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**BYLAWS** 

OF

MOSAIC RESIDENTIAL NORTH CONDOMINIUM ASSOCIATION, INC.

AFTER RECORDING, RETURN TO: MARC D. MARKEL/RICHA HIMANI ROBERTS MARKEL P.C. 2800 POST OAK BLVD., 57th FLOOR HOUSTON, TEXAS 77056

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# TABLE OF CONTENTS

| I.  | GENERAI                  |  | 1            |
|-----|--------------------------|--|--------------|
|     | Section 1.               | Applicability  |              |
|     | Section 2                | Name.  |              |
|     | Section 3.               | Definitions  | i            |
|     | Section 4.               | Membership.  |              |
|     | Section 5.               | Entity Members.  | I            |
|     | Section 6.               | Voting   | I            |
|     | Section 7.               | Majority.  |              |
|     | Section 8.               | Purpose.   |              |
| n.  |                          | OF MEMBERS   |              |
|     |                          |  |              |
|     | Section 1. Section 2.    | Annual Meetings  | 3            |
|     | Section 2.  Section 3.   | Special Meetings   | 3            |
|     | Section 4.               | Notice of Meetings.  | 3            |
|     |                          | Waiver of Notice   | 3            |
|     | Section 5.<br>Section 6. | Quorum.  | 3            |
|     |                          | Adjournment.   | 4            |
|     | Section 7.               | Proxy.   | 4            |
|     | Section 8.               | Action Taken Without a Meeting.  | 4            |
|     | Section 9.               | Order of Business.   | 5            |
| M.  | BOARD (                  | OF DIRECTORS   | 5            |
| A   | COMPOSIT                 | ION AND SELECTION  | 5            |
|     | Section 1.               | Composition and Eligibility.   | 5            |
|     | Section 2.               | Directors Appointed by the Declarant                                       | 5            |
|     | Section 3.               | Number of Directors and Term of Office                                     | 5            |
|     | Section 4.               | Removal of Members of the Board of Directors.                              |              |
|     | Section 5.               | Vacancies  |              |
|     | Section 6.               | Compensation.  | 6            |
|     | Section 7.               | Director Conflicts of Interest.  | 6            |
| В   | - MEETINGS               |  |              |
|     | Section 1.               | Regular Meetings.  |              |
|     | Section 2.               | Special Meetings.  |              |
|     | Section 3.               | Waiver of Notice.  | 7            |
|     | Section 4.               | Conduct of Meetings.   | ···········/ |
|     | Section 5.               | Open Meetings.   | /            |
|     | Section 6.               | Action Without a Meeting.  | 0            |
| C   |                          | AND DUTIES.  | o            |
|     | Section 1.               | Powers and Duties.   | 8            |
|     | Section 2.               | Management Agent   | 8            |
|     | Section 3.               | Rarrawing  | 9            |
|     | Section 4.               | Borrowing  | 9            |
| D.  |                          | Liability and Indemnification of Officers, Directors and Committee Members | 10           |
| v.  | Section 1.               | TEES   | 10           |
|     | Section 1. Section 2.    | Architectural Review Committee   | 10           |
|     | Section 3.               | Other Committees.  | 10           |
|     |                          | Service on Committees  |              |
| IV. | OFFICER                  | 5  | 10           |
|     | Section 1.               | Designation.   | 10           |
|     | Section 2                | Floring of Officers  | _            |

|     | Section 3. | Removal of Officers                                   | .11  |
|-----|------------|---|------|
|     | Section 4. | Vacancies   | . 11 |
|     | Section 5. | President   | .11  |
|     | Section 6. | Vice President  |      |
|     | Section 7. | Secretary   | .11  |
|     | Section 8. | Treasurer   | .11  |
|     | Section 9. | Other Officers  | .11  |
|     | Section 10 | Amendments, Agreements, Contracts, Deeds, Leases, Etc | . 12 |
| v.  | RULE MAR   | UNG AND ENFORCEMENT                                   | .12  |
|     | Section 1. | Authority and Enforcement                             | . 12 |
|     | Section 2. | Fining and Suspension Procedure                       | .12  |
|     | Section 3. | Additional Enforcement Rights.                        |      |
| VI. | MISCEL     | LANEOUS   | .13  |
|     | Section 1. | Notices.  | .13  |
|     | Section 2. | Severability.   |      |
|     | Section 3. | Captions  |      |
|     | Section 4. | Gender and Grammar                                    |      |
|     | Section 5. | Fiscal Year   | 14   |
|     | Section 6. | Financial Review.                                     | 14   |
|     | Section 7. | Conflicts   | .14  |
|     | Section 8. | Amendment.  | 15   |
|     | Section 9. | Books and Records                                     |      |

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MOSAIC RESIDENTIAL NORTH CONDOMINIUM ASSOCIATION INC. BYLAWS

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# MOSAIC RESIDENTIAL NORTH CONDOMINIUM ASSOCIATION, INC.

#### L GENERAL

Section 1. Applicability.

These Bylaws provide for the self-government of Mosaic Residential North Condominium Association, Inc., in accordance with the Texas Uniform Condominium Act, Chapter 82 of the Texas Property Code, as may be amended from time to time, the Certificate of Formation Mosaic Residential North Condominium Association, Inc. ("Certificate of Formation") filed with the Secretary of State and the Declaration of Condominium for Mosaic Residential North Condominium, recorded under Film Code Number 201173 and Volume 201, Page 173 in the Harris County, Texas Condominium Records ("Declaration").

