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**BYLAWS FOR  
CENTURY OAKS NB HOMEOWNERS ASSOCIATION, INC.**

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# BYLAWS FOR CENTURY OAKS NB HOMEOWNERS ASSOCIATION, INC.

## ARTICLE 1: ASSOCIATION NAME PRINCIPAL OFFICE, AND DEFINITIONS

1.1 Name. The name of the corporation is CENTURY OAKS NB HOMEOWNERS ASSOCIATION, INC. (the "Association"), a Texas nonprofit corporation.

1.2 Principal Office. The principal office of the Association shall be located in the State of Texas. The Association may have such other offices, either within or outside the State of Texas, as the Board of Directors may determine or as the affairs of the Association may require.

1.3 Definitions. The words used in these Bylaws shall be given their normal, commonly understood definitions. Capitalized terms shall have the same meaning as set forth in Exhibit 1, attached hereto and by this reference incorporated herein, unless the context indicates otherwise. When the context requires, singular nouns include the plural and vice versa.

## ARTICLE 2: ASSOCIATION MEMBERSHIP MEETINGS, QUORUM, VOTING, PROXIES

2.1. Membership. The Association shall have Members. "Member" shall have the meaning set forth in the Declaration and shall mean and refer to every person or entity that holds a membership in the Association.

### Voting.

2.2. Number of Votes. Members shall have one (1) equal vote for each Tract in which they hold the interest required for membership under the Declaration; provided, however, there shall be only one (1) vote per Tract and no vote shall be exercised for any property which is exempt from assessment, provided further that notwithstanding anything to the contrary herein, all developer-owned Tracts and those individuals, entities and/or Builders that own in excess of two Tracts shall have voting rights equal to one (1) vote per Tract owned even though some of the Tracts may be exempt from assessments (i.e. an individual owns three Tracts and under the Restrictions is only obligated to pay assessments on two Tracts but still shall have three votes as long as the assessments for the two Tracts are current).

2.3. Additional Classes of Membership. The Declarant may, by Supplemental Declaration, create additional classes of membership for the Owners of Tracts within any Additional Property made subject to the Declaration or these Bylaws, with such rights, privileges and obligations as may be specified in such Supplemental Declaration, in recognition of the different character and intended use of the property subject to such Supplemental Declaration.

2.4. Exercise of Voting Rights by Members. Except as otherwise specified in this Declaration or these Bylaws, the vote for each Tract owned by a Member shall be exercised by the Member representing the Tract. The Member shall cast all such votes in the manner provided in these Bylaws. No vote shall be exercised on behalf of any Tract if any assessment for such Tract is delinquent.

In any situation where a Member is entitled personally to exercise the vote for his or her Tract and there is more than one (1) Owner of such Tract, the vote for such Tract shall be exercised as the co-owners determine among themselves and advise the secretary of the Association in writing prior to the vote being taken. Absent such advice, the Tract's vote shall be suspended if more than one (1) Person seeks to exercise it.

## **Meetings.**

2.5. **Place of Meetings.** Meetings of the Association shall be held at the principal office of the Association or at such other suitable place convenient to the Members as the Board may designate, either within the Century Oaks NB subdivision or as convenient as is possible and practical. Meetings may be held by means of telephone conference, video-conference or similar communications equipment, by means of which all persons participating in the meeting can converse with each other. Participation by one of these methods shall constitute presence in person at such meeting.

2.6. **Annual Meetings.** Meetings shall be of the Members. Regular meetings shall be held annually on a date and at a time set by the Board.

2.7. **Special Meetings.** The president may call special meetings. In addition, it shall be the duty of the president to call a special meeting within thirty (30) days if so directed by resolution of the Board or upon a petition signed by the Members representing at least ten percent (10%) of the total votes in the Association or upon written request of the Declarant.

2.8. **Notice of Meetings.** Written notice stating the place, day, and time of any meeting of the Members shall be delivered to each Member entitled to vote at such meeting, not less than ten (10) nor more than sixty (60) Days before the date of such meeting, by or at the direction of the president or the secretary or the officers or persons calling the meeting. In the case of a special meeting or when otherwise required by statute or these Bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice. No business shall be transacted at a special meeting except as stated in the notice.

2.9. **Waiver of Notice.** Waiver of notice of a meeting of the Association shall be deemed the equivalent of proper notice. Any Member may, in writing, waive notice of any meeting of the Association, either before or after such meeting. Attendance at a meeting shall be deemed a waiver of any objection as to notice of the time, date, and place thereof, unless a specific objection as to the lack of proper notice is given at the time the meeting is called to order. Attendance at a meeting also shall be deemed a waiver of notice of all business transacted at such meeting unless an objection on the basis of lack of proper notice is raised before the business is put to a vote.

2.10. **Adjournment of Meetings.** If any meeting of the Association cannot be held because a quorum is not present, Members representing a Majority of the votes represented at such meeting may adjourn the meeting to a time not less than five (5) nor more than thirty (30) Days from the time the original meeting was called. At the reconvened meeting, if a quorum is present, any business may be transacted which might have been transacted at the meeting originally called. If a time and place for reconvening the meeting is not set by those in attendance at the original meeting or if for any reason a new date is set for reconvening the meeting after adjournment, notice for reconvening the meeting shall be given to Members in the manner prescribed above.

2.11. **Voting.** The voting rights of the Members shall be as set forth in the Declaration and in these Bylaws, and such voting rights provisions are specifically incorporated by this reference. The Board may adopt policies and procedures regarding the methods of casting votes, such as written ballots, secret ballots or computer access.

2.12. **List for Voting.** After setting a record date for notice of a meeting, the Board shall prepare an alphabetical list of the names of the Members entitled to notice of such meeting. The list shall show the address of the Member and the number of votes

each is entitled to vote at the meeting. The list for voting shall be made available for inspection in accordance with Texas law.

2.13. **Voting Procedures:** The fact that any Member of the Association is delinquent in the payment of monies owed to the Association or is currently in violation of a restrictive covenant applicable to members of the Association shall not disqualify the Member from voting on any matter submitted to the Members of the Association, but such voting right may be suspended by the Board of Directors pursuant to Section 4.04.4 and rights to Common Areas suspended pursuant to 4.04.4 of the Master Declaration.

Voting rights of a Member of the Association may be exercised in the following ways:

1. In person or by proxy at a meeting of the Association;
2. By absentee ballot in the manner provided by applicable law. The Association shall provide an absentee ballot which contains each proposed action and provides for a vote for or against each proposed action. The casting of an absentee ballot may be limited because if there are amendments to a proposed ballot item the absentee ballot will not be counted on the final vote on the measure;
3. By "electronic ballot". The casting of an electronic ballot may be limited because if there are amendments to a proposed ballot item the electronic ballot will not be counted on the final vote on the measure. An electronic ballot means a ballot given by email, facsimile or posting on an internet website established for that purpose when the identity of the owner casting the ballot can be confirmed and the owner can receive a receipt of the electronic transmission and receipt of the owner's ballot. The Association shall send a notice of the posting of an electronic ballot to each Owner containing instructions on the procedure for obtaining access to the ballot.

Ballots must be written and signed by the Member voting. Electronic ballots shall be deemed written and signed. Written and signed ballots are not required for uncontested races.

2.14. **Proxies.** Any Member who is entitled to cast only the vote(s) for such Member's Tract(s) pursuant to this Article may cast such vote in person or by proxy. On any matter as to which a Member is entitled to personally cast the vote for such Member's Tract, such vote may be cast in person (or, if a corporation, partnership, limited liability company, or trust, through any officer, director, partner, member, manager or fiduciary duly authorized to act on behalf of the Member) or by proxy, subject to the limitations of Texas law relating to use of general proxies and subject to any specific provision to the contrary in the Declaration or these Bylaws.

