

BYLAWS OF  
LAGO VISTA PROPERTY OWNERS' ASSOCIATION, INC.  
A TEXAS NON-PROFIT CORPORATION

EFFECTIVE  
December 8, 2011  
as amended  
October 19<sup>th</sup>, 2016

ARTICLE I Name  
and Address

Section 1.01 Name. The name of this association shall be LAGO VISTA PROPERTY OWNERS' ASSOCIATION, INC. (the "Association").

Section 1.02 Principal Office. The principal office of the Association shall be located at 20503 Dawn Drive, Lago Vista, Texas 78645.

Section 1.03 Registered Agent. The Association shall have and continuously maintain in the State of Texas a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be, identical to the principal office of the Association in the State of Texas, and the registered office may be changed from time to time by the Board of Directors.

ARTICLE II  
Applicability

These Bylaws shall be applicable to the Association. In accordance with the terms of the applicable Declarations of Reservations filed in the real property records of Travis County, Texas, including, but not limited to, those referred to in Article V of the Articles of Incorporation of Lago Vista Property Owners' Association, Inc., all present or future owners shall be members of the Association and subject to these Bylaws, the applicable Declarations of Reservations, and the Rules and Regulations of the Association adopted from time to time by the Board of Directors. Any other persons or entities approved to use the Common Properties and Amenities of the Association shall be conclusively deemed to have accepted, ratified and agreed to comply with the terms and conditions of these Bylaws and the Rules and Regulations of the Association.

ARTICLE III  
Purposes and Power

The Association has been organized for the purposes set forth in its Articles of Incorporation and shall have all the powers granted by the Texas Non-Profit Corporation Act. (TEX. REV. CIV. STAT. ANN. ARTS. 1396-1.10 et seq. and TEX. BUS. ORG. CODE ANN. CHPT. 22).

ARTICLE IV Definitions and  
Interpretation

Section 4.01 Definitions. The following terms shall have the meanings set forth below:

"Annual Assessment" means the annual charge each Owner is required to pay to the Association pursuant to the dedicatory instruments or these Bylaws. The term includes, but is not limited to, "maintenance charge assessment," "maintenance fees," "annual maintenance fee," and "annual maintenance fund" as stated in the various declarations of residential subdivisions making up the Association. Payment of the annual assessment may be secured by a lien on the property to which the charge applies.

“Association member” or “member” means any Owner as that term is defined herein.

“Board” means the elected Board of Directors of the Lago Vista Property Owners’ Association, Inc., which is the governing body of the Association.

“Common Properties and Amenities” means the real property described in Exhibit “A,” attached to the Declaration of Covenants and Restrictions Lake Travis World of Resorts, together with all such other property, facilities and structures which the Association has acquired or may, from time to time, acquire by purchase or otherwise, for the use and benefit of all members, and which is subject to the Declaration of Covenants and Restrictions Lake Travis World of Resorts.

“Declarations of Reservations” means an instrument filed in the real property records of Travis County that includes restrictive covenants governing a residential subdivision that is part of Lago Vista Property Owners’ Association, Inc.

“Dedictory instrument” means each governing instrument covering the establishment, maintenance, and operation of a residential subdivision that is part of Lago Vista Property Owners’ Association, Inc. The term includes the declarations of reservations, restrictions, or similar instruments subjecting property to restrictive covenants, bylaws, or similar instruments governing the administration or operation of the Association, to properly adopted rules and regulations of the Association, and to all lawful amendments to the declarations of reservations, covenants, bylaws, rules or regulations.

“Lot” means any designated parcel of land located in a residential subdivision that is part of Lago Vista Property Owners’ Association, Inc., including any improvements on the designated parcel.

“Owner” means a person, corporation or partnership who holds record title to property in a residential subdivision that requires membership in the Lago Vista Property Owners’ Association, Inc., and includes their personal representatives. The term “Owner” does not include or refer to any mortgagee unless and until such mortgagee has acquired legal title.

“Residential subdivision” or “subdivision” means a subdivision, planned unit development, condominium development, townhouse regime, timeshare project, or similar planned development which is subject to restrictions that (A) limit a majority of the land subject to the dedicatory instruments, excluding streets, common areas, and public areas, to residential use for single family homes, townhomes or duplexes only; (B) are recorded in the real property records of Travis County, Texas; and (C) require membership in Lago Vista Property Owners’ Association, Inc. that has authority to impose annual or special assessments on the property in the subdivision. Properties comprising the residential subdivisions include, but are not limited to, those properties set forth and more particularly described in Article V of the Articles of Incorporation of the Association, and Exhibit “B,” attached to the Declaration of Covenants and Restrictions Lake Travis World of Resorts.

“Restrictions” means one or more restrictive covenants contained or incorporated by reference in a properly recorded map, plat, replat, declaration, or other instrument filed in the real property records or map or plat records. The term includes any amendment or extension of the restrictions.

“Restrictive covenant” means any covenant, condition, or restriction contained in a dedicatory instrument, whether mandatory, prohibitive, permissive, or administrative.

“Special Assessment” means an assessment, charge, fee, or dues, other than the annual assessment, that each Owner is required to pay for (A) defraying, in whole or in part, the cost, whether incurred before or after the assessment, of any construction or reconstruction, unexpected repair, or replacement of a capital improvement in Common Properties and Amenities owned by the Association, including the necessary fixtures and personal property related to the Common Properties and Amenities; (B)

maintenance and improvement of Common Properties and Amenities owned by the Association; or (C) other purposes of the Association as stated in its Articles of Incorporation or the dedicatory instruments for the residential subdivisions.

“Tenant” means a person or persons renting or leasing property in a residential subdivision that is part of Lago Vista Property Owners’ Association, Inc. for a minimum of six (6) months.