Section 2. Name.

The name of the corporation is Mosaic Residential North Condominium Association, Inc. ("Association").

Section 3. <u>Definitions</u>.

The terms used herein shall have their generally accepted meanings or such meanings as are specified in Paragraph 2 of the Declaration.

#### Section 4. Membership.

An Owner of a Unit shall automatically become a member of the Association upon taking title to the Unit and shall remain a member for the entire period of ownership. As may be more fully provided below, a spouse or a cohabitant of a member may exercise the powers and privileges of the member. If title to a Unit is held by more than one (1) Person, the membership shall be shared in the same proportion as the title, but there shall be only one (1) membership and multiple owners of any single Unit must vote in agreement (under any method they devise among themselves), but in no case shall such multiple Owners cast portions of votes. Membership does not include Persons who hold an interest merely as security for the performance of an obligation, and the giving of a security interest shall not terminate the Owner's membership. Membership shall be appurtenant to the Unit and shall be transferred automatically by conveyance of that Unit and may be transferred only in connection with the transfer of title.

#### Section 5. Entity Members.

In the event an Owner is a corporation, limited liability company, partnership, trust, or other legal entity not being a natural person or persons, then any natural person who is an officer, director, or other designated agent of such corporation, partner of such partnership, beneficiary or other designated agent of such trust, manager of a limited liability company or representative of such other legal entity shall be eligible to represent such entity or entities in the affairs of the Association, including, without limitation, serving on the Board of Directors of the Association.

Such person's relationship with the Association shall terminate automatically upon the termination of such person's relationship with the entity or entities which are the Owner, and termination of the person's relationship with the Association will create a vacancy in any elected or appointed position within the Association in which such person may have been serving and such vacancy will be filled in accordance with these Bylaws.

## Section 6. Voting.

Each Unit shall be entitled to one (1) equally weighted vote for such Unit, which vote may be cast by the Owner, the Owner's spouse, the cohabitant of the Owner, or by a lawful proxy as provided below. When more than one (1) Person owns a Unit, the vote for such Unit shall be exercised as they determine between or among themselves, but in no event shall more votes than the Unit's undivided interest in the Common Elements be cast with respect to any Unit. If only one (1) co-owner attempts to cast the vote for a Unit, it shall be conclusively presumed that such co-owner is authorized on behalf of all co-owners to cast the vote for such Unit. In the event of disagreement between or among co-owners and an attempt by two (2) or more of them to cast such vote or votes, such Persons shall not be recognized and such vote or votes shall not be counted. No Owner shall be eligible to vote, either in person or by proxy, or to act as a proxy for any other member if that Owner is shown on the books or management accounts of the Association to be more than thirty (30) days delinquent in any payment due the Association or if the Owner has had its voting rights suspended for the infraction of any provision of the Declaration, these Bylaws, or any rule of the Association. If the voting rights of an Owner have been suspended, that Owner shall not be counted as an eligible vote for purposes of establishing a majority or a quorum.

## Section 7. Majority.

As used in these Bylaws, the term "majority" shall mean those votes, Owners, or other group as the context may indicate totaling more than fifty percent (50%) of the total undivided interest in the Common Elements. Unless otherwise specifically stated, the words "majority vote" mean those representing more than fifty percent (50%) of the undivided interest in the Common Elements, voting in person or by proxy. Except as otherwise specifically provided in the Declaration or these Bylaws, all decisions shall be by majority vote.

#### Section 8. Purpose.

The Association shall have the responsibility of administering the Condominium, establishing the means and methods of collecting the contributions to the Common Expenses, arranging for the management of the Condominium and performing all of the other acts that may be required to be performed by the Association pursuant to the Act, the Texas Business Organizations Code and the Declaration. Except as to those matters which the Act, the Declaration or the Texas Business Organizations Code specifically require to be performed by the vote of the Association membership, the administration of the foregoing responsibilities shall be performed by the Board of Directors as more particularly set forth below.

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#### II. MEETING OF MEMBERS

## Section 1. Annual Meetings.

The regular annual meeting of the members shall be held during the fourth quarter of each year with the date, hour, and place to be set by the Board of Directors. No annual meeting of the Association shall be set on a legal holiday.

## Section 2. Special Meetings.

Special meetings of the members may be called for any purpose at any time by the President or Secretary, by request of any two (2) members of the Board of Directors, or upon written petition of Owners holding at least twenty percent (20%) of the undivided interest in the Common Elements. Any such written petition by the members must be submitted to the Association's Secretary. The Secretary shall then verify that the required number of members have joined in the petition and shall submit all proper petitions to the Association's President. The President shall then promptly call a special meeting for the purpose stated in the petition setting the date, time and location of the meeting (which is not required to be the date, time or location requested in any petition submitted to the Association), and the Secretary shall send notice of the meeting in accordance with these Bylaws. Any special meeting called pursuant to written petition shall be set within thirty (30) days of the date of the petition.

## Section 3. Notice of Meetings.

It shall be the duty of the Secretary to mail or deliver to the record Owner of each Unit or to the Units a notice of each annual or special meeting of the Association not less than ten (10) nor more than sixty (60) days prior to each meeting. The notice shall state the purpose of any special meeting, as well as the time and place where it is to be held. The notice of an annual meeting shall state the time and place of the meeting. If any Owner wishes notice to be given at an address other than his or her Unit, the Owner shall have designated by notice in writing to the Secretary such other address. The mailing or delivering of a notice of meeting in the manner provided in this Section shall be considered proper service of notice.