Every proxy shall be in writing specifying the Tract(s) for which it is given, signed by the Member or such Member's duly authorized attorney-in-fact, dated, and filed with the secretary of the Association prior to the meeting for which it is to be effective. Unless otherwise specifically provided in the proxy, a proxy shall be presumed to cover all votes which the Member giving such proxy is entitled to cast, and in the event of any conflict between two (2) or more proxies purporting to cover the same voting rights, the later dated proxy shall prevail, or if dated as of the same date, both shall be deemed invalid. Every proxy shall be revocable and shall automatically cease upon conveyance of any Tract for which it was given, or upon receipt of notice by the secretary of the death or judicially declared incompetence of a Member who is a natural person, or of written

revocation, or eleven (11) months from the date of the proxy, unless a shorter period is specified in the proxy.

2.15. Quorum. Except as may be otherwise provided in these Bylaws or in the Declaration, the presence in person or by proxy of ten percent (10%) of the votes entitled to be cast shall constitute a quorum at all meetings of the Association. If a quorum is present at a duly called or held meeting, business may be continued until adjournment, notwithstanding the withdrawal of Members leaving less than a quorum, provided that any action taken is approved by at least a Majority of the votes required to constitute a quorum.

2.16. Conduct of Meetings. The president shall preside over all meetings of the Association, and the secretary shall keep the minutes of the meetings and record in a minute book all resolutions adopted and all other transactions occurring at such meetings.

2.17. Action Without a Meeting. Any action required or permitted by law to be taken at a meeting of the Association may be taken without a meeting, without prior notice and without a vote if written consent specifically authorizing the proposed action is signed by all of the Members entitled to vote on such matter. Such consents shall be signed within sixty (60) Days after receipt of the earliest dated consent, dated and delivered to the Association at its principal place of business in the State of Texas. Such consents shall be filed with the minutes of the Association and shall have the same force and effect as a vote of the Members at a meeting. Within ten (10) Days after receiving authorization for any action by written consent, the secretary shall give written notice to all Members summarizing the material features of the authorized action.

### **ARTICLE 3: BOARD OF DIRECTORS: NUMBER, POWERS, MEETINGS**

#### **Composition and Selection.**

3.1 Governing Body; Composition. The affairs of the Association shall be governed by a Board of Directors, each of whom shall have one (1) equal vote. Except with respect to directors appointed by the Declarant or serving as a representative of the Declarant, the directors shall be eligible Members or residents; provided, however, no Owner and resident representing the same Tract may serve on the Board at the same time. No Owner shall be eligible to serve as a director if any assessment for such Owner's Tract is delinquent, unless otherwise allowed by state law. In the case of a Member which is not a natural person, any officer, director, partner, member, manager, employee, or fiduciary of such Member shall be eligible to serve as a director unless otherwise specified by written notice to the Association signed by such Member; provided, that no Member may have more than one (1) such representative on the Board at a time, except in the case of directors appointed by or serving as representatives of the Declarant.

3.2 Number of Directors. The Board shall consist of three (3) directors.

3.3 Directors Before Control Transfer Date. Subject to the provisions of Section 3.5, the directors shall be selected by the Declarant acting in its sole discretion and shall serve at the pleasure of the Declarant before the Control Transfer Date (as defined in the Declaration). Notwithstanding anything herein or in the Declaration to the contrary, directors appointed by or serving as representatives of the Declarant shall not be subject to the qualifications for directors set forth in Section 3.1 and, further, as representatives of the Declarant, shall be deemed to be Members of the Association for

purposes of serving on the Board of Directors, irrespective of whether the individuals appointed by the Declarant are Owners themselves.

### 3.4 Nomination and Election Procedures.

(a) Nomination of Directors. The Board may establish a nominating committee consisting of a chairperson, who shall be a member of the Board, and three (3) or more Members or representatives of Members. If established, the nominating committee shall be appointed by the Board not less than thirty (30) Days prior to each election to serve a term of one (1) year or until their successors are appointed, and such appointment shall be announced at the election. A nominating committee shall make as many nominations for election to the Board as it shall in its discretion determine, but in no event less than the number of positions to be filled as provided in Section 3.5 below. The nominating committee shall nominate separate slates for the directors, if any, to be elected at large by all Members. In making its nominations, a nominating committee shall use reasonable efforts to nominate candidates representing the diversity which exists within the pool of potential candidates.

Nominations shall also be permitted from the floor at a meeting of the Association. All candidates shall have a reasonable opportunity to communicate their qualifications to the Members and to solicit votes. Directors appointed by or serving as representatives of the Declarant shall not be subject to these nomination requirements.

**Qualifications of Board Members:** Any member of the Association may run for a place on the Board of Directors or serve as Director except a person who has been convicted of a felony or crime involving moral turpitude who shall be permanently ineligible to serve as a Director. Evidence of such a conviction must be established by written, documented evidence from records maintained by a governmental law enforcement authority.

The fact that a person is delinquent in the payment of monies owed to the Association or is currently in violation of a restrictive covenant applicable to members of the Association shall not be a bar to running for or service on the Board of Directors of the Association.

(b) Election Procedures. Each Member may cast all votes assigned to the Tracts which such Member represents for each position to be filled from the slate of candidates on which such Member is entitled to vote. There shall be no cumulative voting. That number of candidates equal to the number of positions to be filled receiving the greatest number of votes shall be elected. Directors may be elected to serve any number of consecutive terms.

3.5 Election and Term of Office. Until the Control Transfer Date, there shall be three (3) directors, who shall be appointed by the Declarant (the "Initial Board of Directors"). Until the Control Transfer Date, the Declarant shall be entitled to remove and replace the individual three (3) members of the Initial Board of Directors at its discretion. Notwithstanding any other provision of these By-Laws, at the Control Transfer Date, the Initial Board of Directors appointed by the Declarant shall resign. Upon the Control Transfer Date, the Declarant shall appoint the First Board of Directors and shall appoint which office they shall hold. The First Board Directors shall be classified with respect to the time for which they hold office by dividing them into three classes, each class consisting of one (1) Director, and each Director shall hold office until his successor shall be elected and shall qualify. At the first annual meeting of the Members, the Director in the first class (the Secretary/Treasurer) shall be elected for a

one (1) year term; the Director in the second class (Vice President) shall be elected for a term of two (2) years; the Director in the third class (President) shall be elected for a period of three (3) years; and at each annual election thereafter the successors to the class whose term shall expire that year shall be elected to hold office for a term of three (3) years, so that the term of office of one class shall expire in each year.

3.6 Removal of Directors and Vacancies. Any director elected by the Members may be removed, with or without cause, by Members representing a Majority of the votes entitled to be cast for the election of such director, but shall not be subject to removal solely by the Declarant. Any director whose removal is sought shall be given notice prior to any meeting called for that purpose. Upon removal of a director, a successor shall be elected by the Members entitled to elect the director so removed to fill the vacancy for the remainder of the term of such director.

Any director elected by the Members who has three (3) or more consecutive unexcused absences from Board meetings may be removed by a Majority of the directors, and the Board may appoint a successor to fill the vacancy until the next annual meeting, at which time the Members entitled to fill such directorship may elect a successor for the remainder of the term.

In the event of the death, disability, or resignation of an elected director, or the failure of a director to be a record owner of a Tract or a "resident" (as defined in Section 3.1 of these Bylaws) of a Tract, or the adoption of a Board resolution increasing the number of directors, the Board may declare a vacancy and appoint a successor to fill the vacancy until the next annual meeting, at which time the Members entitled to fill such directorship may elect a successor for the remainder of the term.

This Section shall not apply to directors appointed by the Declarant nor to any director serving as a representative of the Declarant. The Declarant shall be entitled to appoint a successor to fill any vacancy on the Board resulting from the death, disability or resignation of a director appointed by or elected as a representative of the Declarant.

### **Meetings.**

3.7 Organizational Meetings. Within thirty (30) Days after the election or appointment of new directors, the Board shall hold an organizational meeting at such time and place as the Board shall set.

3.8 Regular Meetings. Regular meetings of the Board may be held at such time and place as a Majority of the directors shall determine, but at least one (1) such meeting shall be held during each quarter.

3.9 Special Meetings. Special meetings of the Board shall be held when called by written notice signed by the president or vice president or by any two (2) directors.

