

BYLAWS OF
ROYAL RIDGE PATIO HOMES ASSOCIATION, INC.

ARTICLE I
NAME AND LOCATION

The name of the corporation is ROYAL RIDGE PATIO HOMES ASSOCIATION, INC., hereinafter referred to as the "Association." The principal office of the corporation shall be the residence of the president, but meetings of members and directors may be held at such places within the State of Texas, County of Bexar, as may be designated by the Board of Directors.

ARTICLE II
DEFINITIONS

Section 1. "Association" shall mean and refer to Royal Ridge Patio Homes Association, Inc., its successors, and assigns.

Section 2. "Properties" shall mean and refer to that certain real property described in the Declaration of Covenants, Conditions, and Restrictions.

Section 3. "Lot" shall mean and refer to any plot of land shown upon any recorded subdivision map of the Properties.

Section 4. "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any Lot which is a part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation."

Section 5. "Declaration" shall mean and refer to the Declaration of Covenants, Conditions, and Restrictions applicable to the Properties recorded in the office of the County Clerk, Bexar County, Texas.

Section 6. "Member" shall mean and refer to those persons entitled to membership as provided in the Declaration.

ARTICLE III
MEETING OF MEMBERS

Section 1. Annual Meeting: Regular meetings of the members shall be held annually as prescribed by the Board of Directors.

Section 2. Special Meetings: Special meetings of the members may be called at any time by the President or the Board of Directors or upon written request of one-fourth (1/4) of the members entitled to vote.

Section 3. Notice of Meetings: Written notice of each meeting of the members shall be given by email, posting a notice at the entrance to the neighborhood, or mailing a copy of such notice, postage prepaid, at least fifteen (15) days before such meeting to each member entitled to vote thereat. Such notice shall specify the place, day, and hour of the meeting. In the case of a special meeting, the notice shall include the purpose of the meeting.

Section 4. Quorum: The presence at the meeting of members entitled to cast, or of proxies entitled to cast, one-tenth (1/10) of the votes of each class of membership shall constitute a quorum for any action except as otherwise provided in the Article of the Corporation, the Declaration, or these

Bylaws. If, however, such quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have the power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or represented.

Section 5. Proxies: At all meetings of members, each member may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the member of his Lot.

ARTICLE IV BOARD OF DIRECTORS:SELECTION: TERM OF OFFICE

Section 1. Number. The affairs of this Association shall be managed by a Board of at least three(3) directors who shall receive no compensation but need not be members of the Association.

Section 2. Term of Office. At the annual meeting, the members shall affirm the current directors for a term of one (1) year or nominate candidates to replace current directors.

Section 3. Removal. Any director may be removed from the Board, with or without cause, by a majority vote of the members Association. In the event of death, resignation, or removal of a director, his successor shall be selected by the remaining members of the Board and shall serve for the unexpired term of his predecessor.

Section 4. Compensation. No Director shall receive compensation for any service he may render to the Association. However, any Director may be reimbursed for his actual expenses incurred in the performance of his duties.

Section 5. Action Taken Without a Meeting. The directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all the directors (email reply suffices). Any action so approved shall have the same effect as though taken at a meeting of the directors.

ARTICLE V NOMINATION AND ELECTION OF DIRECTORS

Section 1. Nomination of Board of Directors. If possible, the nomination of the Board of Directors shall be made by a Nominating Committee. 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 Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the members. Nominations may also be made from the floor at the annual meeting.

Section 2. Election to the Board of Directors. Election to the Board of Directors shall be by secret written ballot unless there is only one candidate for the office. At such elections, the member or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provision of the Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted. If there is only one candidate for the office, a hand vote will suffice.

ARTICLE VI MEETINGS OF DIRECTORS

Section 1. Regular Meetings. Regular meetings of the Board of Directors shall be held quarterly or as needed without notice, at such place and hour as may be fixed from time to time by resolution of the Board.

Section 2. 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 three (3) days' notice to each director.

Section 3. 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 VII
POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Powers. The Board of Directors shall have the power to:

(a) suspend the voting rights of a member during any period in which such member shall be in default in payment of the assessment levied by the Association.

(b) exercise for the Association all powers, duties, and authority vested in or delegated to the Association and not reserved to the membership by other provisions of these By-laws, the Articles of Incorporation, or the Declaration.

(c) declare the office of the member of the Board of Directors to be vacant in the event such member shall be absent for three (3) consecutive regular meetings of the Board of Directors.

(d) to authorize the President of the Association to enter into one or more maintenance agreements with third parties in order to facilitate efficient upkeep and repair of the building exterior surfaces as required by the Declaration. The terms of said maintenance agreements shall be as determined by the Board of Directors to be in the best interests of the Corporation and shall be subject in all respects to the Articles of Incorporation, these By-laws, and the Declaration.

