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SECRETARY'S CERTIFICATE



STATE OF TEXAS \$ \$ KNOW ALL MEN BY THESE PRESENTS: COUNTY OF TRAVIS \$

The undersigned, JoAnn Hazlewood, qualified and acting Secretary of The Villas at Flintrock Condominium Association, Inc., a Texas non-profit corporation (the "Association"), hereby certifies on behalf of the Association that this instrument is a true and correct copy of Bylaws of Villas at Flintrock Condominium Association, Inc., (A Texas Nonprofit Corporation) (the "Bylaws"), which were properly adopted by the Association and attached hereto as Exhibit A.

IN WITNESS WHEREOF, the undersigned has executed this certificate as Secretary on behalf of the Association on the H day of () 2013.

JoAnn Hazlewood, Secretary

STATE OF TEXAS
COUNTY OF TRAVIS

This instrument was acknowledged before me on 14 day of 0000, 2013, by JoAnn Hazlewood, Secretary of Villas at Flintrock Condominium Association, Inc. on behalf of said non-profit corporation.

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Notary Public

EXHIBIT A

BYLAWS

OF

VILLAS AT FLINTROCK CONDOMINIUM ASSOCIATION, INC.

(A Texas Nonprofit Corporation)

ARTICLE 1

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INTRODUCTION

- 1.1. PURPOSE OF BYLAWS. These bylaws provide for the governance of the VILLAS AT FLINTROCK CONDOMINIUM ASSOCIATION, INC. pertaining to the VILLAS AT FLINTROCK, INC. CONDOMINIUM REGIME (the "Condominium"), located in Travis County, Texas, subject to and more fully described in the Declaration of Condominium Regime for Villas at Flintrock, Inc. recorded in Document No. 2003181059, and amended by Supplemental Declaration in Document No. 2003181060 of the Official Public Records of Travis County, Texas (as amended, the "Declaration").
- 1.2. PARTIES TO BYLAWS. Unless expressly excepted or exempted in the Declaration, all present or future owners of Condominium units and all other persons who use or occupy the Condominium or any portion of the Condominium in any manner are subject to these bylaws and the other governing documents as defined below. The mere acquisition or occupancy of a Condominium unit or units ("Unit" or "Units") will signify that these bylaws are accepted, ratified, and will be strictly followed.
- 1.3. <u>DEFINITIONS</u>. Words and phrases defined in the Declaration shall have the same meanings when used in the Bylaws. Unless defined otherwise in the Declaration or in these Bylaws, words and phrases defined in Section 82.003 of the Texas Uniform Condominium (Act (the "Act") shall have the same meaning when used in these bylaws. The following words and phrases shall have specified meanings when used in these bylaws:
 - a. "Declarant" means HPK VENTURES, LTD., a Texas limited partnership, or its successor, as identified in the Declaration.
 - b. "Director" means a director of the Association.
 - c. "Governing documents" means, collectively, the Declaration, these Bylaws, the Articles of Incorporation of the Association, and the rules and regulations of the Association (if any), as any of these may be promulgated or amended from time to time.

- d. "Majority" means more than 50 percent.
- e. "Member" means a member of the Association, each member being an owner of a Unit in the Condominium, unless the context indicates that member means a member of the Board of Directors or a member of a committee of the Association.
- "President," "Secretary," "Treasurer," and "Vice-President" mean, respectively, the president, vice-president, secretary, and treasurer and, if appointed by the Board, any additional officers of the Association.
- g. "Resident" means the occupant of a residence on a Unit or Units in the Condominium, whether or not such occupant is an owner of a Unit.
- 1.4. NONPROFIT PURPOSE. The Association is not organized for profit.
- 1.5. COMPENSATION. A Director, Officer, Member, or Resident shall not be entitled to receive any pecuniary profit from the operation of the Association, and no funds or assets of the Association may be paid as a salary or as compensation to, or be distributed to, or inure to the benefit of a Director, Officer, Member, or Resident; provided however:
 - a. that reasonable compensation may be paid to a Director, Officer, Member, or Resident for services actually rendered to the Association:
 - b. that a Director, Officer, Member, or Resident may, from time to time, be reimbursed for his or her actual and reasonable expenses incurred on behalf of the Association in connection with the administration of the affairs of the Association, provided such expense has been approved by the Board; and
 - c. that this provision does not apply to distributions to Unit owners permitted or required by the Declaration or the Act.
- 1.6. GENERAL POWERS AND DUTIES. The Association, acting through the Board, shall have the powers and duties necessary for the administration of the affairs of the Association and for the operation and maintenance of the Condominium as may be required or permitted by the governing documents and State law. The Association may do any and all things that are lawful and which are necessary, proper, or desirable in operating for the best interests of its members, subject only to the limitations upon the exercise