3.10 Notice. Notice of a regular meeting shall be communicated to directors not less than four (4) Days prior to the meeting. Notice of a special meeting shall be communicated to directors not less than seventy-two (72) hours prior to the meeting. No notice need be given to any director who has signed a waiver of notice or a written consent to holding of the meeting. The notice shall specify the time and place of the meeting and, in the case of a special meeting, the nature of any special business to be considered. Notices shall be given to each director by: (a) personal delivery; (b) first class mail, postage prepaid; (c) telephone communication, either directly to the director or to a person at the director's office or home who would reasonably be expected to communicate such notice promptly to the director; (d) telecopier transmission to the director's home or

office, with confirmation of receipt by the receiving telecopier; (e) telegram, charges prepaid; (f) overnight or same day delivery, charges prepaid; or (g) electronic mail ("e-mail") using Internet accessible equipment and services if the director has consented in writing to such method of delivery and has provided the Board with an e-mail address. All such notices shall be given at the director's telephone or telecopier number or sent to the director's address as shown on the records of the Association. Notices sent by first class mail shall be deemed communicated when deposited into a United States mailbox. Notices given by personal, overnight or courier delivery, telephone, telecopier, telegraph, or e-mail shall be deemed communicated when delivered, telephoned, telecopied, e-mailed, or given to the telegraph company.

3.11 Waiver of Notice. The transactions of any meeting of the Board, however called and noticed or wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice if (a) a quorum is present, and (b) either before or after the meeting each of the directors not present signs a written waiver of notice, a consent to holding the meeting, or an approval of the minutes. The waiver of notice or consent need not specify the purpose of the meeting. Notice of a meeting also shall be deemed given to any director who attends the meeting without protesting before or at its commencement about the lack of adequate notice.

3.12 Participation in Meetings. Members of the Board or any committee designated by the Board may participate in a meeting of the Board or committee by means of telephone conference, video conference or similar communications equipment, by means of which all persons participating in the meeting can converse with each other. Participation in a meeting pursuant to this Section shall constitute presence in person at such meeting.

3.13 Quorum of Board of Directors. At all meetings of the Board, a Majority of the directors shall constitute a quorum for the transaction of business, and the votes of a Majority of the directors present at a meeting at which a quorum is present shall constitute the decision of the Board, unless otherwise specifically provided in these Bylaws or the Declaration. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of directors, if any action taken is approved by at least a Majority of the required quorum for that meeting. If any meeting of the Board cannot be held because a quorum is not present, a Majority of the directors present at such meeting may adjourn the meeting to a time not less than five (5) nor more than twenty (20) Days from the date of the original meeting. At the reconvened meeting, if a quorum is present, any business which might have been transacted at the meeting originally called may be transacted without further notice.

3.14 Compensation. Directors shall not receive any compensation from the Association for acting as such unless approved by Members representing a Majority of the total votes in the Association at a regular or special meeting of the Association. Any director may be reimbursed for expenses incurred on behalf of the Association upon approval of a Majority of the other directors. Nothing herein shall prohibit the Association from compensating a director, or any entity with which a director is affiliated, for services or supplies furnished to the Association in a capacity other than as a director pursuant to a contract or agreement with the Association, provided that such director's interest was made known to the Board prior to entering into such contract and such contract was approved by a Majority of the Board of Directors, excluding the interested director.

3.15 Conduct of Meetings. The president shall preside over all meetings of the Board, and the secretary shall keep a minute book of Board meetings, recording all Board resolutions and all transactions and proceedings occurring at such meetings. In the case of a tie vote on a motion or resolution before the Board, the motion or resolution is considered lost.

3.16 Open Meetings. Subject to the provisions of Sections 3.12 and 3.17, all meetings of the Board shall be open, if required by law, to all Members, but attendees other than directors may not participate in any discussion or deliberation unless permission to speak is requested on an attendee's behalf by a director. In such case, the president may limit the time any individual may speak. Notwithstanding the above, the president may adjourn any meeting of the Board, reconvene in executive session, and exclude Persons other than directors, to discuss matters of a sensitive nature, such as pending or threatened litigation, personnel matters, etc.

3.17 Action Without a Formal Meeting. Any action to be taken at a meeting of the directors or any action that may be taken at a meeting of the directors may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all of the directors, and such consent shall have the same force and effect as a unanimous vote.

#### **Powers and Duties.**

3.18 Powers. The Board shall have all of the powers and duties necessary for the administration of the Association's affairs and for performing all responsibilities and exercising all rights of the Association as set forth in the Governing Documents and as provided by Texas law. The Board may do or cause to be done all acts and things which the Governing Documents or Texas law do not direct to be done and exercised exclusively by the membership generally.

3.19 Duties. The duties of the Board shall include, without limitation:

(a) preparing and adopting, in accordance with related provisions of the Declaration and these Bylaws, an annual budget establishing each Owner's share of the Common Expenses and any other levied expense;

(b) levying and collecting General Assessments, including maintenance charges, and any other assessments from the Owners, and providing for the operation, care, upkeep, and maintenance of the Area of Common Responsibility;

(c) designating, hiring, and dismissing the personnel necessary to carry out the rights and responsibilities of the Association and where appropriate, providing for the compensation of such personnel and for the purchase of equipment, supplies, and materials to be used by such personnel in the performance of their duties;

(d) depositing all funds received on behalf of the Association in a bank depository which it shall approve and using such funds to operate the Association, provided any reserve funds may be deposited, in the directors' best business judgment, in depositories other than banks;

(e) making and amending rules in accordance with the Declaration, and opening of bank accounts on behalf of the Association and designating the signatories required;

(f) contracting for repairs, additions, and improvements to or alterations of the Common Area and private roads, and cleaning or repairing drainage

easements, roads and areas located within the 100-year flood plain or the 100-year water surface elevation, in accordance with the Governing Documents;

(g) enforcing by legal means the provisions of the Governing Documents and bringing any proceedings which may be instituted on behalf of or against the Owners concerning the Association;

(h) obtaining and carrying property and liability insurance and fidelity bonds, as provided herein and/or in the Declaration, paying the cost thereof, and filing and adjusting claims, as appropriate;

(i) paying the costs of all services rendered to the Association, and keeping books with detailed accounts of the receipts and expenditures of the Association;

(j) making available to any Owner, and the holders, insurers, and guarantors of any Mortgage on any Tract, current copies of the Governing Documents and all other books, records, and financial statements of the Association as provided in Section 8.4;

(k) permitting utility suppliers to use portions of the Common Area reasonably necessary to the ongoing development or operation of Century Oaks NB subdivision;

(l) indemnifying a director, officer or ACC or committee member, or former director, officer or ACC or committee member of the Association to the extent such indemnity is required or permitted under Texas law or the Governing Documents;

(m) assisting in the resolution of disputes between Owners and others without litigation as may be set forth herein and/or in the Declaration; and

(n) performing the duties of the Board, as set forth in the Declaration, and constituting, and performing the duties of, the ACC, as set forth in the Declaration.

3.20 Management. The Board may employ for the Association a professional management agent or agents at such compensation as the Board may establish, to perform such duties and services as the Board shall authorize. The Board may delegate such powers as are necessary to perform the manager's assigned duties, but shall not delegate policy-making authority or those duties set forth in Sections 3.19(a), 3.19(b), 3.19(f), 3.19(g) and 3.19(i). The Declarant or an affiliate of the Declarant may be employed as managing agent or manager.

The Board may delegate to one (1) of its members the authority to act on behalf of the Board on all matters relating to the duties of the managing agent or manager, if any, which might arise between meetings of the Board.

3.21 Accounts and Reports. The following management standards of performance shall be followed unless the Board by resolution specifically determines otherwise:

(a) cash or accrual accounting, as defined by generally accepted accounting principles, shall be employed, and accounting and controls should conform to generally accepted accounting principles;

(b) cash accounts of the Association shall not be commingled with any other accounts, and no remuneration shall be accepted by the managing agent from vendors, independent contractors, or others providing goods or services to the Association, whether in the form of commissions, finder's fees, service fees, prizes, gifts, or otherwise; any item of value received shall benefit the Association;

(c) any financial or other interest which the managing agent may have in any firm providing goods or services to the Association shall be disclosed promptly to the Board;

(d) commencing at the end of the quarter in which the first Tract is sold and closed, financial reports shall be prepared for the Association at least quarterly (such financial statements shall include an income statement reflecting all income and expense activity for the preceding period on a cash or accrual basis and may include such other reports as deemed necessary by the Board);

(e) an annual financial report shall be made available to all Members within one hundred twenty (120) Days after the close of the fiscal year. Such annual report may be prepared on an audited, reviewed or compiled basis, as the Board determines; provided, however, upon written request of any holder, guarantor or insurer of any first Mortgage on a Tract, the Association shall provide an audited financial statement; and

(f) all financial reports shall be kept at the principal office of the Association for at least three (3) years after the closing of each fiscal year.

