



**AMENDMENT TO BYLAWS OF
CANYON RIDGE SPRINGS PROPERTY OWNERS ASSOCIATION, INC.
(A Texas Non-Profit Association)**

Canyon Ridge Springs Property Owners Association, Inc. Bylaws are amended and restated as follows:

**ARTICLE FIVE
Directors**

Section 3. Election and Terms of Office. The election of members of the Board of Directors shall be held annually per vacancies: (1) anticipated by expiration of terms of incumbents, (2) arising from the resignation of any officer, and (3) created by the expiration of any term of office held by interim officers appointed by the Board to fill an unexpired term of previously elected officers. Voting methods described in these Bylaws (ARTICLE 3, SECTION 4 herein) shall rule. Except when these Bylaws are suspended or undergoing revision, Officer elections shall be conducted in the context of the Association's Annual Meeting.

The term of office for each Board of Directors member shall be three (3) years. No Board of Directors member shall serve consecutive terms; however, if a vacating position cannot be filled, the Board may request the current Board member continue until a replacement is appointed.

The Nominating Committee shall issue a Call for Nominations no less than sixty (60) days prior to the date of the Annual Meeting or the date when elections shall be held if not during the Annual Meeting. The Call for Nominations shall be delivered to every Member by the US Postal Service and shall contain information about open Board positions, associated terms of office, instructions for self-nomination and nomination of others, specific postal and e-mail addresses for the return of nominations to the committee, and deadline dates by which the Nominating Committee shall close nominations.

Nominations from the floor of any meeting of the Association shall not be accepted. At the close of nominations, the Nominating Committee shall assemble a written ballot that includes an enclosure stating each candidate's two paragraph biography emphasizing strengths he or she offers to the Association. The Nominating Committee shall present the written ballot to the Board in the form of a committee report. Following the recording of the written ballot in the minutes of the Board meeting where reported, the Nominating Committee shall present the written ballot to the Secretary for inclusion in the upcoming Annual Meeting packet or inclusion in an official mailing (US Postal Service) that will be sent to every Member a minimum of thirty (30) days prior to the deadline for elections of Directors.

A return envelope in which the marked ballot shall be returned to the Secretary shall be provided in the Annual Meeting packet and in the mailing. Only marked ballots returned by the announced deadline to the Secretary of the Association by US Postal Service and in the form of a written ballot cast by Members in attendance at the Annual Meeting shall be considered legitimate votes in Board elections. The mailed ballot returned to the Secretary and the written ballot cast at the Annual Meeting both shall provide every Member with the opportunity to exercise his or her rights to vote in Board elections, as given by these Bylaws.

One vote per Member, as defined in these Bylaws, will be verified by the Secretary and Treasurer when returned ballots are deposited in the Association's mailbox. Written ballots at an Annual Meeting will be verified against the attendance record of said meeting.

The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted. Unless removed in accordance with these Bylaws, each director shall hold office for the term for which they are elected and until a qualified successor has been elected.

ARTICLE FIVE

Directors

Section 4. Powers and Duties. The Board of Directors has the powers and duties necessary for the administration of the affairs of the Association and for the operation and maintenance of the Common Areas. The Board may do all such acts and things as required by law, by these Bylaws, by the Declaration, or such acts and things directed to be exercised and done or such acts and things directed to be exercised and done exclusively by the Members, or without prejudice to such foregoing general powers and duties and such powers and duties as are set forth in the Declaration, the Board of Directors is vested with, and responsible for, the following powers and duties:

(a) The power and duty to select, appoint and remove all officers, agents and employees of the Association, to prescribe such powers and duties for them as may be consistent with law, the Articles of Incorporation, the Declaration and these Bylaws; to fix their compensation and to require from them security for faithful service when deemed advisable by the Board;

(b) The power and duty to conduct, manage and control the affairs and business of the Association, and to make and enforce such rules and regulations therefore consistent with the law, with the Articles of Incorporation, the Declaration and these Bylaws, as the Board may deem necessary or advisable;

(c) The power and duty to fix and levy from time to time Private Roadway Maintenance assessments, regular annual assessments and special assessments upon the Members, as provided in the Declaration, to determine and fix the due date upon which the same shall become delinquent; provided, however, that such assessments shall be fixed and levied only to provide for the payment of taxes and assessments upon real or personal property owned, leased, controlled or occupied by the Association, or for the payment of expenses for labor rendered or materials or supplies used and consumed, or equipment and appliances furnished for the maintenance, improvement or development of such property or for the payment of any and all obligations in relation thereto, or in performing or causing to be performed any of the purposes of the Association for the health, safety, general benefit and welfare of its Members, in accordance with the provisions of the Declaration. Subject to any limitations imposed by the Declaration and these Bylaws, the Board of Directors shall have the power and duty to incur any and all such expenditures for any of the foregoing purposes and to provide, or cause to be provided, adequate funds for replacements as it shall deem to be necessary or advisable in the interest of the Association or welfare of its Members. The funds collected by the Board of Directors from Members, attributable to replacement funds, for maintenance costs recurring less frequently than annually, and for capital improvements, shall at all times be held in trust for the Members and shall not be commingled with other assessments collected from the Members. Such Private Roadway Maintenance Assessments, Annual Assessments and Special Assessments shall be fixed in accordance with the provisions of these Bylaws and the Declaration. Should any Member fail to pay such assessments before delinquency, the Board of Directors in its discretion is authorized to enforce the payment of such delinquent assessments as provided herein and in the Declaration.