Section 2. Duties. It shall be the duty of the Board of Directors to:

(a) cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting of the members or at any special meeting when such statement is requested in writing by one-fourth ($\frac{1}{4}$) of the membership; and

(b) supervise all officers, agents, and employees of this Association, and to see that their duties are properly performed; and

(c) as more fully provided in the Declaration, to:

(1) establish an annual assessment period of January 1st thru December 31st of each year; and

(2) fix the amount of the annual assessment against each lot at least thirty (30) days in advance of each annual assessment period; and

(3) send written notice of each assessment to every Owner subject thereto by the first (1st) day of the annual assessment period; and

(4) foreclose the lien against any property for which assessments are not paid within forty-five (45) days after the due date or to bring an action at law against the owner personally obligated to pay the same; and

(5) issue, or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment; and

(6) procure and maintain adequate liability and hazard insurance on property owned by the Association; and

(7) cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate; and

(8) cause the alleys to be maintained; and

(9) cause the exterior of the dwellings to be maintained.

ARTICLE VIII OFFICERS AND THEIR DUTIES

Section 1. Enumeration of Officers. At the first meeting of the Board, the officers of the Association shall be elected as follows: a president and vice-president, who shall at all times be members of the Board of Directors, a secretary, treasurer, and maintenance director, and up to two “Members at Large.” Elections of officers shall be annually by the Board unless an officer shall sooner resign or be removed.

Section 2. Duties. The duties of the officers are as follows:

President

(a) The President shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall sign written instruments as appropriate.

Vice-President

(b) The Vice-President shall set in the place and stead of the President in the event of his absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board.

Secretary

(c) The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the members; keep appropriate current records showing the members of the Association together with their addresses, and shall perform such other duties so required of the Board.

Treasurer

(d) The Treasurer will send yearly assessment fee notices to Association homeowners; receive and deposit in appropriate bank accounts all monies of the Association; disburse funds as directed by resolution of the Board of Directors; sign all checks and promissory notes of the Association when necessary; keep proper books of account; cause an annual audit of the Association books to be made by a person designated by the board at the completion of each fiscal year; and shall prepare an annual budget

and a statement of income and expenditures to be presented to the membership at its regular annual meeting and deliver a copy of each to the members.

Maintenance Director

(e) The maintenance director will assist the Board by obtaining bids for painting work and coordinating the completion of the work.

Member at Large

(f) A member at large will advise the board and be available for special tasks as determined by the board.

Section 3. Resignation and Removal. Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time, giving written notice to the Board, the President, or Secretary. Such resignation shall take effect on the date of the receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 4. Vacancies. A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces. Vacancies may be filled at any time by action of the Board.

Section 5. Multiple Offices. The offices of secretary and treasurer may be held by the same person. No person shall simultaneously hold more than one of any of the other offices.

ARTICLE IX
COMMITTEES

The Board shall appoint an Architectural Control Committee, when necessary, as provided in the Declaration, and a Nominating Committee as provided in these By-laws. In addition, the Board of Directors may appoint other committees as deemed appropriate in carrying out its purpose.

ARTICLE X
BOOKS AND RECORDS

The books, records, and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any member. The Declaration, the Article of Corporation, and the By-laws of the Association shall be available for inspection by any member at the principal office of the Association.

ARTICLE XI
ASSESSMENTS

As more fully provided in the Declaration, each member is personally obligated to pay to the Association the annual and specific assessments, which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, the assessment shall bear interest from the date of delinquency at the rate of six percent (6%) per annum. In addition, a one-time \$20.00 fee shall be added to each delinquent annual assessment to defray the Association's reasonable administrative costs associated with the collection of the delinquent amounts. The Association may bring an action at law against the owner personally obligated to pay the same or foreclose the lien against the property, and

interest, costs, and reasonable attorney's fees of any such action shall be added to the amount of such assessment. No owner may waive or otherwise escape personal liability for the assessments provided for herein by the abandonment of his Lot or by any other means.

ARTICLE XII
CORPORATE SEAL

The Association shall have a seal in circular form having within its circumference the words: Royal Ridge Patio Homes Association, Inc. This seal shall be retained by the current secretary.

ARTICLE XIII
AMENDMENTS

Section 1. These By-laws may be amended, at a regular or special meeting of the directors, by a vote of a majority at which a quorum is present

Section 2. In the case of any conflict between the Articles of Incorporation and these By-laws, the Articles shall control; in the case of any conflict between the Declaration and these By-Laws, the Declaration shall control.

ARTICLE XIV
MISCELLANEOUS

The fiscal year of the Association shall begin on the first day of January and end on the 31st day of December of every year.

IN WITNESS WHEREOF, we, being all of the directors of the ROYAL RIDGE PATIO HOMES ASSOCIATION, INC., have hereunto set our hands this 17 day of July, 2022.

Jim A. Gentry Mary Cuellar Gannon
Rebecca Waugh Jon Van Poppel
_____ Don L. ...

CERTIFICATION

I, the undersigned, do hereby certify:

THAT I am the duly elected and acting secretary of the ROYAL RIDGE PATIO HOMES ASSOCIATION, INC., a Texas corporation, and,

THAT the foregoing By-Laws constitute the amended By-Laws of said Association, as duly adopted at a meeting of the Board of Directors thereof, held on the 17 day of July, 2022.



Shirley E. Allen
SECRETARY