“Timeshare Unit” means a property jointly owned by a number of persons, each with a fee simple ownership interest to utilize the property for a specified number of weeks each year.

Section 4.02 Interpretation. In the event of a conflict of interpretation between the provisions set forth in these Bylaws and the declarations of reservations, the declarations of reservations shall govern; in the event of a conflict of interpretation between the provisions set forth in these Bylaws and the Articles of Incorporation, the Articles of Incorporation shall govern; in the event that the Texas Non-Profit Corporation Act is hereafter amended or changed, both the declarations of reservations and these Bylaws shall be interpreted in a manner which conforms to the provisions of the Texas Non-Profit Corporation Act with respect to non-profit entities, the intention being to preserve the status of the Association as a bona fide nonprofit entity.

## ARTICLE V Membership

Section 5.01 Mandatory Membership. Every Owner who acquires property in a residential subdivision, as defined herein, shall be a member of the Association.

Section 5.02 Termination of Membership. A change in the ownership of a lot, tract or unit due to sale, foreclosure, or repossession for any reason shall terminate membership, whereupon all rights and obligations of membership shall vest in the new Owner of the lot, tract or unit; provided, however, that termination of membership shall not relieve or release a former Owner from any personal liability or obligation to pay past or present assessments or other charges which remain unpaid, nor shall termination of membership impair any rights or remedies which the Association or others may have against a former Owner in connection therewith.

Section 5.03 Membership Rights of Use and Enjoyment. Members shall have common rights of use and enjoyment in Common Properties and Amenities, subject to payment of all annual assessments, special assessments and other legally assessed fees and charges owed to the Association, as more fully described in Article VI, and for so long as they adhere to such rules and regulations as may be established by the Board. A member may extend and delegate their rights of use and enjoyment in Common Properties and Amenities to all family members and/or other persons residing with the member by notifying the Association in writing of the names of such persons and their relationship to the member. Members are responsible for the conduct of the persons so designated and are liable for all costs arising out of and/or associated with damages to Association property caused by them. Membership rights extended to such persons are subject to suspension to the same extent as any member.

Where the Owner is a corporation, only one person designated in writing by an authorized agent of the corporation shall be recognized as the member having rights of use and enjoyment in Common Properties and Amenities.

The individual owners of Timeshare Units shall be considered members having rights of use and enjoyment in Common Properties and Amenities only during those specific weeks during which their fee simple ownership interest entitles them to utilize a Timeshare Unit.

Guests may use Common Properties and Amenities if they are accompanied by a member. Members are responsible for the conduct of their guests and are liable for all costs arising out of and/or associated with

damages to Association property caused by their guests. Unaccompanied guests must purchase and/or obtain the appropriate permits allowing them to use specific amenities under terms and conditions as set forth in the rules and regulations of the Association. The Board has the authority to deny any guest's request for a permit to use Common Properties and Amenities for any reason.

The Board may, in its discretion, establish additional rules and regulations permitting use of Common Properties and Amenities by non-member individuals or entities not otherwise covered by these Bylaws.

**Section 5.04 Suspension of Membership Rights.** An Owner's failure to pay assessments, fees and charges described in Article VI or in the Schedule of Assessments, Charges, Fees and Fines of the Association shall result in the automatic suspension of membership rights under Section 5.03 during the period of time such amounts remain unpaid, provided that the statutory enforcement procedures set forth in Article VII have been met. Membership rights under Section 5.03 suspended for failure to pay such amounts shall automatically be restored upon payment of all amounts due and owing to the Association.

In addition, the Board may, in its discretion, suspend membership rights for a period of time it deems appropriate for a violation of Association rules and regulations governing the use of Common Properties and Amenities, or for conduct the Board deems improper, provided that the statutory enforcement procedures set forth in Article VII have been met. Membership rights shall automatically be restored upon expiration of the suspension period.

**Section 5.05 Assignment of Membership Rights of Use and Enjoyment to Tenants.** A member in good standing may request approval to assign their rights of use and enjoyment in Common Properties and Amenities to a tenant, subject to the terms and conditions of assignment set forth in the rules and regulations of the Association. The Board has the authority to deny a request for approval to assign membership rights for any reason. Members are liable for all costs arising out of and/or associated with damages to Association property caused by their tenants. Members forfeit their rights of use and enjoyment of Common Properties and Amenities during any approved period of assignment, unless they are otherwise entitled by virtue of ownership of other property. Further, a member's failure to pay assessments, fees and charges shall result in the automatic suspension of a tenant's assigned membership rights during the period of time such amounts remain unpaid provided that the statutory enforcement procedures set forth in Article VII have been met.

## ARTICLE VI Assessments and Charges

**Section 6.01 Annual Assessment.** The Association shall have the right and authority to assess and collect annual assessments from Owners as provided by the applicable Declarations of Reservations, Articles of Incorporation, these Bylaws and/or other dedicatory instruments.

**Section 6.02 Special Assessments.** The Association shall have the right and authority to assess and collect special assessments from Owners as provided by the applicable Declarations of Reservations, Articles of Incorporation, these Bylaws and/or other dedicatory instruments. A special assessment is applicable to one fiscal year only and due in one or more, but less than twelve, installments. Owners must be given notice of a special assessment, including the installment amounts or the annualized total of the installment amounts and the payment due date(s), no less than thirty (30) days prior to the first due date.

**Section 6.03 Multiple Lots.** Where multiple lots are combined into one lot by re-platting for residential purposes, the annual assessment and special assessments for the new re-platted lot(s) shall be equal to the number of lots per the City of Lago Vista property records after the re-platting is complete. Where one or more lots are re-platted for residential purposes into a number of new lots that exceed the number of lots re-platted, the annual assessment and special assessments for the new re-platted lots shall be equal to the number of lots per the City of Lago Vista property records after the re-platting is complete. The change in the billable lot count for assessment and special assessment purposes will be effective on December 31st of the year that the re-platting is completed and approved by the City of Lago Vista.