of such powers as are expressly set forth in the governing documents.

ARTICLE 2

BOARD OF DIRECTORS

- 2.1. NUMBER AND TERM OF OFFICE. The Board shall consist of three persons. Upon election, each Director shall serve a term of two years. A Director takes office upon the adjournment of the meeting or balloting at which he is elected or appointed and, absent death, ineligibility, resignation, or removal, will hold office until his successor is elected or appointed. The number of Directors may be changed by amendment of these bylaws, but shall not be less than three.
- 2.2. QUALIFICATION. No person shall be eligible for election or appointment to the board unless such person is a Member.

EXAMPLES OF QUALIFICATION PROVISIONS

- Entity Member. If a Unit is owned by a legal entity, such as a partnership or corporation, any officer, partner, or employee of that entity Member shall be eligible to serve as a Director and shall be deemed to be a Member for the purposes of this section. If the relationship between the entity Member and the Director representing it terminates, that directorship shall be deemed vacant.
- 2.2.2. Co-Owners. Co-owners of a Unit or Units may serve on the Board at the same time.
- Delinquency. No Member may be elected or appointed as a Director if any assessment against the Member or the Member's Unit is delinquent at the time of election or appointment. No Member may continue to serve as a Director if any assessment against the Member or the Member's Unit is more than 90 days delinquent.
- 2.3. ELECTION. Directors shall be elected by the Members. The election of Directors shall be conducted at the annual meeting of the Association, at any special meeting called for that purpose, or by mail, facsimile transmission, or a combination of mail and facsimile transmission.
- 2.4. VACANCIES. Vacancies on the Board caused by any reason, except the removal of a Director by a vote of the Association, 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. Each Director so elected shall serve out the remaining term of that Director's predecessor.

2.5. <u>REMOVAL OF DIRECTORS</u>. At any annual meeting or special meeting of the Association, any one or more of the Directors may be removed with or without cause by Members representing at least two-thirds of the votes present in person or by proxy at such meeting, and a successor shall then and there be elected to fill the vacancy thus created. Any Director whose removal has been proposed by the Members shall be given an opportunity to be heard at the meeting.

2.6. MEETINGS OF THE BOARD.

- 2.6.1. Organizational Meeting of the Board. Within 10 days after the annual meeting, the Directors shall convene an organizational meeting for the purpose of electing officers. The time and place of such meeting shall be fixed by the Board and announced to the Directors.
- 2.6.2. Regular Meetings of the Board. 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 at least one such meeting be held each calendar quarter. Notice of regular meetings of the Board shall be given to each Director, personally or by telephone or written communication, at least three days prior to the date of such meeting.
- 2.6.3. Special Meetings of the Board. Special meetings of the Board may be called by the President or, if he is absent or refuses to act, the Secretary, or by any two Directors. At least three days notice shall be given to each Director, personally or by telephone or written communication, which notice shall state the place, time and purpose of such meeting.
- 2.6.4. Conduct of Meetings. The President shall preside over all meetings of the Board and the Secretary shall keep, or cause to be kept, a record for all resolutions adopted by the Board and a record of all transactions and proceedings occurring at such meetings. When not in conflict with law or the governing documents, the then current edition of Robert's Rules of Order shall govern the conduct of the meetings of the Board.
- 2.6.5. Quorum. At all meetings of the Board, a majority of Directors shall constitute a quorum for the transaction of business, and the acts of the majority of the Directors present at a meeting at which a quorum is present shall be the acts of the Board. If less than a quorum is present at any meeting of the Board, the majority of those present may adjourn the meeting from time to time. At any such reconvened meeting at which a quorum is present, any business which might have been transacted at the meeting as originally called may be transacted without further notice.