#### Section 4. Waiver of Notice.

Waiver of notice of meeting of the Owners shall be deemed the equivalent of proper notice. Any Owner may, in writing, waive notice of any meeting of the Owners, either before or after such meeting. Attendance at a meeting by an Owner, whether in person or represented by proxy, shall be deemed waiver by such Owner of notice of the time, date, and place thereof unless such Owner specifically objects to lack of proper notice at the time the meeting is called to order. Attendance at a special meeting shall also be deemed waiver of notice of all business transacted at such meeting unless objection to lack of notice is raised before the business, of which proper notice was not given, is put to a vote.

#### Section 5. Ouorum.

Except as may be provided elsewhere, the presence of Owners, in person or by proxy, entitled to cast one-third (1/3) of the undivided interest in the Common Elements shall constitute a quorum. Once a quorum is established for a meeting, it shall conclusively be presumed to exist until the meeting is adjourned and shall not need to be reestablished. Owners whose voting rights

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have been suspended pursuant to the Declaration or these Bylaws shall not be counted as eligible votes toward the quorum requirement.

## Section 6. Adjournment.

Any meeting of the Owners may be adjourned from time to time for periods not exceeding ten (10) days by vote of the Owners holding the majority of the votes represented at such meeting, regardless of whether a quorum is present. Any business which could be transacted properly at the original session of the meeting may be transacted at a reconvened session, and no additional notice of such reconvened session shall be required.

#### Section 7. Proxy

Any member entitled to vote may do so by written proxy duly executed by the member setting forth the meeting at which the proxy is valid. To be valid, a proxy must be signed, dated, and filed with the Secretary prior to the opening of the meeting for which it is to be used. Proxies may be delivered to the Board by personal delivery, U.S. mail or facsimile transmission to any Board member or the property manager. Proxies may be revoked only by written notice delivered to the Secretary, except that: (a) the presence in person by the giver of a proxy at a meeting for which the proxy is given shall automatically invalidate the proxy for that meeting; and (b) a later dated proxy shall automatically be deemed to invalidate any previously given proxy. A proxy holder may not appoint a substitute proxy holder unless expressly authorized to do so in the proxy.

## Section 8. Action Taken Without a Meeting.

In the Board's discretion, any action that may be taken by the Association members at any annual, regular, or special meeting may be taken without a meeting if the Board delivers a written consent form or written ballot to every member entitled to vote on the matter.

(a) <u>Ballot</u>. A written ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action. Approval by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.

All solicitations for votes by written ballot shall: (1) indicate the number of responses needed to meet the quorum requirements; (2) state the percentage of approvals necessary to approve each matter other than election of directors; and (3) specify the time by which a ballot must be received by the Board in order to be counted. A written ballot may not be revoked. The Association shall maintain such ballots in its file for at least three (3) years.

(b) Written Consent. Approval by written consent shall be valid only when the number of written consents setting forth the actions taken is received and equals or exceeds the requisite majority of the voting power required to pass such action at a meeting held on the date that the last consent is executed and such action is consented to by the Declarant, if required. Executed written consents shall be included in the minutes or filed with the Association's records. If an action of the members is approved by written consent hereunder, the Board shall issue written notice of such approval to all members who did not

sign written consents. Membership approval shall be effective ten (10) days after written notice is issued; provided, however, if the consent is to an amendment to the Declaration or Bylaws which must be recorded, the effective date shall be no earlier than the date of recording of such amendment.

#### Section 9. Order of Business.

At all meetings of the Association, <u>Roberts Rules of Order</u> (latest edition) shall govern when not in conflict with the Declaration, these Bylaws or the Certificate of Formation, unless the Owners present at a particular meeting vote to suspend Robert's Rules at that meeting.

#### III. BOARD OF DIRECTORS

## A. Composition and Selection.

## Section 1. Composition and Eligibility.

The affairs of the Association shall be governed by a Board of Directors. Except for directors appointed by the Declarant hereunder, the directors shall be Owners or spouses or cohabitants of such Owners; provided, however, no Owner and his or her spouse or cohabitant may serve on the Board at the same time, and no co-owners may serve on the Board at the same time. No persons shall be eligible to be elected to or continue to serve on the Board of Directors if they are shown on the books and records of the Association to be more than thirty (30) days delinquent in the payment of any assessment or charge by the Association. Directors shall not be eligible to serve more than three (3) consecutive two (2) year terms without first resigning from the Board for a time period which shall be the lesser of: (a) one (1) year; or (b) the period of time from the end of one (1) annual meeting of the Association to the beginning of the next annual meeting of the Association.

## Section 2. <u>Directors Appointed by the Declarant.</u>

The Declarant Control Period is the period during which the Declarant, or persons designated by the Declarant, may appoint and remove members of the Board. The Declarant shall retain the unilateral right to appoint all Directors until not later than the 120<sup>th</sup> day after conveyance of fifty percent (50%) of the Units to Unit Owners other than Declarant at which time not less than one-third (1/3) of the members of the Board must be elected by Unit Owners other than the Declarant. The Declarant Control Period shall terminate not later than the earlier of (a) 120<sup>th</sup> day after conveyance of 75 percent (75%) of the Units to Unit Owners other than a declarant, or (b) the surrender, in writing, by Declarant of the authority to appoint and remove members of the Board, at which time the Owners shall elect a Board of at least three (3) members pursuant to the provisions in these Bylaws.

