

Standing Rules

Cypress Creek Homeowners Association

Cedar Park, Texas

c/o Alliance Association Management
600 round Rock West Drive, Suite 601
Round Rock, TX 78681

From time to time the Board of Directors may pass standing rules to conduct business in accordance with the Bylaws, Article VII, section 7.1(a). These rules were passed by the Board of Directors and are listed here for easy reference.

Added 3/10/05 as approved by the Board of Directors

“Section 7.2 of the CCHOA By-laws requires that the Board keep “a complete record of all its action and corporate affairs and present a statement thereof to members at the annual meeting of the members, or any special meeting, when such statement is requested in writing by members who are entitled to cast 51% of all outstanding votes.” This means, records of the votes of the Board, records of the Board minutes, and items of that nature. A Board “act” and the Association’s “corporate affairs,” do not include various informal e-mails between board members or board members and the Association’s attorney, etc. Therefore, those documents are not maintained as “records” of the Association.

Article 10 of the By-Laws says that “the books, records and papers of the Association shall at all times during reasonable business hours be subject to inspection by any member.” However, it does not require the Board keep a record of every scrap of paper or every email or a log of every phone call between Board members or anyone else. The only duty Alliance, as agent of the CCHOA, has as far as record retention is to keep a complete record of all Board “acts and corporate affairs.”

Also, no communication between the Board and its Attorneys’ will be produced. Those communications are privileged attorney-client communications and not subject to disclosure.”

Suspend Association Members Voting Rights: The Board reaffirms its long standing practice of automatically suspending the voting rights of members who are past due, whether because of annual dues or special assessments. Passed July 2, 2004, Board of Directors Meeting.

Payment of Legal Fees: Legal fees must be reviewed and approved by at least one Board Member before being paid by Alliance, as it is a non line item expense. Passed June 3, 2004, Board of Directors Meeting.

Board Members Voting Rights: Board of Director members, whose association accounts are in arrears, are not eligible to vote at board meetings, and their attendance at Board of Director meetings will not count for a quorum. Board members whose association accounts are in arrears more than three months will be removed from the

board of directors. Passed August 5, 2004, Board of Directors Meeting.

General Meeting: That the agenda for the General Meeting be made available prior to the General Meeting through normal means of communication.

Board of Director-s Meeting: That the agenda for the Board of Director's meeting be made available at the beginning of the Board of Director's meeting due to the dynamic nature of the agenda.