- 2.6.6. Open Meetings. Regular and special meetings of the Board shall be open to Members of the Association; provided that Members who are not Directors may not participate in any deliberations or discussions unless the Board expressly so authorizes at the meeting. The Board may adjourn any meeting and reconvene in executive session to discuss and vote upon personnel matters, litigation in which the Association is or may become involved, and orders of business of a similar or sensitive nature or as provided in the Act. The nature of any and all business to be considered in executive session shall first be announced in open session.
- 2.6.7. Telephone Meetings. Members of the Board or any committee of the Association may participate in and hold meetings of the Board or committee by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in such meeting shall constitute presence in person at the meeting, except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.
- 2.6.8. Action Without a Meeting. Any action required or permitted to be taken by the Board at a meeting may be taken without a meeting, if all of the Directors individually or collectively consent in writing to such action. The written consent shall be filed with the minutes of the Board. Action by written consent shall have the same force and effect as a unanimous vote.
- 2.7. <u>LIABILITIES AND STANDARD OF CARE</u>. In performing their duties, the Directors are required to exercise certain standards of care and are subject to certain liabilities, including but not limited to the requirements of the Texas Corporation Act and the Act.
- 2.8. PÓWERS AND DUTIES. The Board shall have all the powers and duties necessary for the administration of the Association and for the operation and maintenance of the Condominium. The Board may do all such acts and things except those which, by law or the governing documents are reserved to the Members and may not be delegated to the Board. Without prejudice to the general and specific powers and duties set forth in laws or the governing documents, or such powers and duties as may hereafter be imposed on the Board by resolution of the Association, the powers and duties of the Board shall include, but shall not be limited to, the following:
- 2.8.1. Appointment of Committees. The Board by resolution, may from time to time designate standing or ad hoc committees to advise or assist the Board with its responsibilities.

The resolution shall establish the purposes and powers of each committee created, provide for the appointment of its Members, as well as a chairman, and shall provide for reports, termination, and other administrative matters deemed appropriate by the Board. Members of committees shall be appointed from among the Owners and Residents.

- 2.8.2. <u>Manager</u>. The Board may employ a manager or managing agent for the Association, at a compensation established by the Board, to perform duties and services authorized by the Board.
- 2.8.3. <u>Fines</u>. The Board may levy fines for each day or occurrence that a violation of the governing documents persists after notice and hearing, provided the amount of the fine does not exceed the amount deemed reasonably necessary to ensure compliance with the governing documents.
- 2.8.4. <u>Delinquent Accounts</u>. The Board may establish, levy, and collect reasonable late charges for Members' delinquent accounts, provided the rate of interest does not exceed 18 percent or the maximum rate permitted by State law, whichever is smaller.
- 2.8.5. Fidelity Bonds. The Board shall require that all Officers, agents, and employees of the Association handling or responsible for Association funds shall furnish adequate fidelity bonds. The premiums on such bonds may be a common expense of the Association.
- 2.8.6. <u>Ex-Officio Directors</u>. The Board may, from time to time, designate one or more persons as ex-officio members of the Board, pursuant to the Texas Corporation Act.

ARTICLE 3

OFFICERS

- 3.1. <u>DESIGNATION</u>. The principal officers of the Association shall be the president, the vice-president, the secretary, and the treasurer. The Board may appoint such other officers and assistant officers as it deems necessary. The president and secretary shall be Directors. Other officers may, but need not, be Members or Directors. Any two offices may be held by the same person, except the offices of president and secretary. If an officer is absent or unable to act, the Board may appoint a Director to perform the duties of that officer and to act in place of that officer, on an interim basis.
- 3.2. <u>ELECTION OF OFFICERS</u>. The officers shall be elected no less than annually by the Directors at the organizational meeting of the Board and shall hold office at the pleasure of the

Board. Except for resignation or removal, officers shall hold office until their respective successors have been designated by the Board.