3.22 Borrowing. The Association shall have the power to borrow money for any legal purpose; provided, however, if the proposed borrowing is for the purpose of making discretionary capital improvements and the total amount of such borrowing, together with all other debt incurred within the previous twelve (12) month period, exceeds or would exceed ten percent (10%) of the budgeted gross expenses of the Association for that fiscal year, the Board shall obtain the approval of Members representing at least sixty-seven percent (67%) of the total votes allocated to Tracts prior to borrowing such money.

3.23 Right to Contract. The Association shall have the right to contract with any Person for the performance of various duties and functions. This right shall include, without limitation, the right to enter into common management, operational, or other agreements with trusts, condominiums, cooperatives, and/or other owners or residents associations, within and outside Century Oaks NB subdivision; provided, any common management agreement shall require the consent of a Majority of the total number of directors of the Association.

3.24 Enforcement.

(a) Association Authority. The Board, or any committee established by the Board, may impose sanctions for violation of the Governing Documents after compliance with the notice and hearing procedures set forth herein. Such sanctions may include, without limitation:

(i) imposing monetary fines which shall constitute a lien upon the Tract of the violator. (In the event that any occupant, guest or invitee of a Tract violates the Governing Documents and a fine is imposed, the fine shall first be assessed against the occupant; provided, however, if the fine is not paid by the occupant within the time period set by the Board, the Owner shall pay the fine upon notice from the Board.);

(ii) filing liens in the Public Records for nonpayment of any assessments or fees;

(iii) filing notices of violations in the Public Records providing record notice of any violation of the Governing Documents;

- (iv) suspending an Owner's right to vote, subject to State law;
- (v) suspending any Person's right to use any recreational facilities within the Common Area; provided, however, nothing herein shall authorize the Board to limit ingress or egress to or from a Tract, subject to State law;
- (vi) suspending any services provided by the Association to an Owner or the Owner's Tract if the Owner is more than thirty (30) Days delinquent in paying any assessment or other charge owed to the Association, subject to State law; and
- (vii) filing suit to enforce any of the above sanctions; provided, however, compliance with the notice and hearing procedures set forth herein is not required prior to filing suit (1) to collect an assessment, (2) to foreclose the Association's lien for assessments set forth in the Declaration, (3) to obtain a temporary restraining order or temporary injunctive relief, or (4) that includes foreclosure as a cause of action.
- (viii) In the event that any occupant, guest or invitee of a Tract violates the Governing Documents, the Board or any committee established by the Board, with the Board's approval, may sanction such occupant, guest or invitee and/or the Owner of the Tract that the violator is occupying or visiting.
- (ix) In addition, the Board, or the covenants committee if established, may elect to enforce any provision of the Governing Documents by entering the Tract and exercising self-help (specifically including, but not limited to, the towing of vehicles that are in violation of parking rules, the removal of pets that are in violation of pet rules or the correction of any maintenance, construction or other violation of the Governing Documents) or by suit at law or in equity to enjoin any violation or to foreclose a lien or both without the necessity of compliance with the procedures set forth in these Bylaws.
- (x) All remedies set forth in the Declaration and/or these Bylaws shall be cumulative of any remedies available at law or in equity. In any action to enforce the provisions of the Governing Documents, if the Association prevails, it shall be entitled to recover all costs, including, without limitation, attorneys' fees and court costs, reasonably incurred in such action.
- (xi) The Association shall not be obligated to take action to enforce any covenant, restriction, or rule which the Board in the exercise of its business judgment determines is, or is likely to be construed as, inconsistent with applicable law, or in any case in which the Board reasonably determines that the Association's position is not strong enough to justify taking enforcement action. Any such determination shall not be construed a waiver of the right of the Association to enforce such provision under any circumstances or prevent the Association from enforcing any other covenant, restriction or rule.
- (xii) The Association, by contract or other agreement, may enforce county, city, state and federal ordinances, if applicable, and permit

local and other governments to enforce ordinances in Century Oaks NB subdivision for the benefit of the Association and its Members.

(b) Notice. Prior to imposition of any sanction requiring compliance with these procedures, the Board or its delegate shall serve the alleged violator with written notice sent by certified mail, return receipt requested, including (i) the nature of the alleged violation; (ii) the proposed sanction to be imposed; (iii) a statement that the alleged violator may present a written request for a hearing to the Board, or to the covenants committee, if one has been appointed pursuant to Article 5, within thirty (30) Days of the notice; (iv) a statement that the hearing, if held before the covenants committee, may be appealed to the Board as set forth herein; and (v) a statement that the proposed sanction shall be imposed as contained in the notice unless a request for a hearing is received within thirty (30) Days of the notice. If a timely request is not received, the sanction stated in the notice shall be imposed; provided, however, the Board or covenants committee may, but shall not be obligated to, suspend any proposed sanction if the violation is cured within the thirty (30) Day period. Such suspension shall not constitute a waiver of the right to sanction future violations of the same or other provisions and rules by any Person. In the event of a continuing violation, each day the violation continues beyond the thirty (30) Day period shall constitute a separate offense, and fines may be imposed on a per diem basis without further notice to the violator. In the event of a violation which recurs within six (6) months from the date of any notice hereunder, the Board or covenants committee may impose a sanction without further notice to the violator.

(c) Hearing. If a hearing is requested within the allotted thirty (30) Day period, the hearing shall be held before the covenants committee, or, if none has been appointed, then before the Board in executive session, within thirty (30) Days after the Board or its delegate receives the written request. The alleged violator shall be afforded a reasonable opportunity to be heard. Prior to the effectiveness of any sanction hereunder, proof of proper notice shall be placed in the minutes of the meeting. Such proof shall be deemed adequate if a copy of the notice, together with a statement of the date and manner of delivery, is entered by the officer, director, or delegate who delivered such notice. The notice requirement shall be deemed satisfied if the alleged violator or its representative appears at the meeting. The minutes of the meeting shall contain a written statement of the results of the hearing and the sanction, if any, imposed. The Board may adopt a schedule of sanctions for violations of the Governing Documents.

(d) Appeal. If a hearing is held before a covenants committee, the violator shall have the right to appeal the committee's decision to the Board. To exercise this right, a written notice of appeal must be received by the manager, president, or secretary of the Association within ten (10) Days after the hearing date.

#### **ARTICLE 4: OFFICERS**

4.1 Officers. The officers of the Association shall be a President, Secretary, and Treasurer. The President and Secretary shall be elected from among the members of the Board after the Initial Appointment by Declarant; other officers may, but need not, be members of the Board. The Board may appoint such other officers, including one or more assistant secretaries and one (1) or more assistant treasurers, as it shall deem desirable, such officers to have such authority and perform such duties as the Board prescribes. Any two (2) or more offices may be held by the same person, except the offices of president and secretary.

4.2 Election and Term of Office. Before the Control Transfer Date, the Declarant shall elect the officers of the Association. After the Control Transfer Date, the Board shall elect the officers of the Association at the first meeting of the Board following each election of new directors. Such officers shall serve until their successors are elected, and the terms of office shall be as provided for in Section 3.5 with a class of officer being elected each year.

4.3 Removal and Vacancies. The Board may remove any officer whenever in its judgment the best interests of the Association will be served and may fill any vacancy in any office arising because of death, resignation, removal, or otherwise for the unexpired portion of the term.