## Section 3. Number of Directors and Term of Office.

The number of directors in the Association shall be not less than three (3) nor more than seven (7). The initial Board shall consist of three (3) members as identified in the Certificate of Formation. After termination of the Declarant Control Period, the elected directors must be Members of the Association. Not later than one hundred twenty (120) days after conveyance of fifty percent (50%) of the Units to Owners other than Declarant, the Association shall call a meeting to be held at which two (2) directors shall be appointed by Declarant and one (1) director shall be elected by Owners, other than Declarant to serve on the Board until the termination of the Declarant Control Period. Not later than one hundred twenty (120) days after the termination of the Declarant

Control Period, the Association shall call a meeting to be held at which Owners shall elect three (3) persons as directors. If such meeting is not the annual meeting, the directors elected shall serve until the next annual meeting. At the first annual meeting after Declarant has surrendered control of the Association, the two (2) directors receiving the most votes shall be elected for terms of two (2) years each and the director receiving the next highest number of votes shall be elected for a term of one (1) year. At each annual meeting thereafter, a successor shall be elected to serve for a term of two (2) years. The members of the Board of Directors shall hold office until their respective successors shall have been elected by the Association.

## Section 4. Removal of Members of the Board of Directors.

At any annual or special meeting of the Association duly called, any one (1) or more Board members, except for directors appointed by Declarant hereunder, may be removed with or without cause by a majority of the Total Association Vote to elect said director and a successor may then and there be elected to fill the vacancy thus created. Further, any director who is more than thirty (30) days past due in the payment of any assessment or charge shall be automatically removed from the Board of Directors, even if the director subsequently pays the amount owed, and the vacancy shall be filled as provided in Section 5 below. Any director who has had three (3) consecutive unexcused absences from regularly scheduled Board meetings may be removed by the vote of a majority of the other directors. Any director whose removal has been proposed shall be given at least ten (10) days notice of the calling of the meeting to consider his or her removal and the purpose thereof and shall be given an opportunity to be heard at the meeting.

#### Section 5. Vacancies.

Vacancies in the Board caused by any reason, except the removal of a director by a majority of the Total Association Vote or by Declarant, shall be filled by a vote of the majority of the remaining directors, even though less than a quorum, at any meeting of the Board of Directors. The successor so selected shall hold office for the remainder of the term of the director being replaced. Notwithstanding anything to the contrary herein, any director who is an officer, director or other designated agent of an entity member and whose position becomes vacant for any reason, may be replaced by the entity who is the Owner unless there has been a transfer of ownership of the Unit, in which case, the vacancy shall be filled by the remaining directors, even if less than a quorum at any meeting of the directors.

## Section 6. Compensation.

Directors shall not be compensated for services as such unless and only to the extent that compensation is authorized by a majority of the Total Association Vote. Directors may be reimbursed for the expenses incurred in carrying out their duties as directors upon approval of such expenses by the Board of Directors. Directors also may be given nominal gifts or tokens of appreciation by the Association for recognition of services performed, not to exceed a value of One Hundred and No/100 Dollars (\$100.00) per calendar year.

## Section 7. <u>Director Conflicts of Interest.</u>

Nothing herein shall prohibit a director from entering into a contract and being compensated for services or supplies furnished to the Association in a capacity other than as director, provided that the director's interest is disclosed to the Board and the contract is approved by a majority of the directors who are at a meeting of the Board of Directors at which a quorum is present, excluding the director with whom the contract is made. The interested director shall not

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count for purposes of establishing a quorum of the Board. The interested director shall be entitled to be present at any meeting at which the proposed contract is discussed but shall not be entitled to discuss the proposed contract during the discussion. Notwithstanding anything herein, the directors, during the period of Declarant control, shall be authorized on behalf of the Association to enter into contracts with the Declarant and its affiliates as set forth in Paragraph 19(f) of the Declaration.

#### Section 8. Nomination.

Nomination for election to the Board shall be made from the floor at the meeting. The Board also may appoint a nominating committee to make nominations prior to the meeting.

## Section 9. Elections.

All members of the Association eligible to vote shall be entitled to cast their entire vote for each directorship to be filled. There shall be no cumulative voting. The directorships for which elections are held shall be filled by that number of candidates receiving the most votes. Voting for election of Board members shall be by written ballot (unless dispensed by unanimous consent at such meeting at which such voting is conducted).

## B. Meetings.

## Section 1. Regular Meetings.

Regular meetings of the Board may be held at such time and place as shall be determined from time to time by the Board, but such meetings shall be held at least once every six (6) months. The newly elected Board shall meet within ten (10) days after each annual meeting of the membership.

## Section 2. Special Meetings.

Special meetings of the Board may be called by the President on two (2) days notice to each director given by regular first class or electronic mail, in person, by telephone, or by facsimile transmission, which notice shall state the time, place, and purpose of the meeting. Special meetings of the Board shall be called by the President, Vice President, Secretary, or Treasurer in like manner and on like notice on the written request of at least two (2) directors.

## Section 3. Waiver of Notice

Any director may, at any time, in writing, waive notice of any meeting of the Board, and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a director at any meeting of the Board shall also constitute a waiver of notice by him or her of the time and place of such meeting. If all directors are present at any Board meeting, no notice shall be required and any business may be transacted at such meeting.