- 3.3. REMOVAL AND RESIGNATION OF OFFICERS. A majority of Directors may remove any Officer, with or without cause, at any regular meeting of the Board or at any special meeting of the Board called for that purpose. A successor may be elected at any regular or special meeting of the Board called for that purpose. An Officer may resign at any time by giving written notice to the Board. Unless the notice of resignation states otherwise, it is effective when received by the Board and does not require acceptance by the Board. The resignation or removal of an Officer who is also a Director does not constitute resignation or removal from the Board.
- 3.4. STANDARD OF CARE. In performing their duties, the Officers are required to exercise the standards of care provided by the governing documents and the Texas Corporation Act and the Act.

3.5. DESCRIPTION OF PRINCIPAL OFFICES.

- 3.5.1. President. As the chief executive officer of the Association, the president shall: (i) preside at all meetings of the Association and of the Board; (ii) have all the general powers and duties which are usually vested in the office of president of the corporation organized under the laws of the State of Texas; (iii) have general supervision, direction, and control of the business of the Association, subject to the control of the Board; and (iv) see that all orders and resolutions of the Board are carried into effect.
- 3.5.2 <u>Vice-President</u>. The Vice-President shall perform the duties of the President in the absence of the President.
- 3.5.2. Secretary. The secretary shall: (i) keep the minutes of all meetings of the Board and of the Association; (ii) have charge of such books, papers, and records as the Board may direct; (iii) maintain a record of the names and addresses of the members for the mailing of notices; and (iv) in general, perform all duties incident to the office of secretary.
- 3.5.3 <u>Treasurer</u>. The treasurer shall: (i) be responsible for Association funds; (ii) keep full and accurate financial records and books of account showing all receipts and disbursements; (iii) prepare all required financial data and tax returns; (iv) deposit all monies or other valuable effects in the name of the Association in such depositories as may from time to time be designated by the Board; (v) prepare the annual and supplemental budgets of the Association; (vi) review the accounts

of the managing agent on a monthly basis in the event such managing agent is responsible for collecting and disbursing Association funds; and (vii) perform all the duties incident to the office of treasurer.

3.6. AUTHORIZED AGENTS. Except when the governing documents require execution of certain instruments by certain individuals, the Board may authorize any person to execute instruments on behalf of the "Association. In the absence of Board designation, the president, vice-president, secretary and treasurer shall be the only persons authorized to execute instruments on behalf of the Association.

ARTICLE 4

MEETINGS OF THE ASSOCIATION

- 4.1. ANNUAL MEETING. An annual meeting of the Association shall be held during the month of January of each year. At annual meetings the Members shall elect Directors in accordance with these bylaws. The Members may also transact such other business of the Association as may properly come before them.
- 4.2. SPECIAL MEETINGS. It shall be the duty of the president to call a special meeting of the Association if directed to do so by a majority of the Board or by a petition signed by Members representing at least 20 percent of the votes in the Association. Such meeting shall be held within 30 days after the Board resolution or receipt of petition. The notice of any special meeting shall state the time, place, and purpose of such meeting. No business, except the purpose stated in the notice of the meeting, shall be transacted at a special meeting.
- 4.3. PLACE OF MEETINGS. Meetings of the Association shall be held at the Condominium or at a suitable place convenient to the Members, as determined by the Board.
- 4.4. NOTICE OF MEETINGS. At the direction of the Board, written notice of meetings of the Association shall be given to an owner of each Unit at least 10 days but not more than 60 days prior to such meeting. Notices of meetings shall state the date, time, and place such meeting is to be held. Notices shall identify the type of meeting as annual or special, and shall state the particular purpose of a special meeting. Notices may also set forth any other items of information deemed appropriate by the Board.
- 4.5. INELIGIBILITY. The Board may determine that no Member may (i) receive notice of meetings of the Association, (ii) vote at meetings of the Association, or (iii) be elected to serve as a director if the Member's financial account with the Association is

in arrears on the record dates provided below, provided each ineligible Member shall be given notice of the arrearage and an opportunity to become eligible. The Board may specify the manner, place, and time for payment for purposes of restoring eligibility.

