

**BY-LAWS OF
LAKELAND SECTION FOUR CIVIC CLUB**
(Amended May 2012)

ARTICLE I

AGREEMENT

All lot owners in Section 4 in Lakeland Subdivision in Montgomery County, Texas, do hereby agree to the following Rules and Regulations which are for the benefit of Grantor's land and are covenants running with lots, including all blocks, one (1) through thirteen (13).

PURPOSE

The purpose of Lakeland Section Four Civic Club is to:

- (a) operate and maintain Lakeland Subdivision Section 4 in the best interest of its property owners;
- (b) maintain the club house and grounds, roadways, trees, lakes, fishing swimming areas, water system and any and all other community property; and
- (c) do any and all things necessary, incident to the fulfillment of the foregoing purpose.

ARTICLE II

MEMBERSHIP

Membership is defined as any person owning property by virtue of a deed. Only property owners who agree to support and abide by the charter and by-laws of this Corporation shall be eligible. To enjoy full privileges, each member shall keep current in the payment of assessments.

PRIVILEGES

Each member and/or his or her immediate family (unmarried children at home) shall have the privilege of using all of the facilities of the association; subject to these by-laws and the rules and regulations promulgated hereunder.

Each member and his spouse shall be entitled to vote at all meetings of the membership, in accordance with the provisions of these by-laws, and either or both shall be eligible to hold office or serve on committees.

On rent property, both the owner and the renter have swimming and fishing privileges. The owner retains all other privileges. Renters' privileges are valid after the Secretary is notified by certified mail, from the owner, the name of the renter and his immediate family. Privileges may be terminated or suspended by the Board of Directors.

ARTICLE III

MEMBERSHIP MEETINGS

1. REGULAR MEETINGS:

Time and Place: There shall be regular meetings of the membership at 7:00 p.m. on the second Thursday of each January, April, July and October at the clubhouse. The annual meeting will be held on the second Sunday in June at 2:00 p.m.

Should there not be enough present for a quorum at a General Meeting, the meeting shall automatically revert to a Board Meeting. All Board members should realize this and attend.

Purpose: The regular meetings of the members shall be for the purpose of conducting any business requiring action by the membership; and at the regular meeting of the members held in June of each year, there shall be an election of officers and directors as hereinafter set out.

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

2. SPECIAL MEETINGS:

Time and Place: Special meetings of the members may be called by the President or any three Directors of the Corporation for any time to be held at the clubhouse.

Notice by mail to the last known address of each member at least ten (10) days prior to the meeting date.

3. QUORUM:

A quorum shall consist of fifteen (15) members present at a regular or special meeting. Absentee and electronic votes shall count toward the quorum for items appearing on the ballot.

The majority vote of a membership quorum may change the date and/or time of the regular meetings without changing the Deed Restrictions or By-Laws.

4. **METHODS OF VOTING:**

The voting rights of a Member may be cast or given:

- (a) in person or by proxy at a meeting of the Association;
- (b) by absentee ballot; or
- (c) 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.

Applicable at election meetings only. Absentee ballots are to be mailed by and returned to the Secretary plainly marked "ballot" and to be opened only by the election committee and qualified by the Treasurer.

5. **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.

6. **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. **PROCEDURE:**

All meetings shall be governed by Roberts Rules of Order unless covered by Lakeland By-Laws and Deed Restrictions.

ARTICLE IV

OFFICERS AND DIRECTORS

1. **NUMBER AND TERM OF OFFICE:**

Term of office shall be for one (1) year beginning with the July general meeting. There shall be thirteen (13) Directors and thirteen (13) alternates elected at large who shall serve until a new Board is elected. Each 13 Directors and alternates shall be listed in alphabetical order.

Nominating Committee

At the general meeting in April, a nominating committee shall be chosen; two appointed by the President and three elected by the membership. This committee shall present to the Board of Directors a slate of officers, directors and alternates. Anyone interested in holding any office must submit their name to the Nominating Committee by 5:00 p.m. the day of the Board meeting in May. The 13 names with the most votes will be seated to the Board. The next 13 will be named as alternates. Members with a felony conviction or a conviction for a crime involving moral turpitude are not eligible to serve.

The names of all members seeking office will be placed on the ballot. Nominations will be accepted from the floor.

2. **ELECTION:**

At the election meeting in June, there shall be elected a President, Vice-President, Secretary, Treasurer, three member architectural control committee and thirteen directors and thirteen alternates. Election meeting is the second Sunday in June at 2:00 p.m.

3. **DIRECTOR'S MEETINGS:**

The Board of Directors shall hold regular meetings at 7:30 p.m. on the second Tuesday of each month except those months having a general meeting. The newly elected Directors shall meet the last Tuesday in June for the purpose of levying amount of assessment and setting up the budget for the coming year. Special meetings may be called by the President or any three Directors upon notice to the Directors.

