic or telephonic communication methods used or expected to be used by the Board member to participate, and (3) notice of meeting includes instructions for Owners to access any communication method required to be assessable hereunder.

8.03. Board Action Taken Outside of Board Meeting. A Board may take action outside of a meeting, including voting by electronic or telephonic means, without prior notice to Owners as required herein, if each Board member is given a reasonable opportunity to express the Board member's opinion to all other Board members and to vote. Any action taken without notice to the Members must be summarized orally, including an explanation of any known actual or estimated expenditures approved at the meeting, and documented in the minutes at the next regular or special meeting of the Board. The Board may not, unless done in an open Board meeting for which prior notice was given to Owners as required herein, consider or vote on fines; damage assessments; initiation of foreclosure actions; initiation of enforcement actions, excluding temporary restraining orders or violations involving a threat to health or safety; increases in assessments; levying of special assessments; appeals from a denial of architectural control approval; or the suspension of a right of a particular Member before the Member has an opportunity to attend a Board meeting to present the

Member's position, including any defense on the issue, lending or borrowing, the adoption of an amendment to any dedicatory instruments, the approval of an annual budget, sale of purchase of real property, the filling of a vacancy on the Board, the construction of capital improvements other than the repair, replacement, or enhancement of existing capital improvements, or the election of an officer.

8.04. Quorum. A quorum for the transaction of business by the Board of Directors shall be a majority of the number of Directors constituting the Board of Directors as fixed by these Bylaws.

8.05. Voting Requirement. The act of the majority of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors unless any provision of the Certificate of Formation or these Bylaws requires the vote of a greater number.

ARTICLE 9 COMMITTEES

9.01. Appointed by Board of Directors. The Board of Directors shall appoint such committees as are required by the Restrictions. A person may not be appointed or elected to serve on the Architectural Control Committee if the person is a current Board member, spouse of a current Board member, or a person residing in a current Board member's household. The Board may from time to time establish and appoint to such other committees as it shall deem necessary and advisable to assist the Board in the general operation and management of the Association. The Chairman and all Members of each such committee must be a Member of the Association.

9.02. Authority of Committees. The Board of Directors may grant to any committee thus established by the Board such authority and power consistent with these Bylaws as the Board shall deem required to carry out the intended purposes and functions of such committee.

9.03. Discharge of Committees and Committeemen. The Board of Directors may discharge any committee established by the Board and may remove and replace any committeeman appointed to any committee.

ARTICLE 10 OFFICERS

10.01. Enumeration of Officers. The Officers of the Association (who shall at all times be members of the Board of Directors) shall be a President, a Vice President, a Secretary and a Treasurer. The Board of Directors may, by resolution, create such other offices as it deems necessary or desirable.

10.02. Term. The Officers of this Association shall be elected annually by the Board of Directors and each shall hold office for a term of one year, unless such officer shall sooner resign, be removed, or be otherwise disqualified to serve.

10.03. Resignation and Removal. Any Officer may resign at any time by giving written notice to the Board, the President or the Secretary. Such resignation shall take effect at the date of receipt of such notice or at any later time specified therein. Any officer may be removed from office by the Board whenever, in the Board's judgment, the best interests of the Association would be served by such removal.

10.04. Multiple Offices. Any two or more offices may be held by the same person, except the offices of President and Secretary.

10.05. Compensation. Officers shall not receive compensation for services rendered to the Association.

ARTICLE 11 PRESIDENT

11.01. Election. At the first meeting of the Board immediately following the annual meeting of the Members, the Board shall elect one of its members to act as President.

11.02. Duties. The President shall:

- a. Preside over all meetings of the Members and of the Board;
- b. Sign as President all deeds, contracts, and other instruments in writing which have been first approved by the Board, unless the Board, by duly adopted resolution, has authorized the signature of a lesser officer;
- c. Call meetings of the Board whenever he deems it necessary in accordance with rules and on notice agreed to by the Board. The notice period shall, with the exception of emergencies, in no event be less than five (5) days; and
- d. Have, subject to the advice of the Board, general supervision, direction and control of the affairs of the Association and discharge such other duties as may be required of him by the Board.

ARTICLE 12 VICE PRESIDENT

12.01. Election. At the first meeting of the Board immediately following the annual meeting of the Members, the Board shall elect one of its members to act as Vice President.