Billable lot counts for assessment and special assessment purposes for multiple lots re-platted into one or more lots for commercial or other non-residential purposes shall be determined by the Board at the time they are re-platted. The Board may, but has no obligation to, reduce the billable lot count for lots re-platted for commercial or other non-residential purposes below the number of lots combined. (this section appears as amended effective October 19, 2016.)

Section 6.04 Other Fees and Charges. The Association shall have the right and authority to assess and collect other fees and charges from Owners as provided by the applicable Declarations of Reservations, Articles of Incorporation, these Bylaws and/or other dedicatory instruments to the extent allowed by law. These include, but are not limited to:

- A. admission fees;
- B. fines for violation of Association rules;
- C. the cost of filing and releasing notices of claims or liens;
- D. transfer fees;
- E. resale certificates;
- F. interest on delinquent accounts at a rate not to exceed the legal limit set by law;
- G. late fees on delinquent accounts;
- H. charges of collection agencies and attorneys incurred by the Association in connection with efforts to collect delinquent assessments and fees, or any amount owed to the Association;
- I. attorneys' fees and litigation costs incurred by the Association in a suit to enforce restrictions and/or covenants; or
- J. any other charges by any means provided for or permitted by the Articles of Incorporation, Declarations of Reservations, these Bylaws, other dedicatory instruments, at law and/or in equity.

All fees and charges related in any way to the collection of annual assessments and/or special assessments from an Owner shall, to the extent allowed by law, be added to and become a part of the annual assessment secured by a lien on the Owner's property.

All fees and charges shall be set out in a Schedule of Assessments, Charges, Fees and Fines and filed of record in the real property records of Travis County, Texas.

Section 6.05 Payment Plan. The Association shall offer a payment plan available to members upon written request. Payment Plan Guidelines shall be filed in the real property records of Travis County, Texas and may be changed from time to time by the Association. Revised Payment Plan Guidelines shall be filed in the real property records on or before the effective date of the new guidelines.

## ARTICLE VII Enforcement Procedures

Section 7.01 Notice. Before the Association may suspend an Owner's right to use Common Properties and Amenities, file suit against an Owner, other than a suit to collect assessments, turn an Owner's account over to an attorney or other collection agent for collection of delinquent assessments, fees, fines, or other charges, foreclose the Association's lien, charge an Owner for property damage, or levy a fine for a violation of the terms of any dedicatory instrument, or rules and regulations of the Association, the Association or its agent must give written notice to the Owner by certified mail, return receipt requested. The notice must (A) describe the violation or property damage that is the basis for the suspension action, charge, or fine and state any amount due the Association from the Owner; (B) inform the Owner that the Owner (1) is entitled to a reasonable period to cure the violation and avoid the fine or suspension unless the Owner was given notice and a reasonable opportunity to cure a similar violation within the preceding six (6) months, and (2) may request a hearing on or before the 30th day after the date the Owner receives the notice; (C) advise the Owner that attorneys fees and costs may be charged if the violation is not cured by a certain date, which shall be no earlier than the 30th day after the date the Owner receives the notice; and (D) advise the Owner that the Owner may have special rights or relief related to the enforcement action under federal law, including the Servicemembers Civil Relief Act, if the Owner is serving on active military duty.

Any notice under this section that involves delinquent amounts due to the Association must also advise the Owner of the Association's payment plan alternatives to avoid collection efforts.

Prior to a foreclosure of the Owner's property for non-payment of amounts due, the Association will give notice with opportunity to cure to any junior lienholders and follow all other required procedures set out in Section 209 of the Texas Property Code or otherwise required by law.

For purposes of this Article VII, a notice sent by mail will be deemed to be delivered when deposited in the United States mail in a sealed envelope, with proper postage prepaid. If notice is given by facsimile or electronic mail, notice will be deemed to be delivered when there is a successful transmission of the facsimile or electronic mail.

Section 7.02 Hearing. If the Owner is entitled to an opportunity to cure the violation, the Owner has the right to submit a written request for a hearing to discuss and verify facts and resolve the matter in issue before a committee appointed by the Board or before the Board if the Board does not appoint a committee. If a hearing is to be held before a committee, the notice of hearing must state that the member has the right to appeal the committee's decision to the Board by submitting a written notice to the Board.

The Association shall hold a hearing under this section not later than the 30th day after the date the Board receives the Owner's request for a hearing and shall notify the Owner of the date, time, and place of the hearing not later than the 10th day before the date of the hearing. The Board or the Owner may request a postponement, and, if requested, a postponement will be granted for a period of not more than ten (10) days. Additional postponements may be granted by agreement of the parties. The Owner or the Association may make an audio recording of the meeting.

The hearing will be held in executive session affording the alleged violator a reasonable opportunity to be heard. Before any sanction hereunder becomes effective, proof of proper notice will be placed in the minutes of the meeting. Such proof will be deemed adequate if a copy of the notice, together with a statement of the date and manner of delivery, is entered by the Officer, Director, or agent who delivered the notice. The notice requirement will be satisfied if the alleged violator appears at the meeting. The minutes of the meeting will contain a written statement of the results of the hearing and the sanction, if any, imposed. The Board may, but will not be obligated to, suspend any proposed sanction if the violation is cured within ten (10) days of the date notice of the sanction is delivered to the Owner. Such suspension will not constitute a waiver of the right to sanction violations of the same or other provisions and rules by any person.