## Section 4. Conduct of Meetings.

The President shall preside over all meetings of the Board of Directors and the Secretary shall keep a minute book recording therein all resolutions adopted by the Board of Directors and a record of all transactions and proceedings occurring at such meetings. A majority of directors shall constitute a quorum for the transaction of business. One (1) or more directors who participate in a meeting by means of telephone or electronic communication shall be deemed present and in



attendance for all purposes at such meeting, provided all persons participating in the meeting can hear each other.

## Section 5. Open Meetings.

All meetings of the Board shall be open to all members, but members other than directors may not participate in any discussion or deliberation unless expressly so authorized by the Board. Notwithstanding the above, the Board may adjourn a meeting and reconvene in executive session to discuss and vote upon personnel matters, litigation in which the Association is or may become involved, contract negotiations, enforcement actions, matters involving the invasion of privacy of individual Unit Owners, matters that are to remain confidential by request of the affected parties and agreement of the Board, and orders of business of a similar nature. The nature of any and all business to be considered in executive session shall first be announced in open session.

## Section 6. Action Without a Meeting.

Any action to be taken at a meeting if the Board may be taken without a meeting if a written consent, stating the action to be taken, is signed by the number of members of the Board necessary to take action at a meeting at which all of the members of the Board are present and voting.

## C. Powers and Duties.

## Section 1. Powers and Duties.

The Board of Directors shall manage the affairs of the Association and shall have all the powers necessary for the administration of the Condominium and may do all such acts and things as are not by the Act, the Declaration, the Certificate of Formation, or these Bylaws directed to be done and exercised exclusively by the members. In addition to the duties imposed by these Bylaws or by any resolution of the Association that may hereafter be adopted, the Board of Directors shall have the power to and shall be responsible for the following, in the way of explanation, but not limitation:

- (a) preparation and adoption of an annual budget, in which there shall be established the contribution of each Owner to the Common Expenses;
- (b) making assessments to defray the Common Expenses, establishing the means and methods of collecting such assessments, and establishing the period of the installment payments of the annual assessment;
- (c) providing for the operation, care, upkeep, and maintenance of all of the Area of Common Responsibility as set forth in Paragraph 17 of the Declaration;
- (d) designating, hiring, and dismissing the personnel or management company necessary for the operation of the Association and the maintenance, repair, and replacement of the Common Elements, Association property, and the Area of Common Responsibility and, where appropriate, providing for the compensation of such personnel or company and for the purchase of equipment, supplies, and material to be used by such personnel in the performance of their duties;

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- (e) collecting the assessments, depositing the proceeds thereof in a financial depository or institution which it shall approve, or otherwise investing the proceeds in accordance with any limitations set forth in the Act, and using the proceeds to administer the Association;
- (f) making and amending rules and regulations and imposing sanctions for violation thereof, including, without limitation, monetary fines;
- (g) opening of bank or other financial accounts on behalf of the Association and designating the signatories required;
- (h) making or contracting for the making of repairs, additions, and improvements to, or alterations of the Common Elements in accordance with the other provisions of the Declaration and these Bylaws, after damage or destruction by fire or other casualty;
- (i) enforcing by legal means the provisions of the Declaration, these Bylaws, and the
  rules and regulations adopted by it, and bringing any proceedings which may be instituted on behalf
  of or against the Owners concerning the Association;
- (j) obtaining and carrying insurance against casualties and liabilities, as provided in the Act and the Declaration, and paying the premium cost thereof;
- (k) paying the costs of all services rendered to the Association or its members and not directly chargeable to specific Owners;
- keeping books with detailed accounts of the receipts and expenditures affecting the Association and its administration, specifying the maintenance and repair expenses and any other expenses incurred;
- (m) borrowing money for any purpose, subject to limitations, if any, as may be contained in the dedicatory instruments of the Association and pledging the real or personal property (including assessment income) of the Association for the purposes of obtaining such loan; and
- (n) contracting with any Person for the performance of various duties and functions. The Board shall have the power to enter into common management agreements with trusts, condominium associations, or other associations or corporations. Any and all functions of the Association shall be fully transferable by the Board, in whole or in part, to any other entity.

## Section 2. Management Agent.

The Association may, but shall not be required to, hire a professional management agent or agents, at a compensation established by the Board, to perform such duties and services as the Board of Directors shall authorize in its discretion. The Board shall use reasonable efforts in any management contract to provide for termination of such contract by the Association with or without cause and without penalty, upon no more than thirty (30) days written notice. No management contract shall have a term in excess of one (1) year.

#### Section 3. Borrowing.

Except as may be set forth in Paragraph 18 of the Declaration, the Board of Directors shall have the power to borrow money for the purpose of maintenance, repair, restoration, or

improvement of the Common Elements and facilities, and for other purposes, without the approval of the Total Association Vote.

# Section 4. <u>Liability and Indemnification of Officers, Directors and Committee</u> <u>Members.</u>

To the fullest extent permitted by the Texas Business Organizations Code, the Association shall indemnify every officer, director, and committee member (including directors, officers, and committee members appointed by Declarant during the Declarant Control Period) against any and all expenses, including attorney's fees, reasonably incurred by or imposed upon such officer, director or committee member in connection with any action, suit, or other proceeding (including settlement of any such action, suit, or proceeding, if approved by the then Board of Directors) to which he or she may be made a party by reason of being or having been an officer, director or committee member, whether or not such person is an officer, director or committee member at the time such expenses are incurred subject to the limitations below. The Association shall maintain, as a Common Expense, adequate general liability and, if obtainable, officers' and directors' liability insurance to fund this obligation, and the insurance shall be written as provided in the Declaration.

