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Washington County Courthouse

BYLAWS OF

Lake Forest Property Owners Association

PREAMBLE

5248

These bylaws are adopted pursuant of authority contained in the Declaration of Covenants, conditions and Restrictions for Lake Forest Subdivision, Washington County, Texas. The declaration is recorded in Document # 2016-4767 of the Official Public Records of Washington County, Texas.

Article I: NAME AND LOCATION

1.01. *Name.* The name of the Association is "Lake Forest Homeowners Association, a Texas non-profit", hereinafter referred to as the "Association."

Article II: DEFINITIONS

2.01. *Definitions.* The definitions of all terms herein shall be the same as those in the Declaration of Covenants, Conditions and Restrictions for Lake Forest Subdivision, in Washington County, Texas.

Article III: MEMBERS

3.01. *Membership.* Every owner is a Member of the Association. Membership is appurtenant to and may not be separated from ownership of a Lot. Any Member delinquent in payment of any Assessment is not a Voting Member.

Article IV: MEETING OF MEMBERS

4.01. *Annual Meetings.* The annual meeting of the members shall be held each year at a time and place designated by the Board.

4.02. *Special Meetings.* Special meetings of the members may be called at any time by the president or by the Board of Directors.

4.03. *Notice of Meetings.* Written notice of each meeting of the members shall be given by, or at the discretion of the secretary or person authorized to call the meeting by either (1) mailing a copy of such notice to those residents not residing in the subdivision, postage prepaid, at least 14 days before such meeting to each member entitled to vote, addressed to the member's address last appearing on the books of the Association for the purpose on notice. (2) emailing a copy of such notice at least 14 days before such meeting to each member entitled to vote, addressed to the member's email address last appearing on the book of the Association for the purpose of

notice. (3) posting at least 14 days before such meeting notice of such meeting in a public place in the subdivision. Notices for any meeting may be given by methods (1), (2), and/or (3) above – notice need not be delivered to all members by the same method. Such notice shall specify the place, day, and hour of the meeting, and, in the case of a special meeting, the purpose of the meeting. Such notice shall be deemed to be delivered, if mailed, when deposited in the United States mail addressed to the member at his address as set out above, or if emailed, when sent by electronic mail, or if posted, when posted.

4.04. *Majority Vote.* To be considered an affirmative vote of the majority of the Members in attendance at any meeting including the annual meeting.

Article V: BOARD OF DIRECTORS

5.01. *Number.* The affairs of the Association shall be managed by a Board of seven (7) directors, who shall be members of the Association and who are elected annually. That number may be increased or decreased from time to time by an amendment to these bylaws, but no decrease shall have the effect of shortening the term of any incumbent director.

5.02. *Term of Office.* The members shall elect all directors for a term of two (2) years, beginning from the date of their election to the date of the election of their successor at the next annual meeting. Directors may serve consecutive terms.

5.03. *Removal, Resignations.* Any director may be removed from the Board, with or without cause, by a majority vote of the members of the Association. In the event of death, resignation, or removal of a director, his successor shall serve for the unexpired term of his predecessor.

5.04. *Removal by Board.* Any director may be removed from the Board if he/she fails to attend more than one Board meeting, is delinquent in the payment of any Assessment for more than 30 days, or is the subject of an enforcement action by the Association for violation of the Governing Documents.

5.05. *Vacancies.* A director's position becomes vacant if the director dies, becomes incapacitated, resigns, or is no longer a Member.

5.06. *Compensation.* No director shall receive compensation for any service he/she may render to the Association in his capacity as a director. However, any director may be reimbursed for actual expenses for the Association which was approved by the Board in advance.

5.07. *Action Taken Without a Meeting.* The directors shall have the right to take action in the absence of a meeting, which they could take at a meeting by obtaining the written approval of all the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors.

5.08. *Powers.* The Board has all powers necessary to administer the Association's affairs.

Article VI: ELECTION OF DIRECTORS

6.01. *Nomination.* Nominations may be made from the floor at the annual meeting of the Association.

6.02. *Election.* Election to the Board shall be by an affirmative vote of the majority of the Members in attendance at the annual meeting.

Article VII: BOARD MEETINGS

7.01. *Regular Meetings.* Regular meetings of the Board of Directors shall be held quarterly, at such place and hour as fixed by the Board. The Board has the option to meet in a closed executive session to consider actions involving personnel, contract negotiations, enforcement actions with respect to the privacy of individual owners or matters that are to remain confidential by request of the affected parties and agreement of the Board.