Section 7.03 Appeal of Committee Decision. Following hearing before a committee, if any, the alleged violator will have the right to appeal the committee's decision to the Board. To perfect this right, a written notice of appeal must be received by the General Manager, president, or secretary within ten (10) days after the hearing date.

Section 7.04 Changes in Law. The Board may change the enforcement procedures set out in this section to comply with changes in law.

## ARTICLE VIII Voting Rights

Section 8.01 Entitlement. Each member shall be entitled to only one (1) vote regardless of the number of lots owned. Where there is more than one Owner of a lot, tract, unit, or timeshare unit, only one person, as designated in writing and signed by all the Owners, shall be recognized as the member for voting purposes.

Section 8.02 Notice of Election or Association Vote. Not later than the 10th day or earlier than the 60th day before the date of an election or vote, the Association shall give written notice of the election or vote to each member. Members may vote by mail or in person at the Administrative Office of the Association located

at 20503 Dawn Drive, Lago Vista, TX 78645, or by any other means allowed by law and approved by the Board as a method of voting.

## ARTICLE IX Meetings of Members

Section 9.01 Annual Meeting. An annual meeting of members shall be held at 10:00 A.M. on the first Saturday in November for the purpose of introducing newly elected Directors and for receiving reports. If the day fixed for the annual meeting is a legal holiday in the State of Texas, the meeting shall be held on the next Saturday.

Section 9.02 Special Meetings. Special meetings of the members may be called by the President, the Secretary, the Board, or not less than one-tenth of the members having voting rights.

Section 9.03 Notice of Meetings. The Association shall provide written notice of the date, time and place of a meeting of the members and, if the meeting is a special meeting, the purpose or purposes for which the meeting is called. The notice shall be delivered to each member not later than the 10th day and not earlier than the 60th day before the date of the meeting. Notice may be delivered personally, or by regular mail, facsimile or electronic mail. Notice of a meeting that is mailed is considered to be delivered on the date notice is deposited in the United States mail with postage paid in an envelope addressed to the member at the member's last known address as it appears in the Association's records. Notice of a meeting that is transmitted by facsimile or electronic mail is considered to be delivered when the facsimile or electronic mail is successfully transmitted.

Notice of a meeting may be given by publication in a newspaper of general circulation in the community of Lago Vista, Texas.

Section 9.04 Place of Meetings. All annual and special meetings of the members shall be held at the principal office of the Association or at another suitable and convenient place permitted by law and fixed by the Board from time to time and designated in the notices of meetings.

Section 9.05 Quorum. The presence in person or by proxy of one hundred (100) members at any meeting of members shall constitute a quorum. The vote of the majority of the votes entitled to be cast by the members present, or represented by proxy, absentee ballot, or electronic ballot as provided under these Bylaws, at a meeting at which a quorum is present, shall be the act of the members meeting, unless the vote of a greater number is required by law, the Articles of Incorporation or these Bylaws. If a quorum is not present at any meeting of members, a majority of the members present may adjourn the meeting from time to time without further notice. The lack of a quorum shall not preclude members present from giving and receiving reports or holding discussions prior to adjourning the meeting.

Section 9.06 Voting Methods. At any meeting of members, a member may vote in person or by proxy, by absentee ballot in accordance with this section, by electronic ballot in accordance with this section, or by any method of representative or delegated voting provided by the Declarations of Reservations, Articles of Incorporation, or these Bylaws. All ballots must be in writing and signed by the member or the member's proxy.

An absentee or electronic ballot may be counted as a member present and voting for the purpose of establishing a quorum only for items appearing on the ballot. A member's ballot 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 a member supersedes any vote previously submitted by absentee or electronic ballot for that purpose; and may not be counted on the final vote of a proposal if the motion is amended at the meeting to be different from the exact language on the absentee or electronic ballot.

Section 9.07 Proxies. To be valid, a member's proxy must be executed in writing by the member or by his or her duly authorized attorney-in-fact. No proxy will be valid after eleven (11) months from the date of its execution, unless otherwise provided in the proxy.

Section 9.08 Absentee Ballots. A solicitation for votes by absentee ballot must include an absentee ballot that contains each proposed action and provides an opportunity to vote for or against each proposed action; instructions for delivery of the completed absentee ballot, including the delivery location; and the following language: "By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail."

Section 9.09 Electronic Ballots. "Electronic ballot" means a ballot given by (A) email, (B) facsimile, or (C) posting on an internet website, for which the identity of the member submitting the ballot can be confirmed and for which the member may receive a receipt of the electronic transmission and receipt of the member's ballot. An electronic ballot is deemed to be in writing and signed by the member submitting the ballot.

If an electronic ballot is posted on an internet website, a notice of the posting shall be sent to each member that contains instructions on obtaining access to the posting on the website.

Section 9.10 Conflicts. The provisions of sections 9.06 through 9.09 supersede any contrary provision in any dedicatory instrument.

#### ARTICLE X Board of Directors

Section 10.01 Authority. The property and affairs of the Association shall be managed and governed by a Board of Directors. The Board shall have the right to (A) establish and adopt rules and regulations governing the use and enjoyment of Common Properties and Amenities, and the conduct of Association members, tenants, and guests; (B) levy fines against anyone who violates said rules and regulations; and (C) exercise any other right and/or power given to the Association under any dedicatory instrument or by law.

Section 10.02 General Qualifications of Directors. Each duly elected and appointed Director shall be a member holding office in an individual capacity.

Section 10.03 Number of Directors. The number of Directors shall be fixed by the Board from time to time; provided, however, the number of Directors shall never be less than three (3) nor more than seven (7). An action by the Board to decrease the number of Directors shall not shorten the term of an incumbent Director. 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 special meeting of members called for that purpose.