4.4 Powers and Duties. The officers of the Association shall each have such powers and duties as generally pertain to their respective offices, as well as such powers and duties as may specifically be conferred or imposed by the Board of Directors. The president shall be the chief executive officer of the Association. The treasurer shall have primary responsibility for the preparation of the budget and may delegate all or part of the preparation and notification duties to a finance committee, management agent, or both. The secretary shall be responsible for preparing minutes of meetings of the Association and the Board and for authenticating records of the Association.

4.5 Resignation. Any officer may resign at any time by giving written notice to the Board of Directors, the president, or the 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.

4.6 Agreements, Contracts, Deeds, Leases, Checks, Etc. All agreements, contracts, deeds, leases, checks, 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 Board resolution, provided that the signature of only one (1) officer or such other person as may be designated by Board resolution shall be required for the payment of routine Association expenses that recur monthly or Association expenses of less than \$500.00.

4.7 Compensation. Compensation of officers shall be subject to the same limitations as compensation of directors under Section 3.14.

## **ARTICLE 5: COMMITTEES**

5.1 General. The Board may appoint such committees as it deems appropriate to perform such tasks and to serve for such periods as the Board may designate by resolution. Each committee shall operate in accordance with the terms of such resolution. Unless otherwise provided by the Board, committee members shall be eligible Members or residents; provided however, no Member may have more than one (1) representative on a committee at any time. No committee appointed by the Board shall be empowered to take any affirmative action nor to bind the Board or the Association without the consent of the Board.

5.2 Architectural Control. Subject to the Declaration, the full Board shall constitute the elected members of the ACC, unless the Board delegates said authority to a committee composed of three (3) or more Members.

5.3 Covenants Committee. In addition to any other committees which the Board may establish pursuant to the Declaration, these Bylaws and, specifically, Section

5.1, the Board may appoint a covenants committee consisting of at least three (3) and no more than five (5) Members. Acting in accordance with the provisions of the Declaration, these Bylaws, and resolutions the Board may adopt, the covenants committee, if established, shall be the hearing tribunal of the Association and shall conduct all hearings held pursuant to Section 3.24.

5.4 Committees. In addition to any other committees appointed as provided above, the Members of the Association may elect a Committee to determine the nature and extent of services, if any, to be provided to the development by the Association in addition to those provided to all Members of the Association. A Committee may advise the Board on any other issue, but shall not have the authority to bind the Board or the Association. Such Committees, if elected, shall consist of three (3) to five (5) Members, as determined by the vote of at least a Majority of the Owners of Tracts.

Committee members shall be elected for a term of one (1) year or until their successors are elected. Any director elected to the Board of Directors shall be an ex officio member of the Committee. The Committee shall elect a chairperson who shall preside at its meetings and shall be responsible for transmitting any and all communications to the Board.

In the conduct of its duties and responsibilities, each Committee shall abide by the meeting, notice and quorum requirements applicable to the Board. Meetings of a Committee shall be open to all Owners of Tracts and their representatives; provided, however, a Committee may act by unanimous written consent in lieu of a meeting.

## **ARTICLE 6: INSURANCE AND CASUALTY LOSSES**

### **6.1 Association Insurance.**

(a) Required Coverages. The Association, acting through its Board or its duly authorized agent, shall obtain and continue in effect such types of insurance as required by Texas law, including the following types of insurance, if reasonably available, or if not reasonably available, the most nearly equivalent coverages as are reasonably available.

(i) Blanket property insurance covering "risks of direct physical loss" on a "special form" basis (or comparable coverage by whatever name denominated) for all insurable improvements on the Common Area, if any, and on other portions of the Area of Common Responsibility to the extent that it has assumed responsibility for maintenance, repair and/or replacement in the event of a casualty. If such coverage is not generally available at reasonable cost, then "broad form" coverage may be substituted. The Association shall have the authority to and interest in insuring any property for which it has maintenance or repair responsibility, regardless of ownership. All property insurance policies obtained by the Association shall have policy limits sufficient to cover the full replacement cost of the insured improvements;

(ii) Commercial general liability insurance on the Area of Common Responsibility, insuring the Association and its Members for damage or injury caused by the negligence of the Association or any of its Members, employees, agents, or contractors while acting on its behalf. If generally available at reasonable cost, the commercial general liability coverage (including primary and any umbrella coverage) shall have a limit of at least one million dollars (\$1,000,000.00) per occurrence and two

million dollars (\$2,000,000.00) in the aggregate with respect to bodily injury, personal injury, and property damage, provided should additional coverage and higher limits be available at reasonable cost which a reasonably prudent person would obtain, the Association shall obtain such additional coverages or limits;

(iii) Workers compensation insurance and employers liability insurance, if and to the extent required by law;

(iv) Directors and officers liability coverage;

(v) Fidelity insurance covering all Persons responsible for handling Association funds in an amount determined in the Board's best business judgment but not less than an amount equal to one-sixth (1/6th) of the annual General Assessments on all Tracts plus reserves on hand. Fidelity insurance policies shall contain a waiver of all defenses based upon the exclusion of Persons serving without compensation; and

(vi) Such additional insurance as the Board, in its best business judgment, determines advisable, which may include, without limitation, flood insurance.

In the event that any portion of the Common Area is or shall become located in an area identified by the Federal Emergency Management Agency ("FEMA") as an area having special flood hazards, a "blanket" policy of flood insurance on the Common Area must be maintained in the amount of one hundred percent (100%) of current "replacement cost" of all affected improvements and other insured property or the maximum limit of coverage available, whichever is less.

In addition, the Association may obtain and maintain property insurance on the insurable improvements within the development in such amounts and with such coverages as the Owners may agree upon pursuant to Article 2. Any such policies shall provide for a certificate of insurance to be furnished to the Association and to the Owner of each Tract insured upon request.

Premiums for all insurance on the Area of Common Responsibility shall be Common Expenses and shall be included in the General Assessment, except that (i) premiums for property insurance obtained on behalf of specially requested members shall be charged to the Owners of Tracts within the benefited special assessment; and (ii) premiums for insurance on Exclusive Common Areas may be included in the special assessment of the benefited Tracts unless the Board of Directors reasonably determines that other treatment of the premiums is more appropriate. In the event of an insured loss, the deductible shall be treated as a Common Expense and assessed in the same manner as the premiums for the applicable insurance coverage. However, if the Board reasonably determines, after notice and an opportunity to be heard in accordance with these Bylaws, that the loss is the result of the negligence or willful misconduct of one (1) or more Owners, their guests, invitees, or lessees, then the Board may charge the full amount of such deductible against such Owner(s) and their Tracts as a specific assessment against those particular Owner(s) and Tract(s).

The Association shall have no insurance responsibility for any portion of the Private Amenities.

(b) Policy Requirements. The Association shall arrange for periodic reviews of the sufficiency of insurance coverage by one (1) or more qualified Persons, at

least one (1) of whom must be familiar with insurable replacement costs in Guadalupe County, Texas and/or nearby metropolitan areas. All Association policies shall provide for a certificate of insurance to be furnished to the Association, and to each Member upon request. The policies may contain a reasonable deductible and the amount thereof shall not be subtracted from the face amount of the policy in determining whether the policy limits satisfy the requirements of Section 6.1(a).

All insurance coverage obtained by the Board shall: (i) be written with a company authorized to do business in the State of Texas which satisfies the requirements of the Federal National Mortgage Association, or such other secondary mortgage market agencies or federal agencies as the Board deems appropriate; (ii) be written in the name of the Association as trustee for the benefited parties. Policies on the Common Areas shall be for the benefit of the Association and its Members; (iii) not be brought into contribution with insurance purchased by Owners, occupants, or their Mortgagees individually; (iv) contain an inflation guard endorsement; (v) include an agreed amount endorsement, if the policy contains a co-insurance clause; and (vi) include an endorsement requiring at least thirty (30) Days prior written notice to the Association of any cancellation, substantial modification, or non-renewal.