7.02. *Special Meetings.* Special meetings of the Board of Directors shall be held when called by the president of the Association, or by any two directors, after not less than a three (3) day notice to each director. The Board has the option to meet in a closed executive session to consider actions involving personnel, contract negotiations, enforcement actions with respect to the privacy of individual owners or matters that are to remain confidential by request of the affected parties and agreement of the Board.

7.03. *Quorum.* A majority of the number of directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

Article VIII: OFFICERS

8.01. *Officers.* The officers of the Association are:

President

Vice President

Secretary/Treasurer

Restrictions and Covenants

Architectural Committee Chair – two (2) additional committee members are required to assist with architectural approvals

Road Committee Chair – two (2) additional committee members are permitted to assist with road maintenance duties.

Well Committee Chair – two (2) additional committee members are permitted to assist with well maintenance duties.

8.02. *Offices.* Any Officer may serve as Committee Member to assist a Committee Chair with duties. Additional committee members are not required to attend the quarterly Board meetings.

8.03. *Duties.* The duties of the officers are as follows:

- (a) President: The president shall preside at all meetings of the Board of Directors; shall ensure that orders and resolutions of the Board are carried out; shall sign legal instruments.
- (b) Vice-President: The vice president shall act in the place and stead of the president in the event of absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required by the Board.
- (c) Secretary/Treasurer: The secretary/treasurer shall keep the minutes of all meetings of the Board and of the members; shall receive and deposit all monies of the Association and shall disburse such funds as directed by the Board of Directors and keep proper books of account.
- (d) Architectural Committee: The architectural committee is to review all structural improvements, changes, and new construction applications submitted by a lot owner.
- (e) Restrictions and Covenants: The restrictions and covenants office shall be over the reporting of any violations according to the Declaration on file. All violations will require discussion of the Board to decide the course of action that will be taken in accordance with the violation.
- (f) Road Chair: The road chair and committee will assist maintaining the roads throughout the subdivision.
- (g) Water Well Chair: The water well chair and committee will assist the Water Operator in the maintenance and upkeep of the operating water system when necessary.

Article IX: ASSESSMENTS

As more fully provided in the Declaration, each member is obligated to pay the Association regular and special Assessments which are secured to the full extent provided by law, by a continuing lien upon the Lot against which the Assessment is made (See Declaration, Item No. 19 and 20). The collection and enforcement procedures shall be set forth in the Declaration, Bylaws, and any rules adopted by the board.

Article X: BORROWING

The Board may borrow money and pledge its assets as security providing the Association obtains a majority vote of approval by its members in order to obtain this loan for the Association.

Article XI: CORPORATE SEAL

The corporate seal shall be unnecessary and is not required under Texas law.

Article XII: AMENDMENT

These Bylaws may be amended at any Annual meeting by an affirmative vote of the majority of the Owners of lots in attendance at the annual meeting in which they are proposed.

Article XIII: MISCELLANEOUS

The fiscal year of the Association shall be the calendar year.

These Bylaws were proposed as a "motion to accept" and Approved by the majority of members in attendance at the Annual Meeting held October 8, 2016 to be filed in the Official Records of Washington County, Texas.

EXECUTED THIS 14 day of OCTOBER, 2016

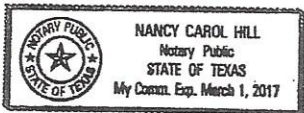
RUSSELL HILL - PRESIDENT
LAKE FOREST PROPERTY OWNERS ASSOCIATION

By: [Signature]
Russell Hill - President

STATE OF TEXAS §
COUNTY OF WASHINGTON §

This instrument was acknowledged before me on this the 14 day of October, 2016 by Russell Hill, President of Lake Forest Home Owners Association.

[Signature]
NOTARY PUBLIC, STATE OF TEXAS



STATE OF TEXAS
COUNTY OF WASHINGTON

I hereby certify that this instrument was FILED on the date and at the time affixed hereon by me and was duly RECORDED in the volume and page of the OFFICIAL RECORDS of Washington County, Texas, as stamped hereon by me on

FILED FOR RECORD
WASHINGTON COUNTY TEXAS

2016 OCT 18 P 4:17



OCT 19 2016
[Signature]
Beth Rothermel, County Clerk
Washington County, Texas

[Signature]
WASHINGTON COUNTY CLERK