Section 10.04 Term. The term of an elected Director shall be three (3) years. No Director shall serve more than two (2) consecutive elected terms of office; provided, however, a Director elected by the Board to serve a partial term pursuant to Section 10.17 or serving an extended term pursuant to Section 11.08 is not precluded from serving two (2) consecutive elected terms upon completion of his or her partial or extended term.

Section 10.05 Place of Meetings. All meetings of the Board shall be held at the principal office of the Association or at any other place or places designated at any time by resolution of the Board or by written consent of all the Directors.

Section 10.06 Regular Meetings. A regular annual meeting of the Board of Directors will be held, without other notice than this Bylaw, immediately after and at the same place as the annual meeting of members;



provided, however, that failure to give the notice to members of the annual meeting of the Board as required by Section 10.07 shall not preclude the regular annual meeting from taking place.

Regular monthly meetings of the Board shall be held on the dates and at the times and places established during the regular annual meeting of the Board. The schedule of regular monthly meetings shall be posted on the door of the Association's Administrative Office or on the Association's website. The Board may provide by resolution a change in the date, time and place for holding regular monthly meetings of the Board without other notice than such resolution.

**Section 10.07 Notice to Members of Board Meeting.** Notice must be given to members at least seventy-two (72) hours prior to the time of any annual, regular monthly, or special meeting of the Board, by posting the notice on the door of the Association's Administrative Office or the Association's website and emailing the notice to all Owners who have registered their email address with the Association. The notice must state the date, hour, place, and proposed agenda including the subject matter to be discussed at the meeting and the general subject matter of issues to be brought up in executive sessions.

It shall be the obligation of each Owner to register and update the Owner's email address with the Association for the purpose of receiving notice of meetings.

**Section 10.08 Board Work Sessions.** Regular "work sessions" of the Board may be held at the Board's discretion without notice for the purpose of preparing for the regular monthly meetings of the Board. Work sessions are expressly excluded from the requirement that they be conducted as open meetings, provided, however, that the Board shall not discuss (A) fines; (B) damage assessments; (C) initiation of foreclosure actions or enforcement actions; (D) increases in assessments; (E) levying special assessments; or (F) suspending rights of an Owner before the Owner has had an opportunity to appear before the Board during such work sessions.

**Section 10.09 Special Meetings.** Special meetings of the Board may be called by or at the request of the President or any two Directors. Notice of the date, time and place of any Special meeting of the Board of Directors shall be given to each Director at least five (5) days prior to such meeting by written notice delivered personally, or sent by mail, facsimile or electronic mail to each Director at his or her address as shown in the Association's records. If mailed, such notice will be deemed to be delivered when deposited in the United States mail in a sealed envelope, with proper postage prepaid. If notice is given by facsimile or electronic mail, notice will be deemed to be delivered when there is a successful transmission of the facsimile or electronic mail.

**Section 10.10 Waiver of Notice.** Before any meeting of the Board, whether regular or special, any Director may, in writing, waive notice of such meeting and such waiver shall be deemed equivalent to giving the required notice. All written waivers shall be filed in the Minute Book of the Association or made a part of the minutes of the meeting. The attendance by a Director at any meeting of the Board shall likewise constitute a waiver by him or her of the required notice, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting has not been called or convened as required by these Bylaws or is contrary to law. If all Directors are present at any meeting of the Board, no notice of the meeting shall be required and any business may be transacted at the meeting except as prohibited by law or these Bylaws. The purpose of the meeting and the business to be transacted need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these Bylaws.

**Section 10.11 Meetings by Telephone Conference or other Remote Communications Technology.** Subject to notice requirements herein, Directors may participate in and hold any Board meeting by means of telephone or other electronic means without prior notice to Owners if all Directors can hear and be heard by all other Directors or by unanimous consent in lieu of meeting to address routine or administrative matters not involving (A) fines; (B) damage assessments; (C) initiation of foreclosure actions or enforcement actions; (D) increases in assessments; (E) levying special assessments; or (F) suspending rights of an Owner before the Owner has had an opportunity to appear before the Board. A meeting may be held by any method without

notice if necessary to address an urgent or emergency situation that requires immediate action. Any actions taken without prior meeting notice shall be summarized orally, including any actual or estimated expenditures approved, and documented in the minutes of the next open meeting.

Participation in a meeting by one of these means shall constitute presence in person at such meeting, except where a Director participates in the meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting was not lawfully called or convened.

**Section 10.12 Quorum.** A majority of the Directors present in person (not by proxy) shall constitute a quorum for the transaction of business at any meeting of the Board. If less than a majority of the Directors are present in person at the meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice. The presence of a Director whose express purpose is to object to the transaction of any business because the meeting has not been called or convened as required by these Bylaws or is contrary to law will not be counted toward presence of a quorum.

**Section 10.13 Manner of Acting.** The act of a majority of the Directors present in person, by telephone conference, video conferencing, the Internet, or by proxy, at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law or by these Bylaws.

**Section 10.14 Voting in Person or by Proxy.** A Director may vote in person or by proxy executed in writing by the Director. A proxy expires three months after the date the proxy is executed. A proxy is revocable unless otherwise provided by the proxy or made irrevocable by law.

**Section 10.15 Removal of Directors by Members.** A Director may be removed, with or without cause, by a majority vote of members at any special meeting of the members of which notice has been properly given as provided in these Bylaws; provided, the same notice of this special meeting has also been given to the entire Board of Directors, including the individual Director whose removal is to be considered at such special meeting.