4.6. RECORD DATES.

- 4.6.1. Determining Notice Eligibility. The Board shall frx a date as the record date for determining the Members entitled to notice of a meeting of the Association. The record date may not be more than 60 days before the date of a meeting of the Association at which Members will vote.
- 4.6.2. Determining Voting Eligibility. The Board shall fix a date as the record date for determining the Members entitled to vote at a meeting of the Association. The record date may not be more than 60 days before the date of a meeting of the Association at which Members will vote.
- 4.6.3. Determining Rights Eligibility. The Board shall fix a date as the record date for determining the Members entitled to exercise any rights other than those described in the preceding two paragraphs. The record date may not be more than 60 days before the date of the action for which eligibility is required, such as nomination to the Board.
- 4.6.4. Adjournments. A determination of Members entitled to notice of or to vote at a meeting of the Association is effective for any adjournment of the meeting unless the Board fixes a new date for determining the right to notice or the right to vote if the meeting is adjourned to a date more than 90 days after the record date for determining Members entitled to notice of the original meeting.
- 4.7. <u>VOTING MEMBERS LIST</u>. The Board shall prepare and make available a list of the Association's voting Members in accordance with the Texas Non-Profit Corporation Act.
- 4.8. QUORUM. At any meeting of the Association, the presence in person or by proxy of Members entitled to cast at least 51% percent of the votes that may be cast for election of the Board shall constitute a quorum. Members present at a meeting at which a quorum is present may continue to transact business until adjournment, notwithstanding the withdrawal, during the course of the meeting, of Members constituting a quorum.
- 4.9. <u>VOTES</u>. The vote of Members representing at least a majority of the votes cast at any meeting at which a quorum is present shall be binding upon all Members for all purposes, except when a higher percentage is required by these Bylaws, the Declaration, or by law. There shall be no cumulative voting. Each

Unit is allocated one vote, except as to the Declarant as may be specified in the Declaration.

- 4.9.1. <u>Co-Owned Unit</u>. If a Unit is owned by more than one Member, the vote appurtenant to that Unit shall be cast by the Member present at the meeting or voting by proxy. If a Unit is owned by more than one Member and more than one Member is present or voting by proxy, the vote shall be counted on the basis of the majority of those voting as to that Unit.
- 4.9.2. Entity-Owned Unit. If a Unit is owned by a corporation or limited liability company, the vote appurtenant to that Unit may be cast by any Officer of the corporation or company in the absence of express notice of the designation of a specific person by the Board or bylaws or regulations of the owning corporation or company. The vote of a partnership may be cast by any general partner of the owning partnership in the absence of express notice of the designation of a specific person by the owning partnership. The person presiding over a meeting or vote may require reasonable evidence that a person voting on behalf of a corporation, company or partnership is qualified to vote.
- 4.9.3. <u>Association-Owned Unit</u>. The Association, acting through the Board, shall be allocated one vote per Unit owned by the Association.
- 4.10. PROXIES. Votes may be cast in person or by written proxy. To be valid, each proxy shall (i) be signed and dated by a Member or his attorney-in-fact; (ii) identify the Unit to which the vote is appurtenant; (iii) name the person in favor of whom the proxy is granted, such person having agreed to exercise the proxy; (iv) identify the purpose or meeting for which the proxy is given; (v) not purport to be revocable without notice; and (vi) be delivered to the secretary or to the person presiding over the Association meeting for which the proxy is designated. Unless the proxy specifies a shorter or longer time, it shall terminate one year after its date. To revoke a proxy, the granting Member must give actual notice of revocation to the person presiding over the Association meeting for which the proxy is designated. Unless revoked, any proxy designated for a meeting which is adjourned, recessed, or rescheduled shall be valid when such meeting reconvenes.
- 4.11. <u>CONDUCT OF MEETINGS</u>. The president, or any person designated by the Board, shall preside over meetings of the Association. The secretary shall keep, or cause to be kept, the minutes of the meeting which shall record all resolutions adopted and all transactions occurring at the meeting, as well as a record of any votes taken at the meeting. The person presiding over the meeting may appoint a parliamentarian. The then current edition of Robert's Rules of Order shall govern the conduct of all meetings of

the Association when not in conflict with the governing documents. Votes shall be tallied by tellers appointed by the person presiding over the meeting.