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.

4. **NOTICE OF MEETINGS 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 seventy-two (72) hours before the start of the meeting 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.

5. **MEETINGS WITHOUT NOTICE TO MEMBERS:**

The Board, by any method of communication, including electronic and telephonic meetings, may meet without prior notice to Members, if each director may hear and be heard by every other director, or the Board may take action by unanimous written consent to consider routine and administrative matters or a reasonably unforeseen emergency or urgent necessity that requires immediate Board attention. The 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. Notwithstanding the authority to meet without notice to the Members, the Board may not, without prior notice to the Members, 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.

6. **POWERS AND DUTIES:**

At the regular meeting in July of each year, the Board shall announce their budget and the necessary maintenance charge for the succeeding year to be levied against each member owning property served by the Corporation. At the July meeting each year, the President shall appoint the following Commissioners: Ground, Lakes, Water, Recreational, Publicity, Clubhouse, and Finance; which commissioners shall appoint two other persons who are

members of the Corporation to serve with him or her as a committeeman to perform the duties relative to the commission.

At the request of a Director, or in his absence, the President may appoint an alternate board member to serve in his stead.

The Board of Directors shall, through the Commissioners aforesaid, manage all of the affairs of the Corporation and shall establish and maintain one checking and one savings account in one bank, issue checks against the same, to be executed by the President and the Treasurer. All purchases made or services furnished for the Corporation shall be with proper authorization. The Directors shall not incur any indebtedness for which there are no funds available.

Seven (7) Directors shall constitute a quorum for the purpose of transacting any business at either a regular or special meeting.

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.

Notwithstanding any other provision in these bylaws, a quorum for purposes of election of directors shall be the number of ballots cast in person or by proxy, by absentee ballot, and by electronic ballot as provided in these bylaws.

Two consecutive unexcused absences of an officer or a Director shall constitute voluntary resignation.

The Board of Directors has the authority and the responsibility to see that all of the By-Laws are carried out or enforced.

7. **DUTIES OF THE OFFICERS:**

The officers of the Corporation shall have such powers and duties, except as modified by the Board of Directors, as generally pertain to their offices respectively, as well as such powers and duties as from time to time shall be conferred by the Board of Directors; provided, however, that the President shall be the chief executive officer of the Corporation and all other officers of the Corporation shall be subordinate to said President, and shall from time to time report as he may direct. In the absence of the President, the Vice-President shall have and may exercise all the powers of said President.

President

The President shall be the chief executive officer of the Corporation, and shall have general direction of the affairs of the Corporation and have general supervision over its several officers, subject, however, to the control of the Board of Directors. He shall at each annual meeting, and from time to time, report to the membership and to the Board, all matters within his knowledge which, in his opinion, the interest of the Corporation may require to be brought to their notice; shall preside at all meetings; shall sign and execute in the name of the Corporation all contracts or other instruments authorized by the Board of Directors, except in cases where the signing and execution thereof shall be expressly delegated or permitted by the Board or these By-Laws to some other officer or agent of the Corporation; and in general shall perform all duties incident to the office of President, and such other duties as from time to time may be assigned to him by the Board of Directors or as are prescribed by these By-Laws.

Vice-President

At the request of the President, or in his absence or disability, the Vice-President shall perform the duties of the President, and when so acting shall have the powers of and be subject to all restrictions upon the President. The Vice-President shall perform such other duties as may from time to time, be assigned to him by the Board of Directors or the President.

Secretary

The Secretary shall keep or cause to be kept in books provided for the purpose, the minutes of the meetings of the membership and of the Board of Directors; shall see that all notices are duly given in accordance with the provisions of these By-Laws; shall be custodian of the records; shall keep or cause to be kept a register of the post office address of each member; and in general, the Secretary shall perform all duties incident to the office of the Secretary and such other duties as may from time to time be assigned to him by the Board of Directors or the President.

Treasurer

The Treasurer shall receive and be the custodian of all funds of the Corporation and countersign all checks against the Corporation's account for all necessary expenditures therefore authorized. Ninety (90) days prior to election, an audit committee shall be appointed to make a complete audit of books, thirty days prior to the election of officers. The Treasurer shall also render a statement of the condition of the finances of the Corporation at all regular meetings of the Board of Directors, and a full financial report at the annual election meeting of the membership, if called upon to do so.

8. **RIGHT TO RECALL:**

With ten (10) days notice to the membership, any Board member or officer may be recalled at any general meeting by a majority vote of a quorum.

ARTICLE V

WATER SYSTEM

The water system shall always be managed by funds assessed by the Board of Directors in accordance with good business practices.