**Section 10.16 Removal of Directors for Cause.** A Director shall be immediately removed from the Board and prohibited from future service if the Board receives written, documented evidence that the Director has been convicted of a felony or crime involving moral turpitude. Any Director may also be removed by a majority vote of the remaining members of the Board if the Director (A) fails to attend six (6) consecutive Board meetings; (B) fails to attend forty percent (40%) of Board meetings within one year; (C) has committed an act that places the Director in a conflict of interest with the interest of the Association; or (D) breaches said Director's duties hereunder or violates the terms of the Declarations, Articles of Incorporation, rules and regulations or these Bylaws.

**Section 10.17 Vacancies.** Any vacancy occurring on the Board due to a Director's death, resignation, retirement, disqualification, removal from office or otherwise, shall be filled by the affirmative vote of a majority of the remaining Directors, though less than a quorum of the Board. A Director elected by the Board to fill such vacancy shall hold office for the unexpired term of his or her predecessor in office.

Any vacancy occurring on the Board by reason of an increase in the number of Directors shall be filled by election at an annual meeting or special meeting of members called for that purpose.

**Section 10.18 Open Meeting.** Regularly scheduled annual, monthly and special meetings of the Board shall be open to all Association members; provided, however, that any "work session" held preceding a regularly scheduled monthly meeting is excluded from this requirement. Subject to applicable law, the Board shall have the right to adjourn a meeting and reconvene in private, closed executive session to consider any actions involving personnel, pending or threatened litigation, contract negotiations, confidential attorney communications, enforcement actions or the invasion of privacy of individual members or upon the request of an affected party, or to consider matters that are confidential in the opinion of the Board; provided, however, the Board shall announce the general nature of the business to be considered in such executive session

prior to adjourning the meeting. Following the executive session the Board shall summarize any expenditures approved and decisions made both orally and in the minutes.

Section 10.19 Records. The Board shall cause a complete record of all its acts and the corporate affairs of the Association to be kept and shall present a general report thereof at each annual meeting of the members or at any special meeting where a general report is requested in writing by a member.

Section 10.20 Compensation. Directors shall serve without compensation, except that they shall be entitled to reimbursement for all expenses reasonably incurred in the discharge of their.

## ARTICLE XI Nomination of Candidates and Election to Board of Directors

Section 11.01 Deadline for Nominations. All nominations of candidates for election to the Board of Directors shall be made on or before August 15; provided, however, the Nominating Committee may, in its discretion, allow nominations after the deadline where warranted by exceptional circumstances. Nominations of candidates shall be made by the procedures outlined in Sections 11.03 and 11.04.

Section 11.02 Qualifications of Candidates. A candidate must be an Owner, and shall have been contacted prior to their nomination to secure a pledge that he or she will serve if elected. The background and qualifications of each candidate shall be submitted at the same time their names are submitted for nomination. The determination of whether a candidate is qualified shall be made by the Nominating Committee; provided, however, no Owner shall be denied the opportunity to run for a position on the Board unless the Nominating Committee has written, documented evidence that the Owner has been convicted of a felony or crime involving moral turpitude.

Section 11.03 Nominations by the Nominating Committee. Nominations of candidates for election to the Board of Directors shall be made by a Nominating Committee that shall be a standing committee of the Association. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more members of the Association. The Chairman of the Nominating Committee shall be appointed by the Board of Directors during the executive session portion of the Board meeting immediately following the annual meeting of members. The Nominating Committee Chairman shall appoint members to the Nominating Committee prior to the regularly scheduled January Board meeting, with such appointments being announced at the January Board meeting. The Nominating Committee shall serve from the close of the annual meeting until the close of the next annual meeting. Should a vacancy on the Nominating Committee occur during any year, the Board shall fill any vacancy in the Chairman position and the Chairman shall fill any vacancy in a member position without further notice to members.

The Nominating Committee may, in its discretion, nominate as many candidates for election to the Board as it deems appropriate, but will attempt to nominate at least one more candidate than the total number of vacancies to be filled.

Section 11.04 Other Nomination Methods. A member who is not a Director and is otherwise qualified as a candidate may submit their own name for nomination by providing a signed written request to the Nominating Committee on or before the deadline for nominations.

A member may nominate another member who is a qualified candidate by providing a signed written request to the Nominating Committee on or before the deadline for nominations.

A Director who is eligible for re-election shall be deemed nominated upon submitting a signed written request to the Nominating Committee on or before the deadline for nominations.

Section 11.05 Notification to Members of Qualified Candidates. After the deadline for nominations expires, the Nominating Committee will prepare a list of all qualified candidates nominated for election as

Directors. The list of qualified candidates, including their backgrounds and qualifications, may be posted on the Association's website or publicized in other public media.

On or before September 15, the Nominating Committee shall prepare the Association's official ballot listing all qualified candidates. The ballot and instructions for voting shall be mailed to members who were entitled to vote as of September 1 and shall be postmarked no less than ten (10) days or more than sixty (60) days before the final date for voting.

Section 11.06 Election of Directors. All ballots for the election of Directors shall be in writing, signed by the Owner, and received in the Association's office not later than the third day prior to the 1<sup>st</sup> Saturday in November. Members may vote by mail or in person at the Administrative Office of the Association located at 20503 Dawn Drive, Lago Vista, TX 78645. Cumulative voting is prohibited. An unsigned ballot or an attempt to vote in a form other than the official ballot of the Association shall be invalid and will not be counted. The existing Board of Directors, the General Manager, and the Office Manager shall convene prior to the annual meeting of members to count the ballots and determine who are the duly elected new Directors; provided that any Director that is on the ballot as a candidate for reelection shall not have access to the ballots. Each candidate or their representative will be allowed to attend the Board meeting and observe the counting of ballots. The candidate or candidates receiving the most votes will be elected as Directors; provided, however, if the number of candidates is equal to or less than the total number of vacancies to be filled, those candidates shall be deemed elected by default without the necessity of mailing ballots or holding an election. In the event of a tie vote, a coin flip shall be used as the tiebreaker. The winner of the coin flip shall fill the vacant seat on the Board for the ensuing three-year term. The decision of a majority of the existing members of the Board shall be final as to who are the newly elected Directors.