- 4.12. ORDER OF BUSINESS. Unless the notice of meeting states otherwise, the order of business at meetings of the Association shall be as follows:
 - Determine votes present by roll call or check-in procedure
 Announcement of quorum
 Proof of notice of meeting
 Reading and approval of minutes of preceding meeting
 Reports
 Election of Directors (when required)
 Unfinished or old business
 New business
- 4.13. ADJOURNMENT OF MEETING. At any meeting of the Association, a majority of the Members present at that meeting, either in person or by proxy, may adjourn the meeting to another time.
- 4.14. ACTION WITHOUT MEETING. Subject to Board approval, any action which may be taken by a vote of the Members at a meeting of the Association may also be taken without a meeting by written consents. The Board may permit Members to vote by ballots delivered by hand, mail, facsimile transmission, or any combination of these. Written consents by Members representing at least a majority of votes in the Association, or such higher percentage as may be required by the governing documents, shall constitute approval by written consent. This Paragraph may not be used to avoid the requirement of an annual meeting.
- 4.15. TELEPHONE MEETINGS. Members of the Association may participate in and hold meetings of the Association by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in such meeting shall constitute presence in person at the meeting, except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

ARTICLE 5

RULES

5.1. RULES. The Board shall have the right to establish and amend, from time to time, reasonable rules and regulations for:

- (i) the administration of the Association and the governing documents; (ii) the maintenance, management, operation, use, conservation, and beautification of the Condominium; and (iii) the health, comfort, and general welfare of the residents; provided, however, that such rules may not be in conflict with law or the governing documents. The Board shall, at all times, maintain the then current and complete rules in a written form which can be copied and distributed to the Members. Rules need not be recorded in the county's real property records.
- 5.2. ADOPTION AND AMENDMENT. Any rule may be adopted, amended, or terminated by the Board, provided that the rule and the requisite Board approval are properly recorded as a resolution in the minutes of the meeting of the Board.
- 5.3. NOTICE AND COMMENT. The Board shall give written notice to an owner of each Unit of any amendment, termination, or adoption of a rule, or shall publish same in a newsletter or similar publication which is circulated to the Members, at least 10 days before the rule's effective date. The Board may, but shall not be required, to give similar notice to residents who are not Members. Any Member or resident so notified shall have the right to comment orally or in writing to the Board on the proposed action.
- 5.4. <u>DISTRIBUTION</u>. Upon request from any Member or resident, the Board shall provide a current and complete copy of the rules. Additionally, the Board shall, from time to time, distribute copies of the current and complete rules to an owner of each Unit and, if the Board so chooses, to non-Member residents.

ARTICLE 6

ENFORCEMENT

The violation of any provision of the governing documents shall give the Board the right, after notice and hearing, except in case of an emergency, in addition to any other rights set forth in the governing documents:

a. To enter the Unit on which, or as to which, the violation or breach exists and to summarily abate and remove, at the expense of the defaulting Owner, any structure, thing, or condition (except for additions or alterations of a permanent nature that may exist on that Unit) that is existing and creating a danger to the Condominium contrary to the intent and meaning of the provisions of the governing documents. The Board shall not be deemed liable for any manner of trespass by this action; or

b. to enjoin, abate, or remedy by appropriate legal proceedings, either at law or in equity, the continuance of any breach.