(d) The power and duty to enforce the provisions of the Declaration;

(e) The power and duty to contract for and pay fire, casualty, errors and omissions, blanket liability, malicious mischief, vandalism, and other insurance, insuring the Members, the Association, the Board of Directors and other interested parties, in accordance with the provisions of the Declaration, insuring, covering and protecting against such damages or injuries as the Board deems advisable (which may include without limitation, medical expenses of persons injured on the Property). The Board shall review, not less frequently than annually and in advance of expiration dates, all insurance policies and bonds obtained on behalf of the Association by the Board or by agents of the Association;

(f) The power and duty to contract and pay for repairs, maintenance, gardening, utilities, materials and supplies, and services relating to the Property and to employ personnel necessary for the operation of the Property and to keep in good order, condition and repair, all of the Common Properties and all items of personal property used in the enjoyment of the entire premises, including the power to contract and pay for legal and accounting services, and to contract for and pay for Improvements on the common areas;

(g) The power and duty to accept assignment of or enter into license and/or maintenance agreements with any city, Travis and Burnet Counties, or other appropriate governmental authority to construct, maintain, repair and replace landscape improvements and irrigation systems within any public right-of-way crossing or abutting the Property;

(h) The power, but not the duty, to delegate its powers according to law;

(i) The power and the duty to grant and maintain easements where necessary for utilities, sewer facilities and other public purposes to serve the Property;

(j) The power and duty to adopt such rules and regulations ("Rules") as the Board may consider necessary for the management of the Property, which Rules shall become effective and binding after (1) they are adopted by a majority of the Board at a duly called meeting, and (2) they are either mailed or otherwise delivered to each Member, and (3) they are posted in a conspicuous place on the Common Areas, or recorded. Such Rules may address, without limitation, use of the Common Areas, signs, parking restrictions, minimum standards of property maintenance, and any other matter within the jurisdiction of the Association as provided in the Declaration; provided, however, that such Rules shall be enforceable only to the extent that they are consistent with the Declaration, the Articles of Incorporation and these Bylaws; and the Rules may not be used to amend any of said documents;

(k) The power and duty to keep, or cause to be kept, a complete record of all acts and corporate affairs of the Association and to present a statement thereof to the Members at the annual meeting of the Members and at any other time that such statement is requested by Members representing at least fifty percent (50%) of the total voting power of the Association;

(l) The power, but not the duty, to sell personal property of the Association; provided, however, that the prior vote or written approval of the Members entitled to cast at least a majority of the voting power of the Association must be obtained to sell, during any fiscal year, personal property of the Association;

(m) The irrevocable right of access to each Lot at reasonable hours as may be necessary for the maintenance, repair replacement of any Improvements to the Common Areas to prevent damage to the Common Areas;

(n) The irrevocable right of access to each Lot at any hour for the purpose of making emergency repairs necessary to prevent additional damage to the Common Areas;

(o) The power, but not the duty, to borrow funds to pay for any expenditure or outlay required pursuant to authority granted by the provisions of the Declaration and these Bylaws, and to execute all such instruments evidencing such indebtedness as the Board of Directors may deem necessary;

Date of Original Bylaws: February 16, 2000 (now revoked)

Date of Adoption of Amendments and Restatements: February 20, 2010

Date of Adoption of Amendments and Restatements: January 25, 2020

Date of Adoption of Amendments and Restatements: June 21, 2023

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(p) The power and the duty to establish a bank account or accounts for the common treasury and for all separate funds which are required or may be considered advisable by the Board of Directors;

(q) The power and duty to make repairs, additions, alterations and Improvements to the Common Areas consistent with managing the Project in a manner keeping with the character and quality of the neighborhood in which it is located, and consistent with the best interests of the Lot Owners, the Declaration, and these Bylaws; to protect and defend the entire Common Areas from loss and damage by suit or otherwise;

(r) To protect and defend the entire Common Areas from loss and damage by suit or otherwise;

(s) To keep and maintain full and accurate books and records showing all of the receipts, expenses or disbursements and to permit examination thereof at any reasonable time by each of the Lot Owners and any first mortgagee of a Lot, and, if a majority of the Board of Directors so elects, to cause a complete audit of the books and accounts to be made by a competent accountant, once each year. The Association, if directed to do so by the Board of Directors, shall cause to be prepared and made available upon request annually to each Owner an audited statement showing all receipts, expenses or disbursements since the last such statement. Such audited financial statement, if prepared, shall be available to any first mortgagee of a Lot, on request, within one hundred eighty (180) days following the fiscal year end of the Association; and

(t) In general, to carry on the administration of this Association and to do all of those things, necessary and reasonable, in order to carry out the communal aspect of the Common Areas.