The system shall be maintained at all times so as to provide an adequate sanitary supply of potable water. Samples of the water shall be taken from each well and from at least one other outlet in the system, once a month and analyzed to determine the potability of such. Lakeland's water system shall be operated and maintained in accordance with the Texas State Department of Health's acceptable practices.

The tap-on fee shall be that amount charged by the plumber contacted by the Water Commissioner to make the tap-on. Water use is part of and included in the dues assessment which is payable in advance. After sixty (60) days delinquency, water will be cut off; all past dues must be paid, plus a reconnection fee, prior to restoration of water service.

Anyone turning water on without proper authorization will be prosecuted.

All water wells in Section Four shall be used to maintain lakes and to provide water service to lot owners who have paid a tap-on fee to main water line. Any tap-on shall be made by a licensed plumber or at the discretion of the Water Commissioner.

ARTICLE VI

RULES FOR USE OF RECREATIONAL FACILITIES:

Any Lakeland owner may have use of the clubhouse upon accepting full responsibility for same. No one is to remove any clubhouse equipment without proper authority. No clubhouse equipment or furniture to leave Lakeland except by the Volunteer Fire Department and that with Board approval.

A commissioner shall be appointed to be in charge of keeping the clubhouse in proper order.

Trot lines shall be restricted to Lakes 1, 2 and 3. Throw lines are allowed in Lake 4. All trot lines or throw lines must be identified with date, name and address and then installed. This message will be

at the end of the line and in a container which can be opened for inspection. No trot line or throw line to remain for more than 48 hours.

ARTICLE VII

RULES FOR BUILDING AND CONSTRUCTION AND ENVIRONMENT

All residences and outbuildings shall be constructed on site in accordance with conditions set forth in deed restrictions.

It is the responsibility of every member to do his utmost to promote a cleaner environment. It is also each proper owner's legal and moral obligation to abide by all Texas statutes and Montgomery County provision pertaining to sanitation and health protection.

ARTICLE VIII

AMENDMENT TO BY-LAWS

Method - By-Laws Change: If a majority at a regular meeting or board meeting desire to make a By-Law change, then they must mail the proposed change to all property members for their approval or non-approval.

NOW THEREFORE, we the Officers and Directors of Lakeland Subdivision Section Four Civic Club, a Texas Corporation, hereby adopt the foregoing By-Laws this 10th day of May, 2012.

IN WITNESS WHEREOF, we have hereunto set our hands and signatures this day.

DIRECTORS:

Al Coker
Michael Walters
[Signature]
Linda K. Jaube
Linda A. Cain

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]

FILED FOR RECORD

05/18/2012 12:44PM

Mark Tumbull

COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS

COUNTY OF MONTGOMERY

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

05/18/2012



Mark Tumbull

County Clerk
Montgomery County, Texas

PI145-2012045856-12

CORPORATE CERTIFICATE
LAKELAND SECTION FOUR CIVIC CLUB

The undersigned certifies that he is the President of Lakeland Section Four Civic Club (the "Association"). The Association is the property owners' association for Lakeland Section Four Subdivision, 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 non-profit corporation, and a true and correct copy of the **Bylaws of Lakeland Section Four Civic Club (Amended May 2012)** is attached to this certificate as Exhibit "A."

Signed this 10th day of May, 2012.

LAKELAND SECTION FOUR CIVIC CLUB

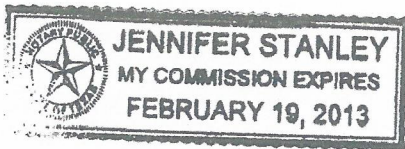
By: Tony Knepper
TONY KNEPPER, President

STATE OF TEXAS §

COUNTY OF MONTGOMERY §

SWORN TO AND SUBSCRIBED BEFORE ME on the 10 day of May, 2012, by TONY KNEPPER, President of LAKELAND SECTION FOUR CIVIC CLUB, a Texas non-profit corporation, on behalf of said corporation.

Jennifer Stanley
NOTARY PUBLIC, State of Texas



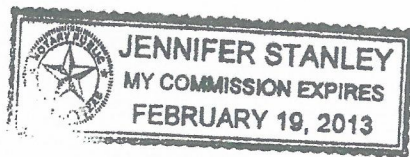
THE STATE OF TEXAS §

COUNTY OF MONTGOMERY §

This instrument was acknowledged before me on the 10 day of May, 2012, by TONY KNEPPER, President of LAKELAND SECTION FOUR CIVIC CLUB, a Texas non-profit corporation, on behalf of said corporation.



NOTARY PUBLIC, State of Texas



AFTER RECORDING RETURN TO:
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