## D. Committees.

## Section 1. Architectural Review Committee.

The Board shall establish an Architectural Review Committee for the purpose of establishing and maintaining architectural standards in the Condominium as provided in the Declaration.

## Section 2. Other Committees.

There shall be such other committees as the Board shall determine with the powers and duties that the Board shall authorize.

## Section 3. Service on Committees.

Unless otherwise provided in these Bylaws or in the resolution authorizing a particular committee, the members of any committee shall be appointed by the President and shall serve at the pleasure of the Board of Directors. Any committee member may be removed with or without cause at any time and with or without a successor being named.

#### IV. OFFICERS

#### Section 1. Designation.

The principal officers of the Association shall be the President, the Secretary and the Treasurer; all such officers must also be members of the Board. Any two or more offices, other than the offices of President and Secretary, may be held by the same person. A Vice President may be elected at the discretion of the Board.

## Section 2. Election of Officers.

During the Declarant Control Period, Declarant shall appoint all officers in its discretion. Thereafter, the Association officers shall be elected annually by the Board at the first Board meeting

following each annual meeting of the members and shall hold office at the pleasure of the Board and until a successor is elected.

## Section 3. Removal of Officers.

Upon the affirmative vote of a majority of the members of the Board, any officer may be removed, either with or without cause, and a successor may be elected.

## Section 4. Vacancies.

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

#### Section 5. President.

The President shall be the chief executive officer of the Association and shall preside at all meetings of the members and of the Board. The President shall have all the general powers and duties which are incident to the office of the president of a corporation organized under the Texas Business Organizations Code, including, but not limited to, the power to appoint committees from among the members from time to time as he or she may in his or her discretion decide is appropriate to assist in the conduct of the affairs of the Association.

## Section 6. Vice President.

The Vice President, if any, shall act in the President's absence and shall have all powers, duties, and responsibilities provided for the President when so acting.

#### Section 7. Secretary.

The Secretary shall keep the minutes of all meetings of the members and of the Board of Directors and shall have charge of such books and papers as the Board of Directors may direct, and shall, in general, perform all duties incident to the office of the secretary of a corporation organized under Texas law.

## Section 8. Treasurer.

The Treasurer shall have the responsibility for the Association's funds and securities and shall be responsible for keeping full and accurate financial records and books of account showing all receipts and disbursements, for preparing all required financial statements and tax returns, and for the deposit of all monies and other valuable effects in the name of the Association or the managing agent in such depositories as may from time to time be designated by the Board of Directors. The Treasurer shall be responsible for the preparation of the budget as provided in the Declaration. The Treasurer may delegate all or a part of the preparation and notification duties associated with the above responsibilities to a management agent.

#### Section 9. Other Officers.

Other offices may be created by the Board, and the Board members that hold such offices shall have such titles and duties as are defined by the Board.



11

Except during the Declarant Control Period, all agreements, contracts, deeds, leases, checks, promissory notes, and other instruments of the Association shall be executed by at least two (2) officers or by such other person or persons as may be designated by resolution of the Board of Directors. The President and Secretary shall have authority to prepare, execute, certify, and records amendments to the Declaration on behalf of the Association.

## V. RULE MAKING AND ENFORCEMENT

# Section I. Authority and Enforcement.

The Condominium shall be used only for those uses and purposes set out in the Declaration. The Board of Directors shall have the authority to make, modify, repeal and enforce reasonable rules and regulations governing the conduct, use, and enjoyment of Units and the Common Elements; provided, copies of all such rules and regulations shall be furnished to all Owners and Occupants. Any rule or regulation may be repealed by the affirmative vote or written consent of a majority of the Total Association Vote and the consent of the Declarant during the Declarant Control Period, at an annual or special meeting of the membership. Every Owner and Occupant shall comply with the Declaration, Bylaws and rules and regulations of the Association, and any lack of compliance therewith shall entitle the Association and, in an appropriate case, one (1) or more aggrieved Unit Owners, to take action to enforce the terms of the Declaration, Bylaws or rules and regulations.

The Board shall have the power to impose reasonable fines, which shall constitute a lien upon the Owner's Unit, and to suspend an Owner's right to vote or to use the Common Elements for violation of any duty imposed under the Declaration, these Bylaws, or any rules and regulations duly adopted hereunder, provided, however, nothing herein shall authorize the Association or the Board to limit ingress and egress to or from a Unit. In the event that any Occupant of a Unit violates the Declaration, Bylaws, or a rule or regulation and a fine is imposed, notice of such violation shall be sent to the Owner and Occupant, and the fine shall first be assessed against such Occupant; provided, however, if the fine is not paid by the Occupant within the time period set by the Board, the Unit Owner shall pay the fine upon notice from the Association, and the fine shall be an assessment and a lien against the Unit until paid. The failure of the Board to enforce any provision of the Declaration, Bylaws, or any rule or regulation shall not be deemed a waiver of the right of the Board to do so thereafter.