ARTICLE 7

OBLIGATIONS OF THE OWNERS

- 7.1 NOTICE OF SALE. Any Owner intending to sell that Owner's Unit or any interest therein shall give written notice to the Board of such intention, together with (i) the address or legal description of the Unit being conveyed, (ii) the name and address of the intended purchaser, (iii) the name, address, and phone number of the title company or attorney designated to close such transaction, (iv) names and phone numbers of real estate agents, if any, representing seller or purchaser, and (v) scheduled date of closing. An Owner shall furnish this information to the Board no less than 10 working days before the date of conveyance or any interest therein.
- 7.2. PROOF OF OWNERSHIP. Except for those Owners who initially purchase a Unit from Declarant, any person, on becoming an Owner of a Unit, shall furnish to the Board evidence of ownership in the Unit, which copy shall remain in the files of the Association. A Member shall not be deemed to be in good standing nor be entitled to vote at any annual or special meeting of the Association unless this requirement is first met. This requirement may be satisfied by receipt of a Board-approved form that is completed and acknowledged by a title company or attorney at time of conveyance of the Unit or any interest therein.
- 7.3. OWNERS' ADDRESSES. The Owner or the several co-Owners of a Unit shall register and maintain one mailing address to be used by the Association for mailing of monthly statements, notices, demands, and all other communications. The Owner shall keep the Association informed of the Member's current mailing address. If an Owner fails to maintain a current mailing address with the Association, the address of that Owner's residence shall be deemed to be his mailing address.
- 7.4. <u>REGISTRATION OF MORTGAGEES</u>. An Owner who mortgages that Owner's Unit shall furnish the Board with the name and mailing address of that Owner's mortgagee.
- 7.5. ASSESSMENTS. All Owners shall be obligated to pay assessments imposed by the Association to meet the common expenses as defined in the Declaration. A Member shall be deemed to be in good standing and entitled to vote at any meeting of the Association if that Member is current in the assessments made or levied against that Member and that Member's Unit.

7.6. <u>COMPLIANCE WITH DOCUMENTS</u>. Each Owner shall comply with the provisions and terms of the governing documents, and any amendments thereto. Further, each Owner shall always endeavor to observe and promote the cooperative purposes for which the Condominium was established.

ARTICLE 8

ASSOCIATION RECORDS

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- 8.1. RECORDS. The Association shall use all reasonable efforts to keep the following records:
 - a. Minutes or a similar record of the proceedings of meetings of the Association. A recitation in the minutes that notice of the meeting was properly given shall be sufficient evidence that such notice was given.
 - b. Minutes or a similar record of the proceedings of meetings of the Board.
 - c. Names and mailing addresses of the Members, the currency and accuracy of the information being the responsibility of the Members.
 - d. Names and mailing address of the mortgagees, the currency and accuracy of the information being the responsibility of the Members.
 - e. Financial records and books of account for the Association, kept in a manner consistent with generally accepted accounting principles.
 - f. A copy of plans and specifications used to construct any Association improvements in the Condominium.
 - g. A copy of plans and specifications acquired by the Association over time for Members' improvements to the Condominium.
 - h. Copies of income tax returns prepared for the Internal Revenue Service.
 - i. Copies of the governing documents and all amendments to any of these. Also, for at least four years, a record for all votes or written consents by which amendments to the governing documents were approved.
- 8.2. INSPECTION OF BOOKS AND RECORDS. Books and records of the Association shall be made available for inspection and copying pursuant to the Texas Corporation Code and the Act.

8.3. <u>RESALE CERTIFICATES</u>. Any officer may prepare or cause to be prepared, certify, and execute resale certificates in with requests from Members selling their Units. The Association may charge a reasonable fee for preparing resale certificates. The Association may refuse to furnish resale certificates until the fee is paid. Any unpaid fees may be assessed against the Unit for which the certificate is furnished.

ARTICLE 9

NOTICES

- 9.1. CO-OWNERS. If a Unit is owned by more than one person, notice to one co-Owner shall be deemed notice to all co-Owners.
- 9.2. DELIVERY OF NOTICES. Any written notice required or permitted by these bylaws may be given personally, by mail, or by facsimile transmission. If mailed, the notice is deemed delivered when deposited in the U.S. mail addressed to the Member at the address shown on the Association's records. If transmitted by facsimile, the notice is deemed delivered on successful transmission of the facsimile.
- 9.3. WAIVER OF NOTICE. Whenever any notice is required to be given to an Owner, Member, or Director, a written waiver of the notice, signed by the person entitled to such notice, whether before or after the time stated in the notice, shall be equivalent to the giving of such notice. Attendance by a Member or Director at any meeting of the Association or Board, respectively, shall constitute a waiver of notice by such Member or Director of the time, place, and purpose of such meeting. If all Members or Directors are present at any meeting of the Association or Board, respectively, no notice shall be required and any business may be transacted at such meeting.