Section 11.07 Recount of Ballots. The Association shall conduct a recount of an election vote if requested by any Owner. The request must be in writing and sent by certified mail, return receipt requested, or other US Postal Service confirmation service, or delivered in person to the General Manager within fifteen (15) days after the date of the election. The costs of the recount shall be paid by the requesting Owner, including the required cost to hire a qualified non-Owner to do the recount, unless the recount changes the results of the election. The recount may be conducted by a person agreed on by the Association and the Owner requesting the recount. If no such person is agreed on, the recount shall be conducted by a current or former county judge, county elections administrator, justice of the peace, or county voter registrar. Recounts shall be completed within thirty (30) days of the Owner's request. The Board may continue to act pending the results of the recount.

Section 11.08 Installation of New Directors. The newly elected Directors shall be introduced at the annual meeting of members, and shall be officially installed to the Board of Directors at the first meeting of the Board following the annual meeting of members. Directors shall serve until such time as his or her successor is elected.

## ARTICLE XII Officers

Section 12.01 Officers. The officers of the Association shall be a President, one or more Vice Presidents (the number thereof to be determined by the Board of Directors), a Secretary, a Treasurer and such other officers as may be elected in accordance with the provisions of this Article. The Board may elect or appoint such other officers, including one or more Assistant Secretaries and one or more Assistant Treasurers, as it shall deem advisable. Such officers shall have the authority and perform the duties prescribed, from time to time, by the Board. No person may hold more than one office, except that same person may hold the offices of Secretary and Treasurer. The Board may, in its discretion, require that all officers and employees of the Association handling and responsible for Association funds furnish fidelity bonds in such amounts as may be determined by the Board. The premiums on such bonds shall be paid by the Association.

Section 12.02 Election and Term of Office. The officers of the Association shall be elected annually by the Board at the first meeting of the Board following the annual meeting of members. New offices may be created

and filled at any meeting of the Board. Each officer shall hold office until his or her successor has been duly elected and qualified, or until death, resignation, or removal in the manner provided herein.

Section 12.03 Removal. Any officer elected or appointed by the Board may be removed, with or without cause, by the majority of the full Board whenever in its judgment the best interests of the Association would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed. Election or appointment of an officer or agent shall not in and of itself create contract rights.

Section 12.04 Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board for the unexpired portion of the term.

Section 12.05 President. The President shall be the principal executive officer of the Association and shall, in general, supervise and control all of the business and affairs of the Association. The President shall preside at all meetings of the members and of the Board of Directors. The President may sign, with the Secretary or any other proper officer of the Association authorized by the Board, any deeds, mortgages, bonds, contracts or other instruments which the Board has authorized to be executed, except in cases where signing and execution has been expressly delegated by the Board, these Bylaws or statute to some other officer or agent of the Association. In general, the President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board from time to time.

Section 12.06 Vice President. In the absence of the President, or in the event of the President's inability or refusal to act, the Vice President (or in the event there be more than one Vice President, the Vice Presidents in the order of their election) shall perform the duties of the President, and when so acting, shall have all of the powers of and be subject to all the restrictions on the President. A Vice President shall perform such other duties as from time to time may be assigned by the President or by the Board.

Section 12.07 Treasurer. The Treasurer shall perform all the duties incident to the office of Treasurer, including but not limited to, presentation of the Association's Financial Reports when required at meetings of the members and/or the Board; signing checks for monies owed and payable by the Association; and in general, performing all such other duties as, from time to time, may be assigned by the President or the Board.

Section 12.08 Secretary. The Secretary shall perform all the duties incident to the office of Secretary, including, but not limited to, exercising signature authority upon the final approval of the minutes of any and all meetings of the members and Board of Directors; exercising signature authority, with the President or any other proper officer of the Association authorized by the Board, upon any deeds, mortgages, bonds, contracts or other instruments which the Board has authorized to be executed, except in cases where signing and execution has been expressly delegated by the Board, these Bylaws or statute to some other officer or agent of the Association; and in general, perform all such other duties as may be assigned by the President or by the Board.

Section 12.09 Compensation. Officers of the Association shall serve without compensation, except they shall be entitled to reimbursement for all expenses reasonably incurred in the discharge of their duties.

### ARTICLE XIII General Manager

Section 13.01 Employment and Responsibilities. The Association shall employ a General Manager to act as its managing agent, and to be responsible for the day-to-day management of Association property and/or the administration of the Association in accordance with the policies and directives established by the Board.

Section 13.02 Terms of Employment. Employment is at-will and may be terminated without cause upon giving written notice no less than thirty (30) days before the effective date of termination. Termination for cause shall take effect immediately. Examples of causes for immediate termination include, but are not

limited to, a General Manager's unwillingness or inability to perform assigned duties, criminal conduct, or any undisclosed prior convictions.

Section 13.03 Line of Communication. For the sake of clarity, consistency, and harmony, the Board shall communicate its directives to the General Manager principally through the President or, in the case of the President's unavailability, through the Vice President or other person acting officially on the President's behalf. The General Manager shall communicate his or her concerns, questions, recommendations, and other information to the Board principally through the President or, in the case of the President's unavailability, through the Vice President or other person acting officially on the President's behalf.

#### ARTICLE XIV Committees

Section 14.01 Committees. The Board, by resolution adopted by a majority of the Directors in office, may designate one or more committees. Except as otherwise provided in the resolution, the President of the Association shall appoint the members thereof.