#### Section 2. Fining and Suspension Procedure.

The Board shall not impose a fine, suspend the right to vote or suspend the right to use the Common Elements (provided, however, if an Owner is shown on the books or management accounts of the Association to be more than thirty (30) days delinquent in any payment due the Association, suspension of the right to vote and the right to use the Common Elements shall be automatic; provided further, however, suspension of common utility services shall require compliance with the provisions of Paragraph 10(c)(v) of the Declaration, where applicable), unless and until the Association has sent or delivered written notice to the violator as provided in subsection (a) below. Any such fine or fines may be effective or commence upon the sending of such notice or such later date as may be set forth in such notice, notwithstanding the violator's right to request a hearing before the Board to challenge such fine under subsection (b) below.

- (a) Notice. If any provision of the Declaration or Bylaws or any rule or regulation of the Association is violated, the Board shall send the violator written notice identifying the violation and fine(s) being imposed and advising the violator of the right to request a hearing within thirty (30) days of the date of the notice before the Board to contest the violation or fine(s) or to request reconsideration of the fine(s). Fine(s) may be effective or commence upon the sending of such notice or such later date specified in such notice, notwithstanding the violator's right to request a hearing before the Board to challenge the fine. In the event of a continuing violation, each day the violation continues or occurs again constitutes a separate offense, and fines may be imposed on a per diem basis without further notice to the violator.
- (b) <u>Hearing</u>. If a written request for hearing is received from the violator within thirty (30) days of the date of the violation notice provided above, then the Board shall schedule and hold in executive session a hearing affording the violator a reasonable opportunity to be heard. The minutes of the meeting shall contain a written statement of the results of the hearing. The Board may establish rules of conduct for such hearing, which may include limits on time and on the number of participants who may be present at one time.

## Section 3. Additional Enforcement Rights.

Notwithstanding anything to the contrary herein contained, the Board may elect to enforce any provision of the Declaration, the Bylaws, or the rules and regulations by self-help (specifically including, but not limited to, towing of vehicles that are in violation of the parking rules and regulations or performing maintenance on any Unit upon a failure by the Unit Owner to so do) or by suit at law or in equity to enjoin any violation or to recover monetary damages or both without the necessity for compliance with the procedure set forth in Section 2 of this Article. In any such action, to the maximum extent permissible, the Owner or Occupant responsible for the violation for which abatement is sought shall pay all costs, including reasonable attorney's fees actually incurred.

The Association or its duly authorized agent shall have the power to enter a Unit or upon any portion of the Common Elements to abate or remove, using such force as may be reasonably necessary, any structure, thing or condition which violates the Declaration, the Bylaws, or the rules and regulations; provided, however, written notice shall be given to the Owner of the Unit at least two (2) days prior to the time that any items of construction are altered or demolished. All costs of self-help, including reasonable attorney's fees, shall be assessed against the violating Unit Owner and shall be collected as provided herein for the collection of assessments.

#### VI. MISCELLANEOUS

## Section 1. Notices.

Unless otherwise provided in these Bylaws, all notices, demands, bills, statements, or other communications under these Bylaws shall be in writing and shall be deemed to have been duly given if delivered personally or if sent by United States mail, first class postage prepaid:

- (a) If to a Unit Owner, at the address that the Unit Owner has designated in writing and filed with the Secretary, or if no such address has been designated, at the address of the Unit of such Owner;
  - (b) If to an Occupant, at the address of the Unit occupied; or

(c) If to the Association or the Board of Directors, at the principal office of the Association, if any, or at such other address as shall be designated in writing and filed with the Secretary.

#### Section 2. Severability.

The invalidity of any part of these Bylaws shall not impair or affect in any manner the validity, enforceability, or effect of the balance of these Bylaws or the Declaration.

#### Section 3. <u>Captions</u>.

The captions herein are inserted only as a matter of convenience and for reference and in no way define, limit, or describe the scope of these Bylaws or the intent of any provision thereof.

#### Section 4. Gender and Grammar.

The use of the masculine gender in these Bylaws shall be deemed to include the feminine gender, and the use of the singular shall be deemed to include the plural whenever the context so requires.

#### Section 5. Fiscal Year.

The fiscal year of the Association may be set by Board resolution, and, in the absence thereof, shall be the calendar year.

## Section 6. Financial Review.

A financial review of the accounts of the Association shall be performed annually in the manner provided by the Board and a financial statement prepared. However, after having received the Board's financial statement review at the annual meeting, the Owners may, by a majority of the Total Association Vote, require that the accounts of the Association be audited as a Common Expense by an independent accountant. Such statement shall be made available to the holder, insurer, or guarantor of any first mortgage on a Unit upon submission of a written request and must be available within one hundred twenty (120) days of the Association's fiscal year end. If an audited financial statement by an independent accountant is not required, a mortgage holder may have an audited statement prepared at its own expense.

#### -Section 7. Conflicts.

The duties and powers of the Association shall be those set forth in the Texas Uniform Condominium Act, the Texas Business Organizations Code, the Declaration, these Bylaws, and the Certificate of Formation, together with those reasonably implied to affect the purposes of the Association; provided, however, that if there are conflicts or inconsistencies between the Act, the Texas Business Organizations Code, the Declaration, these Bylaws, or the Certificate of Formation, then the provisions of the Act, the Texas Business Organizations Code, as may be applicable, the Declaration, the Certificate of Formation and these Bylaws, in that order, shall prevail, and each Owner of a Unit, by acceptance of a deed or other conveyance therefor, covenants to vote in favor of such amendments as will remove such conflicts or inconsistencies.