In addition, the Board shall use reasonable efforts to secure insurance policies which list the Owners as additional insureds and provide: (i) a waiver of subrogation as to any claims against the Association's Board, officers, employees, and its manager, the Owners and their tenants, servants, agents, and guests; (ii) a waiver of the insurer's rights to repair and reconstruct instead of paying cash; (iii) an endorsement precluding cancellation, invalidation, suspension, or non-renewal by the insurer on account of any one (1) or more individual Owners, or on account of any curable defect or violation without prior written demand to the Association to cure the defect or violation and allowance of a reasonable time to cure; (iv) an endorsement excluding Owners' individual policies from consideration under any "other insurance" clause; (v) a cross liability provision; and (vi) a provision vesting the Board with the exclusive authority to adjust losses; provided, however, no Mortgagee having an interest in such losses may be prohibited from participating in the settlement negotiations, if any, related to the loss.

(c) Damage and Destruction. In the event of any insured loss, only the Board or its duly authorized agent may file and adjust insurance claims and obtain reliable and detailed estimates of the cost of repair or reconstruction. Repair or reconstruction, as used in this subsection, means repairing or restoring the property to substantially the condition in which it existed prior to the damage, allowing for changes or improvements necessitated by changes in applicable building codes. Any damage to or destruction of the Common Area shall be repaired or reconstructed unless the Members representing at least sixty-seven percent (67%) of the total votes in the Association, and, during the Development Period, the Declarant, decide within sixty (60) Days after the loss not to repair or reconstruct.

If either the insurance proceeds or reliable and detailed estimates of the cost of repair or reconstruction, or both, are not available to the Association within such sixty (60) Day period, then the period shall be extended until such funds or information are available. However, such extension shall not exceed sixty (60) additional Days. No Mortgagee shall have the right to participate in the determination of whether the damage or destruction to the Common Area shall be repaired or reconstructed.

If determined in the manner described above that the damage or destruction to the Common Area shall not be repaired or reconstructed and no alternative improvements are

authorized, the affected property shall be cleared of all debris and ruins and thereafter shall be maintained by the Association in a neat and attractive, landscaped condition consistent with the Community-Wide Standard. Any insurance proceeds remaining after paying the costs of repair or reconstruction, or after such settlement as is necessary and appropriate, shall be retained by and for the benefit of the Association, and placed in a capital improvements account. This is a covenant for the benefit of Mortgagees and may be enforced by the Mortgagee of any affected Tract.

6.2 Owners' Insurance. By virtue of taking title to a Tract, each Owner covenants and agrees with all other Owners and with the Association to carry property insurance for the full replacement cost of all insurable improvements on his or her Tract, less a reasonable deductible, unless either the Association carries such insurance (which they may, but are not obligated to do hereunder). If the Association assumes responsibility for obtaining any insurance coverage on behalf of Owners, the premiums for such insurance shall be levied as a specific assessment against the benefited Tract and the Owner thereof.

Each Owner further covenants and agrees that in the event of damage to or destruction of structures on or comprising his or her Tract, the Owner shall proceed promptly to repair or to reconstruct in a manner consistent with the original construction or such other plans and specifications as are approved in accordance with the architectural control provisions of the Declaration. Alternatively, the Owner shall clear the Tract of all debris and ruins and maintain the Tract in a neat and attractive, landscaped condition consistent with the Community-Wide Standard. The Owner shall pay any costs which are not covered by insurance proceeds.

6.3 Limitation of Liability. Notwithstanding the duty of the Association to maintain and repair portions of the Common Area, neither the Association, its Board of Directors, nor any respective officer, director, committee member, employee, agent, contractor (including the management company, if any) of any of the same shall be liable to any Member or the Member's immediate household for any injury or damage sustained in the Area of Common Responsibility, the Common Area or other area maintained by the Association, or for any injury or damage caused by the negligence or misconduct of any Members or their family members, guests, invitees, agents, servants, contractors or lessees, whether such loss occurs in the Common Area or in individual Tracts.

Each Owner, by virtue of the acceptance of title to his or her Tract, and each other Person having an interest in or right to use any portion of Century Oaks NB subdivision, by virtue of accepting such interest or right to use, shall be bound by this Section and shall be deemed to have automatically waived any and all rights, claims, demands, and causes of action against the Association arising from or connected with any matter for which the liability of the Association has been disclaimed under this Section.

## **ARTICLE 7: BUDGETS AND ASSESSMENTS**

7.1 Computation of General Assessment. At least thirty (30) Days before the beginning of each fiscal year, the Board shall adopt a budget covering the estimated Common Expenses during the coming year, which may include a capital contribution to establish a reserve fund in accordance with a budget separately prepared as provided in Section 7.3.

General Assessments shall be levied equally against all Tracts subject to assessment and shall be proposed by the Board to be set at a level which is reasonably expected to produce total income for the Association equal to the total budgeted Common

Expenses, including reserves. In determining the total funds to be generated through the levy of General Assessments, the Board, in its discretion, may consider other sources of funds available to the Association, including any surplus from prior years and any assessment income expected to be generated from any additional Tracts reasonably anticipated to become subject to assessment during the fiscal year and any income expected to be generated from any Cost Sharing Agreement.

In addition to General Assessments, including maintenance charges, the Association may levy special assessments from time to time to cover unbudgeted expenses or expenses in excess of those budgeted. Any such special assessment may be levied against all Tracts and may be enforced in the same manner as the General Assessments.

Payments by the Declarant in any year shall under no circumstances obligate the Declarant to continue such payments in future years and the treatment of such payment shall be made known to the membership, unless otherwise provided in a written agreement between the Association and the Declarant.

Budgets. The Board shall send a copy of the adopted budget and notice of the amount of the General Assessment for the following year to each Owner at least thirty (30) days prior to the beginning of the fiscal year for which it is to be effective. Such budget and assessment shall become effective without further action of the Owners unless disapproved at a meeting by Members representing at least sixty-seven percent (67%) of the total votes in the Association and, during the Development Period, by the Declarant. Notwithstanding the foregoing, after the Control Transfer Date, if the budget proposes a change in the amount of the General Assessment from the fiscal year immediately preceding the year in which the budget is to be effective, then the budget and the increase or decrease in the General Assessment must be approved by Members representing at least sixty-seven percent (67%) of the total votes in the Association and, during the Development Period, by the Declarant. Unless approval of the budget by Members is required as set forth herein, there shall be no obligation to call a meeting for the purpose of considering the budget except on petition of the Members as provided for special meetings in Article 2, which petition must be presented to the Board within twenty (20) Days after delivery of the notice of assessments. If such a meeting is requested, assessments pursuant to such proposed budget shall not become effective until after such meeting is held, provided such assessments shall be retroactive to the original effective date of the budget if the budget is not disapproved at such meeting.

If the proposed budget is not approved or is disapproved as required, or the Board fails for any reason to determine the budget for any year, then until such time as a budget is determined, the budget in effect for the immediately preceding year shall continue for the current year. In such event or if the budget proves inadequate for any reason, the Board may prepare a revised budget for the remainder of the fiscal year. The Board shall send a copy of the revised budget to each Owner at least thirty (30) Days prior to its becoming effective. The revised budget shall be subject to the above procedure in order to become effective.

7.2 Reserve Budget and Capital Contribution. The Board may annually prepare reserve budgets for general purposes which take into account the number and nature of replaceable assets within the Area of Common Responsibility, the expected life of each asset, and the expected repair or replacement cost. If a reserve budget is prepared, the Board shall set the required capital contribution in an amount sufficient to permit meeting the projected needs of the Association, as shown on the budget, with respect both

to amount and timing by annual General Assessments over the budget period.

### **RECORD PRODUCTION AND COPYING POLICY**

Pursuant to the provisions of Texas Property Code §209.005:

**Requests for Production of or Access to Books and Records:** Books and Records of the Association shall be made available to the extent and in the manner provided by Texas Property Code Section 209.005. Certain Books and Records of the Association shall be confidential and are not subject to disclosure or production as provided by Texas Property Code Section 209.005(k).

The Association shall make the books and records of the Association reasonably available for inspection

1. by an owner; or
2. a person designated by the owner as the owner's agent, attorney or certified public accountant.

The books and records of the Association do not include an attorney's files related to the property owner's association except in the limited manner provided by Texas Property Code Section 209.005(d).

An owner or owner's agent must submit a written request for access or information by certified mail to the Association at the mailing address of the Association or authorized representative found in the most current management certificate filed in the Official Public Records of the County. The written request must identify with sufficient detail the Association books and records requested and the requestor must elect to either (1) inspect the books and records before obtaining copies or (2) have the association forward copies of the requested books and records.