Any committee that is given the authority of the Board in the management of the Association and which is expressly permitted, must have its members appointed by the Board and must consist of two or more Directors.

No committee shall have the authority of the Board in reference to:

- A. amending, altering or repealing the Bylaws;
- B. electing, appointing or removing any member of such committee or any Director or officer of the Association;
- C. amending the Articles of Incorporation;
- D. adopting a plan of merger or adopting a plan of consolidation with another Association or Corporation;
- E. authorizing the sale, lease, exchange or mortgage of all or substantially all the property and assets of the Association;
- F. authorizing the voluntary dissolution of the Association or revoking proceedings therefore;
- G. adopting a plan for the distribution of the assets of the Association; or
- H. amending, altering or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered or repealed by such committee.

The designation and appointment of any committee and the delegation thereto of authority shall not operate to relieve the Board or any individual Director of any responsibility imposed upon it or him or her by law.

Section 14.02 Term of Office. Each member of a committee shall serve until the next annual meeting of the members of the Association or until his or her successor is appointed, unless the committee is terminated sooner, the member is removed from the committee, or the member shall cease to qualify as a member thereof.

Section 14.03 Chairman. One member of each committee shall be appointed chairman by the person or persons authorized to appoint the members thereof.

Section 14.04 Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 14.05 Rules. Each committee may adopt rules for its own government not inconsistent with these Bylaws or with the rules and regulations adopted by the Board.

ARTICLE XV  
Contracts, Checks, Deposits and Funds

Section 15.01 Contracts. The Board may authorize any officer or officers, agent or agents of the Association, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances. Competitive bids based on the Association approved written specifications shall be required for expenditures exceeding five thousand dollars (\$5,000) for any capital items or construction projects.

Section 15.02 Checks, Drafts, Etc. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association, shall be signed by such officer or officers, agent or agents, of the Association and in such manner as shall from time to time be determined by resolution of the Board. In the absence of such determination by the Board, such instruments shall be signed by the Treasurer or an Assistant Treasurer and countersigned by the President or Vice President of the Association.

Section 15.03 Deposits. All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies or other depositories as the Board may select.

Section 15.04 Gifts. The Board may accept on behalf of the Association any contribution, gift, bequest or devise for the general purposes of or for any special purpose of the Association.

ARTICLE XVI  
Books, Records and Accounts

Section 16.01 Inspection of Records. The Association shall keep correct and complete books, records and accounts as are necessary and appropriate and in accordance with generally accepted accounting principles and practices. The Association shall also keep minutes of the proceedings of its members, Board of Directors and committees having any of the authority of the Board, and shall keep at the registered or principal office a record of the names and addresses of the members entitled to vote. The Association's books and records may be inspected by any member, or his or her agent or attorney or Certified Public Accountant, in accordance with and by following the rules of the Association's Open Records Policy, which shall be filed of record in the real property records of Travis County.

Section 16.02 Retention of Records. The Association shall retain its records in accordance with the Association's written Records Retention Policy, which shall be filed of record in the real property records of Travis County, Texas.

ARTICLE XVII  
Fiscal Year

Section 17.01 Definition. The fiscal year of the Association shall begin on the first day of January and end on the last day of December in each year.

Section 17.02 Fiscal Budget. The Board shall prepare and adopt a budget for the upcoming fiscal year and present it to the members at a regular monthly meeting or special meeting of the Board no later than December prior to the start of the fiscal year.

Section 17.03 Annual Financial Statement and Audit. The Association shall prepare an annual financial statement consisting of a balance sheet and income/expense statement at the end of the Association's fiscal year. The financial records of the Association will be audited by a certified public accountant after the end of each fiscal year.

ARTICLE XVIII  
Flood Reserve

It is deemed prudent to keep a flood reserve for Association facilities in the flood plain. The reserve will be funded in the amount of twenty-five thousand dollars (\$25,000). Withdrawals from the Flood Reserve may be used only for restoration, repair or replacement of existing capital improvements damaged or destroyed by flood. Withdrawals from the Flood Reserve shall be authorized by a majority vote of the Board.

The Board shall fully fund the Flood Reserve by the end of each fiscal year.

ARTICLE XIX  
Mergers and Consolidations with Other Nonprofit Associations

To the extent permitted by law, the Association may merge and/or consolidate with other nonprofit associations organized for the same purposes; provided, however, that any such mergers and/or consolidations with other nonprofit associations shall be approved by two thirds of the total votes cast by members of the Association present at a special meeting duly called for that purpose. Written notice of the date, time, place and purpose of the special meeting shall be given at least thirty (30) days prior to the date of the meeting.

ARTICLE XX  
Addition of New or Existing Subdivisions or Developments

The Board is expressly authorized and may, in its discretion, approve and/or enter into agreements for the addition of new or existing subdivisions or developments which are or may become "residential subdivisions" as defined herein, i.e. subject to recorded restrictions and covenants requiring membership in the Lago Vista Property Owners' Association, Inc.

ARTICLE XXI  
Waiver of Notice

Whenever any notice is required to be given under the provisions of the Texas Non-Profit Corporation Act or under a provision of the Articles of Incorporation or the Bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated herein, shall be deemed equivalent to the giving of such notice.

ARTICLE XXII  
Amendments

As expressly authorized by the Articles of Incorporation, these Bylaws may be altered, amended or repealed, or new Bylaws may be adopted by the affirmative vote of all Directors, less one, present at any regular meeting or special meeting of the Board of Directors. Proposed changes to the Bylaws shall be introduced in written form at a regular meeting or special meeting of the Board of Directors at least twenty-eight (28) days before a vote on the proposed changes may be taken. All Directors must be present when the vote on the proposed changes is taken.