#### Section 8. Amendment.

Except where a higher vote is required for action under a particular provision of the Declaration or Bylaws, in which case such higher vote shall be necessary to amend, these Bylaws may be amended by the affirmative vote, written consent, or any combination thereof, of a majority of the Board of Directors or by members holding sixty-seven percent (67%) of the Total Association Vote. As long as Declarant owns any Unit primarily for the purpose of sale, any amendment to the Bylaws shall require the written consent of Declarant. No amendment shall become effective until it is certified by the President and Secretary of the Association and recorded in the Harris County Texas land records. Any amendment duly certified and recorded shall be conclusively presumed to have been duly adopted in accordance with the Declaration and Bylaws. Owners whose voting rights have been suspended pursuant to the Declaration or these Bylaws shall not be counted as eligible votes toward the amendment requirement.

Any action to challenge the validity of an amendment adopted under this Section must be brought within one (1) year of the amendment's effective date. No action to challenge any such amendment may be brought after such time.

#### Section 9. Books and Records.

- (a) All members of the Association and any holder of a first Mortgage shall be entitled to inspect the following records at a reasonable time and location specified by the Association, upon written request at least five (5) business days before the date on which the member or mortgagee wishes to inspect and copy:
  - (i) its Certificate or restated Certificate of Formation and all amendments to them currently in effect;
  - (ii) its Bylaws or restated Bylaws and all amendments to them currently in effect;
  - (iii) resolutions adopted by either its members or Board of Directors increasing or decreasing the number of directors or the classification of directors, or relating to the characteristics, qualifications, rights, limitations, and obligations of members or any class or category of members;
  - (iv) resolutions adopted by either its members or Board of Directors relating to the characteristics, qualification, rights, limitations, and obligations of members or any class or category of members;
  - (v) the minutes of all meetings of members and records of all actions approved by the members for the past three (3) years;
  - (vi) all written communications to members generally within the past three (3) years, including the financial statements furnished for the past three (3) years;
  - (vii) a list of the names and business or home addresses of its current directors and officers; and
    - (viii) its most recent annual report delivered to the Secretary of State.

- (i) excerpts from minutes of any Board meeting, records of any action of a committee of the Board while acting in place of the Board on behalf of the Association, minutes of any meeting of the members, and records of action taken by the members or the Board without a meeting, to the extent not subject to inspection under subsection 9(a);
  - (ii) accounting records of the Association; and
- (iii) the membership list only if for a purpose related to the member's interest as a member. Without the consent of the Board, a membership list or any part thereof may not be: used to solicit money or property unless such money or property will be used solely to solicit the votes of the members in an election to be held by the Association; used for any commercial purpose; or sold to or purchased by any person.

The Association may impose a reasonable charge, covering the cost of labor and material, for copies of any documents provided to the Member.

Notwithstanding anything to the contrary, the Board may limit or preclude member inspection of confidential or privileged documents, including attorney/client privileged communications, executive session meeting minutes, and financial records or accounts of other members. Minutes for any Board or Association meetings do not become effective and an official Association record until approved by the Board or Association membership, as applicable, at a subsequent meeting.

Adopted as of December 17, 2007.

APPROVED & ADOPTED:

DONALD PHILLIPS, DIRECTOR

BRAD MINSLEY, DIRECTOR

HIL BAKEK, DIRECTOR

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5 OF 6 PAGES

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- (b) A member may inspect and copy the following records upon written notice at least five (5) business days before the date on which the member wishes to inspect and copy only if the member's demand is made in good faith and for a proper purpose that is reasonably relevant to the member's legitimate interest as a member; the member describes with reasonable particularity the purpose and the records the member desires to inspect; the records are directly connected with this purpose; and the records are to be used only for the stated purpose:
  - (i) excerpts from minutes of any Board meeting, records of any action of a committee of the Board while acting in place of the Board on behalf of the Association, minutes of any meeting of the members, and records of action taken by the members or the Board without a meeting, to the extent not subject to inspection under subsection 9(a);
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Adopted as of December 17, 2007.

APPROVED & ADOPTED:

BRAD MINSLEY, DIRECTOR

DONALD PHILLIPS, DIRECTOR

PHIL BAKER, DIRECTOR

#### CERTIFICATION

I, the undersigned, do hereby certify:

That I am the duly elected and acting Secretary of the Mosaic Residential North Condominium Association, Inc., a Texas corporation;

That the foregoing Bylaws constitute the original Bylaws of said Association, as duly adopted at a meeting of the Board of Directors thereof, at which a quorum was present, held on the 17th day of December, 2007.

IN WITNESS WHEREOF, I have hereunto subscribed my name on this the day of Jelman, 2008.

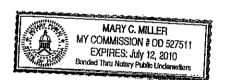
Phi Baker, Secretary

THE STATE OF HORIDA §
COUNTY OF HILLShover §

This instrument was acknowledged before me on the day of day of Phil Baker, the Secretary of the Mosaic Residential North Condominium Association Inc., a Texas nonprofit corporation, on behalf of said corporation

Notary Public - State of Florida

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ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.

ANY PROVISION MEREN WHICH RESTRICTS THE SALE REHIAL OR USE OF THE GESCARRED REAL PROPERTY BECAUSE OF COLOR OR RACE IS REVAID AND UNFORCEASE UNDER FEDERAL LAW. THE STATE OF TEXAS COUNTY OF HARRIS I haveby contify that this instruction was FILED in the number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED. In the Official Public Records of Real Property of Harrie County Texas on

COUNTY CLERK HARRIS COUNTY, TEXAS:

RECORDER'S MEMORANDUM:

At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.