The Association shall allow access to or provide copies of its books and records required by law to the extent that the requested books and records are in the possession, custody or control of the Association.

If access to the records is requested, the Association shall reply to the requestor within ten (10) business days from the date that the written request is received by the Association. In its reply the Association shall give the requestor dates during normal business hours when the records may be reviewed.

If copies of identified books and records are requested, the Association shall produce the requested books and records within ten (10) business days of the Association's receipt of the written request unless, on or before the tenth (10<sup>th</sup>) business day, the Association informs the requestor that the Association is unable to provide the requested books and records before the deadline and informs the requestor of a date when the books and records will be sent or made available for inspection. The date shall not be more than fifteen (15) business days after the date that the notice to the requestor is sent.

All inspections shall take place at a mutually agreed upon time during normal business hours.

The Association may produce records in hard copy, electronic or other format reasonably available to the Association.

### **Costs for Production of Records for Century Oaks NB as stated in Title 1, Texas Administrative Code §70.3.**

#### **Copy charges.**

1. **Standard paper copy.** The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is \$0.10 per page or part of a page. Each side that has recorded information is considered a page. In the event that routine copy charges exceed \$0.10 as determined by the Board, then the Board is authorized to increase the standard paper copy charge to meet the routine copy charges so that the Association shall not have a shortfall on copies as requested by members.

2. **Nonstandard copy.** The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor (which can be determined in 1 T.A.C. §70.3 as well), that may be associated with a particular request. The Association shall charge for additional labor, materials, software, or the like associated with requests for nonstandard copies. In addition, the Association may decline to provide the nonstandard copies in the form requested if, in the opinion and discretion of the Board, such request would require additional labor and costs beyond what the Association desires. The charges for nonstandard copies are:

- a) Diskette--\$1.00;
- b) Magnetic tape--actual cost
- c) Data cartridge--actual cost;
- d) Tape cartridge--actual cost;
- e) Rewritable CD (CD-RW)--\$1.00;
- f) Non-rewritable CD (CD-R)--\$1.00;
- g) Digital video disc (DVD)--\$3.00;
- h) JAZ drive--actual cost;
- i) Other electronic media--actual cost;
- j) VHS video cassette--\$2.50;
- k) Audio cassette--\$1.00;
- l) Oversize paper copy (e.g.: 11 inches by 17 inches, greenbar, bluebar, not including maps and photographs using specialty paper--See 1 T.A.C. §70.9 for **Examples of Charges for Copies of Public Information**) -- \$0.50;
- m) Specialty paper (e.g.: Mylar, blueprint, blue-line, map, photographic --actual cost.

**Labor charge for locating, compiling, manipulating data, and reproducing information.**

1. The charge for labor costs incurred in processing a request for public information is FIFTEEN AND NO/100 DOLLARS (\$15.00) an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.

2. A labor charge shall not be billed in connection with complying with requests that are for fifty (50) or fewer pages of paper records, unless the documents to be copied are located in:

- a) Two or more separate buildings that are not physically connected with each other; or
- b) A remote storage facility.

3. A labor charge shall not be recovered for any time spent by an attorney, legal assistant, or any other person who reviews the requested information:

4. When confidential information is mixed with public information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the non-confidential information. A labor charge shall not be made for redacting confidential information for requests of 50 or fewer pages, unless the documents to be copied are located in:

- a) Two or more separate buildings that are not physically connected with each other; or
- b) A remote storage facility.

5. For purposes of paragraph 2.a of this subsection, two buildings connected by a covered or open sidewalk, an elevated or underground passageway, or a similar facility, are not considered to be separate buildings.

**Overhead charge.**

1. Whenever any labor charge is applicable to a request, the Association may include in the charges direct and indirect costs, in addition to the specific labor charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead. If the Association chooses to recover such costs, a charge shall be made in accordance with the methodology described in paragraph (3) of this subsection. Although an exact calculation of costs will vary, the use of a standard charge will avoid complication in calculating such costs and will provide uniformity for charges made statewide.

2. An overhead charge shall not be made for requests for copies of fifty (50) or fewer pages of standard paper records unless the request also qualifies for a labor charge.

3. The overhead charge shall be computed at 20% of the charge made to cover any labor costs associated with a particular request. Example: if one hour of labor is used for a particular request, the formula would be as follows: Labor charge for locating, compiling, and reproducing, \$15.00 x .20 = \$3.00.

**Remote document retrieval charge.** To the extent that the retrieval of documents results in a charge to comply with a request, it is permissible to recover costs of such services for requests that qualify for labor charges under current law.

**Miscellaneous supplies.** The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for public information.

**Postal and shipping charges.** The Association may add any related postal or shipping expenses which are necessary to transmit the reproduced information to the requesting party.

**Miscellaneous charges:** The Association that accepts payment by credit card for copies of public information and that is charged a "transaction fee" by the credit card company may recover that fee.

The Association shall have the right to require advance payment of the estimated costs of compilation, production and reproduction of the requested information. If the estimated costs are greater or lesser than the actual costs the Association shall submit a final invoice to the requestor within 30 business days of the date that the information is delivered. If the estimated costs exceed the actual costs the Association shall refund the excess funds to the requestor not later than thirty (30) business days after the final invoice is sent to the owner. If the actual costs exceed the estimated costs, the requestor shall pay

the amount due to the Association before the thirtieth (30<sup>th</sup>) business day from the date that the invoice is sent to the requestor/owner. If not timely paid, the charges may be added to the owner's account as an assessment.

### **RECORDS RETENTION POLICY**

Pursuant to the provisions of Texas Property Code §209.005(m)

1. Certificates of Formation/Articles of Incorporation, bylaws, restrictive covenants and all amendments to any of the same shall be retained permanently;
2. Financial books and records of the Association shall be retained for seven (7) years;
3. Account records of current owners shall be retained for five (5) years;
4. Contracts to which the Association is a party shall be retained for four (4) years after the expiration of the contract term;
5. Minutes of meetings of owners and the Board of Directors of the Association shall be retained for seven (7) years;
6. Tax returns and audit records shall be retained for seven (7) years;

### **PAYMENT PLAN POLICY**

Pursuant to the Texas Property Code §209.0062 and in order to properly provide for the timely and efficient collection of assessments levied by the Association, the Board shall levy regular and/or special assessments in the manner required by the Association's governing documents, including its Articles of Incorporation/Certificate of Formation and Bylaws, and the restrictive covenants applicable to the Century Oaks NB subdivision, all of which are duly recorded in the Official Public Records of Guadalupe County, Texas.

The Board shall establish a due date for the payment of all assessments levied by the Association. The Association shall send written notice of the amount of the assessment and the due date for payment of the assessment to all persons responsible for payment of the same no less than thirty (30) days before the due date.

**Payment Plans:** The notice of assessment shall include information on the availability of Payment Plans as an alternative method of payment for the Assessments.

The term of any payment plan shall be three (3) months from the date of the owner's request for a payment plan.

All payment plans must be in writing, signed by one or more owners of the property subject to the assessments, be approved and signed by an officer or agent of the Association and shall provide that the owner pay all future assessments when due in addition to meeting the terms of the payment plan.

No monetary penalties shall accrue on balances while a payment plan is in good standing, but reasonable costs for administering the plan and interest on the account shall continue to accrue.

Interest shall accrue on all unpaid amounts at 18% or maximum allowed by law.

Any qualified owner who wishes payment plan terms other than those set out above shall submit a request for such a plan with information supporting the need for alternate plan and the Board may deny or approve such a plan in the board's discretion.

The Association is not required to enter into a payment plan with an owner who failed to honor the terms of a previous payment plan within two years of the owner's original payment plan default.

The Board may, in its sole discretion, enter into a payment plan with an owner who has previously defaulted.

Except as otherwise authorized by law, payment received by the Association from an owner shall be applied to the owner's debt in the following order of priority:

1. Any delinquent assessment;
2. Any current assessment;
3. Any attorney's fees or third party collection costs incurred by the Association associated solely with assessments or any other charge that could provide the basis for foreclosure;
4. Any attorney's fees incurred by the Association that are not subject to the preceding subpart;
5. Any fines assessed by the Association
6. Any other amounts owed to the Association.