(u) The power to contract with Declarant and other persons on such terms and provisions as the Board shall determine, to operate and maintain any common area or to provide any service or perform any function on behalf of Declarant or any person.

(v) Any individual expenditure under this Article shall be limited to an amount established annually at the Annual Meeting of the Members by the Board of Directors. Any expenditure exceeding this amount must be approved by a vote of at least 51% of the Members voting.

ARTICLE FIVE

Directors

Section 11. Special Meetings of the Board of Directors. Notice of the call of a Special Meeting shall be made known to each of the Directors and Association members not later than three (3) days prior to the day for which such meeting is called. Notice to each Director shall be by e-mail or telephone. Notice to Association members shall be 1) posted in a conspicuous manner reasonably designed to provide notice to Association members, 2) on any Internet website available to Association members that is maintained by the Association or by a management company on behalf of the Association [other Internet media], and 3) by e-mail to each Lot Owner who has registered an e-mail address with the Association. The purpose of the Special Meeting of the Board of Directors shall be specified.

ARTICLE SIX

Committees of The Board

Section 6. The Architectural Review Committee. The Architectural Review Committee (ARC) shall consist of a Chairman and at least two (2) but no more than six (6) additional members of the Association. No member of the ARC, including the Chairman, shall include any Director, any Director's spouse or

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family member, or any Director's co-habitant unless otherwise allowed by the Texas Property Code. Its purpose is to review plans submitted for approval by POA members for the construction of improvements upon CRS properties, determine the compliance of the proposed improvements with the CCRs, request of the applicant(s) as much information as is needed during the review, and arrive at an approval status. The ARC may designate Advisory Members for a fixed period, shall be responsible to the Board of Directors, and shall provide monthly and annual reports of all activities and decisions. Refer to the CRS POA CCRs for detailed requirements for improvements.

ARTICLE TWELVE MISCELLANEOUS

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents, 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. Such contract must be presented to the Board for approval prior to execution.

ARTICLE TWELVE MISCELLANEOUS

Section 8. Financial Records.

8.1. Records. The Association shall maintain current true and accurate financial records with full and correct entries made with respect to all financial transactions of the Association, including all income and expenditures, in accordance with generally accepted accounting practices.

8.2. Annual Reports. Based on these records, the Board of Directors shall annually prepare or approve a report of the financial activity of the Association for the preceding year. The report must conform to accounting standards as promulgated by the American Institute of Certified Public Accountants and must include a statement of support, revenue, and expenses and changes in full balances, a statement of functional expenses, and balance sheet for all funds.

8.3. Location of Financial Records and Reports. All records, books, and annual reports of the financial activity of the Association shall be kept at the registered office or principal office of the Association in the state for at least three years after the closing of each fiscal year and shall be available to all Lot Owners and their First Mortgagees for inspection and copying there during normal business hours. The Association may charge for the reasonable expense of preparing a copy of a record or report.

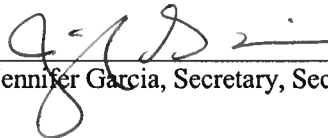
8.4. Audit of Financial Records. The Board of Directors shall conduct an independent audit of its financial records within thirty (30) days following a vacancy in the position of Treasurer.

ARTICLE FOURTEEN CONFLICT

Every effort is made to maintain compliance with applicable provisions of the Texas Property Code. In the case of a conflict between the Bylaws and applicable provisions of the Texas Property Code, the latter shall control. In the case of a conflict between the Articles of Incorporation and the Bylaws, the Articles shall control and in case of conflict between the Declarations and these Bylaws, the Declaration shall control.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected Secretary of Canyon Ridge Springs Property Owners Association, Inc., a Texas non-profit corporation, and that the foregoing Bylaws constitute the Bylaws of the Association, as amended, restated, and duly approved by Board of Directors on June 21, 2023 and adopted by majority vote of the members of the Canyon Ridge Springs Property Owners Association on June 5, 2023. As such, the foregoing Bylaws revoke and replace any and all previous Bylaws of the Canyon Ridge Springs Phase One Property Owners Association, Inc., originally recorded on February 16, 2000.




Jennifer Garcia, Secretary, Secretary, CRS POA

October 25, 2023
Date

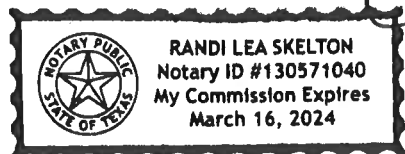
ACKNOWLEDGMENT

State of Texas
County of Burnet

This instrument was acknowledged before me on the 25th, Oct, 2023 by Jennifer Garcia, Secretary of Canyon Ridge Springs Property Owners Association, a Texas non-profit corporation, on behalf of said corporation.



Notary Public



(Seal)



FILED AND RECORDED
OFFICIAL PUBLIC RECORDS

Dyana Limon-Mercado

Dyana Limon-Mercado, County Clerk
Travis County, Texas

2023122494

Oct 27, 2023 02:00 PM

Fee: \$50.00

LOPEZS