ARTICLE 10

DECLARANT PROVISIONS

- 10.1. CONFLICT. The provisions of this Article 10 shall control over any provision to the contrary elsewhere in these bylaws.
- 10.2. BOARD OF DIRECTORS. The initial Directors shall be appointed by Declarant. Directors appointed by Declarant may not be removed by the Owners and may be removed by Declarant only, except as otherwise provided by the Act. Declarant has the right to fill vacancies in any directorship vacated by a Declarant appointee.

10.3. ORGANIZATIONAL MEETING. Declarant shall call an organizational meeting of the Members for the purpose of electing Directors, by ballot of Members, at such time as Declarant determines, but in any event not later than the time set forth in the Declaration or the Act, whichever is earlier. Notice of the organizational meeting shall be given as if it were notice of an annual meeting.

ARTICLE 11

AMENDMENTS TO BYLAWS

- 11.1. PROPOSALS. These bylaws may be amended by the Declarant in accordance with the Declaration or the Act and by the Members according to the terms of this Article, the Declaration or the Act. The Association shall provide an owner of each Unit with the exact wording of any proposed amendment. Such wording shall be included in the notice of any annual or special meeting of the Association if such proposed amendment is to be considered at such meeting.
- ` 11.2.CONSENTS. An amendment shall be adopted by the vote, in person, by proxy or by written consents, of Members representing at least a majority of the votes cast or present at a meeting for which a quorum is obtained.
- 11.3. EFFECTIVE. To be effective, each amendment must be in writing, reference the names of the Condominium and the Association, be signed by at least two officers acknowledging the requisite approval of Members, and be delivered to an owner of each Unit at least 10 days before the amendment's effective date. Further, if these bylaws are publicly recorded, the amendment must recite the recording data for the bylaws, be in a form suitable for recording as a real property record, and be delivered to the county clerk for recordation.
- 11.4. DECLARANT PROTECTION. As long as the Declarant owns a Unit in the Condominium, no amendment of these bylaws may affect the Declarant's rights in these Bylaws without the Declarant's written and acknowledged consent. Specifically, this section and Article 10 may not be amended without prior written approval of the Declarant, except as otherwise expressly provided by the Act or the Declaration. The Declarant's written consent shall be part of the amendment instrument.

effect of a general statement shall not be limited by the enumerations of specific matters similar to the general.

- 12.3. FISCAL YEAR. The fiscal year of the Association shall be set by resolution of the Board, and is subject to change from time to time as the Board shall determine. In the absence of a resolution by the Board, the fiscal year shall be the calendar year.
- 12.4. WAIVER. No restriction, condition, obligation, or covenants contained in these bylaws shall be deemed abrogated or waived by reason of failure to enforce the same, irrespective of the number of violations or breaches which may occur.

CERTIFICATE

I, WILLIAM H. AYDAM, HEREBY CERTIFY that the foregoing is a true, complete and correct copy of the bylaws of Villas at Flintrock Condominium Association, a Texas non-profit corporation, as adopted by the initial Board of Directors at its organizational meeting on the 24 day May 2004.

DATED: Manh 24,2004

Villas at Flintroqk Condominium Association

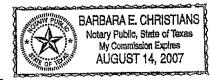
By: William H. Ayram Jr.

President

THE STATE OF TEXAS COUNTY OF TRAVIS

Before me, the undersigned authority, on this 24 day of 2004, personally appeared William H. Aydam Jr., President of Villas at Flintrock Condominiums Inc. on behalf of said corporation.

Notary Public Signature



After Recording Please Return To:
Oberg Properties
1107 RR 620 South
Lakeway, TX 78734

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OFFICIAL PUBLIC RECORDS

Vana De Beaurois

Oct 18, 2013 09:50 AM

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Dana DeBeauvoir, County Clerk Travis County TEXAS

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