12.02. Duties. The Vice President shall:

- a. Act in the place and in the stead of the President in the event of his absence, inability, or refusal to act; and

- b. Exercise and discharge such other duties as may be required of him by the Board. In connection with any such additional duties, the Vice President shall be responsible to the President.

ARTICLE 13 SECRETARY

13.01. Election. At the first meeting of the Board immediately following the annual meeting of the Members, the Board shall elect a Secretary. The Secretary need not be a member of the Board.

13.02. Duties. The Secretary shall:

- a. Keep a record of all meetings and proceedings of the Board and of the Members;
- b. Keep the seal of the Association, if any, and affix it on all papers requiring said seal;
- c. Serve such notices of meetings of the Board and the Members required either by law or by these Bylaws;
- d. Keep appropriate current records showing the Members of this Association together with their addresses; and
- e. Sign as Secretary all deeds, contracts, and other instruments in writing which have been first approved by the Board if said instruments require a second Association signature, unless the Board has authorized another Officer to sign in the place and stead of the Secretary by duly adopted resolution.

ARTICLE 14 TREASURER

14.01. Election. At the first meeting of the Board immediately following the annual meeting of the Members, the Board shall elect a Treasurer. The Treasurer need not be a member of the Board.

14.02. Duties. The Treasurer shall:

- a. Receive and deposit in such bank or banks as the Board may from time to time direct, all of the funds of the Association;
- b. Be responsible for, and supervise the maintenance of, books and records to account for such funds and other Association assets;
- c. Disburse and withdraw said funds as the Board may from time to time direct, and in accordance with prescribed procedures; and

- d. Prepare and distribute the financial statements for the Association required by the Restrictions.

ARTICLE 15 BOOKS AND RECORDS

15.01. Maintenance. Complete and correct records of account and minutes of proceedings of meetings of Members, Directors, and committees shall be kept at the registered office of the Association. A record containing the names and addresses of all Members entitled to vote shall be kept at the registered office or principal place of business of the Association.

15.02. Inspection. The Restrictions of the Subdivision, the Certificate of Formation and the Bylaws of the Association, the membership register, the books of account, and the minutes of proceedings, shall be available for inspection and copying by any Member of the Association or any Director for any proper purpose at any reasonable time, in accordance with the Association's Records Production Policy..

ARTICLE 16 AMENDMENTS

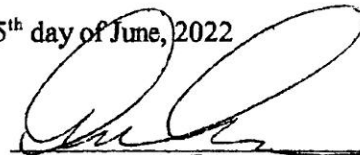
16.01. Amendments. The Board of Directors of this Association is expressly authorized to alter, amend, or repeal the Bylaws or to adopt new Bylaws of this Association, without any action on the part of the Members; provided however, the Bylaws made by the Directors and the powers so conferred may be altered or repealed or new Bylaws adopted by a majority of the vote of the eligible Members present and voting, in person or by proxy, at any annual or special meeting or election called for that purpose; provided, however, that a statement of the proposed modifications, alterations, amendments, or repeal and proposed new Bylaws shall be signed by either the Board of Directors or by ten percent (10%) or more of the Members entitled to vote and delivered to the Board of Directors at least twenty (20) days before the date of such meeting or election; and it shall be the duty of the Board of Directors to cause a copy of such proposed modifications, alterations, amendments, or repeal and proposed new Bylaws to be mailed to each Member of the Association at his last known address as shown on the books of the Association at least ten (10) days before such meeting or election.

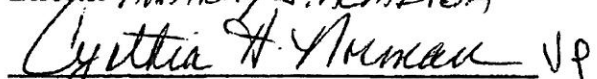
ARTICLE 17 CONFLICTS

17.01. Restrictions Govern. In the event of a conflict between the provisions of these Bylaws and the Restrictions, the terms and provisions of the Restrictions shall prevail.

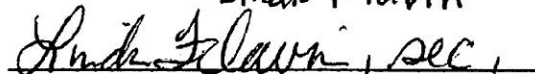
ATTESTATION

Adopted by the Board of Directors on this 15th day of June, 2022


Director ANTHONY J. ALMEIDA PRESIDENT

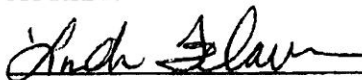

Director Cynthia H. Norman VP


Director Linda Flavin Treasurer


Director Linda Flavin, sec.


Director Jon RUFERT MEM

ATTEST:


Secretary

E-FILED FOR RECORD
07/11/2022 01:54PM



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.

07/11/2022



County Clerk
Montgomery County, Texas