#### **ARTICLE 8: MISCELLANEOUS**

8.1 Fiscal Year. The fiscal year of the Association shall be the calendar year unless the Board establishes a different fiscal year by resolution.

8.2 Parliamentary Rules. Except as may be modified by Board resolution, Robert's Rules of Order Newly Revised (current edition) shall govern the conduct of Association proceedings when not in conflict with Texas law, the Certificate of Formation, the Declaration, or these Bylaws.

8.3 Conflicts. If there are conflicts between the provisions of Texas law, the Certificate of Formation, the Declaration, and these Bylaws, the provisions of Texas law, the Declaration, the Certificate of Formation, and the Bylaws (in that order) shall prevail.

8.4 Books and Records.

(a) Inspection by Members and Mortgagees. The Board shall make available for inspection and copying by any holder, insurer or guarantor of a first Mortgage on a Tract, any Member, or the duly appointed representative of any of the foregoing at any reasonable time and for a purpose reasonably related to his or her interest in a Tract: the Declaration, Bylaws, and Certificate of Formation, any amendments and supplements to the foregoing, the rules of the Association, and the minutes of meetings of the Members, the Board, and committees. The Board shall provide for such inspection to take place at the office of the Association or at such other place within Century Oaks NB subdivision as the Board shall designate during normal business hours.

(b) Delivery of Certain Information to Owner. Within ten (10) Days after receipt of a written request by the Board or its designee from an Owner, the Association shall deliver to the Owner, the Owner's agent, or to a title insurance company or its agent acting on behalf of the Owner, copies of the following, as requested: the Declaration, Bylaws, and Certificate of Formation, any amendments or supplements to the foregoing, the rules of the Association, and a "resale certificate." A "resale certificate" must contain the following: a statement of any right of first refusal or other restraint, if any, contained in the Declaration that restricts the Owner's right to transfer his or her Tract; the frequency and amount of General Assessments; the total of all amounts due and unpaid to the Association that are attributable to the Owner's Tract; capital expenditures, if any, approved by the Association for the current fiscal year; the amount of reserves, if any, for capital expenditures; the Association's current operating budget and balance sheet; the total of any unsatisfied judgments against the Association; the style and case number of any pending lawsuit in which the Association is a defendant;

a copy of a certificate of insurance showing the Association's property and liability insurance relating to the Common Areas and common facilities; a description of any conditions on the Owner's Tract that the Board has actual knowledge are in violation of the Governing Documents; a summary or copy of notices received by the Association from any governmental authority regarding health or housing code violations existing on the preparation date of the resale certificate relating to the Owner's Tract or the Area of Common Responsibility; the amount of any administrative transfer fee charged by the Association for a change of ownership of a Tract; the name, mailing address, and telephone number of the Association's managing agent, if any; and a statement indicating that the Governing Documents allow foreclosure of the Association's lien on the Owner's Tract for failure to pay assessments.

The Association may charge a reasonable fee to assemble, copy, and deliver the information required by this subsection 8.4(b) and may charge a reasonable fee to prepare and deliver an update of a resale certificate.

(c) Rules for Inspection. The Board may establish reasonable rules with respect to: (i) notice to be given to the custodian of the records; (ii) hours and days of the week when such an inspection may be made; and (iii) payment of the cost of reproducing copies of documents requested.

(d) Inspection by Directors. Every director shall have the absolute right at any reasonable time to inspect all books, records, and documents of the Association and the physical properties owned or controlled by the Association. The right of inspection by a director includes the right to make a copy of relevant documents at the expense of the Association.

8.5 Notices. Except as otherwise provided in the Declaration or these Bylaws, all notices, demands, bills, statements, and other communications under the Declaration or 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 Member or Member, at the address which the Member or Member has designated in writing and filed with the secretary or, if no such address has been designated, at the address of the Tract of such Member or Member; or

(b) if to the Association, the Board, or the managing agent, at the principal office of the Association or the managing agent or at such other address as shall be designated by notice in writing to the Members pursuant to this Section.

If mailed, any notice shall be deemed to be delivered when deposited in the United States mail addressed with postage prepaid. To increase flexibility, any Person, including the Association, may consent to or request in writing additional methods of receiving notice, including but not limited to, facsimile, electronic mail or e-mail.

8.6 Indemnification. The Association shall indemnify every officer, director, ACC member and committee member against all damages, liability, and expenses, including attorneys' fees, reasonably incurred in connection with any action, suit, or other proceeding (including settlement of any suit or proceeding, if approved by the then Board of Directors) to which he or she may be a party by reason of being or having been an officer, director, ACC member or committee member, except that such obligation to indemnify shall be limited to those actions for which liability is limited under this Section, the Certificate of Formation and Texas law.

The officers, directors, and ACC and other committee members shall not be liable for any mistake of judgment, negligent or otherwise, except for their own individual willful misfeasance, malfeasance, misconduct, or bad faith. The officers, directors and ACC and other committee members shall have no personal liability with respect to any contract or other commitment made or action taken in good faith on behalf of the Association (except to the extent that such officers, directors or ACC or other committee members may also be Members of the Association). The Association shall indemnify and forever hold each such officer, director and ACC and other committee member harmless from any and all liability to others on account of any such contract, commitment or action. This right to indemnification shall not be exclusive of any other rights to which any present or former officer, director, or ACC or other committee member may be entitled. The Association shall, as a Common Expense, maintain adequate general liability and officers' and directors' liability insurance to fund this obligation, if such insurance is reasonably available.

8.7 Litigation. Except as provided below, no judicial or administrative proceeding shall be commenced or prosecuted by the Association unless approved by a vote of Members representing seventy-five percent (75%) of the total votes in the Association. A Member representing Tracts owned by Persons other than himself or herself shall not vote in favor of bringing or prosecuting any such proceeding unless authorized to do so by a vote of the Owners holding seventy-five percent (75%) of the total votes attributable to Tracts in the development represented by the Member. This Section shall not apply, however, to (a) actions brought by the Association to enforce the provisions of this Declaration (including, without limitation, the foreclosure of liens); (b) the imposition and collection of assessments by the Association; (c) proceedings involving challenges to property taxes; (d) counterclaims brought by the Association in proceedings instituted against it; or (e) actions brought by the Association against any contractor, vendor or supplier of goods and services arising out of a contract for services or supplies. This Section shall not be amended unless such amendment is approved by the percentage of votes, and pursuant to the same procedures, necessary to institute proceedings as provided above.

8.8 Amendment.

(a) By Declarant. Until the Control Transfer Date, the Declarant may unilaterally amend these Bylaws for any purpose. Thereafter, the Declarant may unilaterally amend these Bylaws at any time and from time to time if such amendment is necessary (i) to bring any provision into compliance with any applicable governmental statute, rule, regulation, or judicial determination; (ii) to enable any reputable title insurance company to issue title insurance coverage on the Tracts; (iii) to enable any institutional or governmental lender, purchaser, insurer or guarantor of Mortgage loans, including, for example, the Federal National Mortgage Association or Federal Home Loan Mortgage Corporation, to make, purchase, insure or guarantee Mortgage loans on the Tracts; or (iv) to satisfy the requirements of any local, state, or federal governmental agency. However, any such amendment shall not adversely affect the title to any Tract unless the Owner shall consent thereto in writing. In addition, during the Development Period, the Declarant may unilaterally amend these Bylaws for any other purpose, provided the amendment has no material adverse effect upon any right of any Member.

(b) By the Board. The Board shall be authorized to amend these Bylaws without the consent of the Members (i) for the purpose of conforming these Bylaws to any mandatory provisions of the Act or other Texas law, and (ii) to correct scrivener's errors and other mistakes of fact, provided that any amendments under this

provision have no material adverse effect on the rights of the Members. During the Development Period, any such amendment shall require the consent of the Declarant.

(c) By Members. Except as provided above, these Bylaws may be amended only by the affirmative vote or written consent, or any combination thereof, of Members representing sixty-seven percent (67%) of the total votes in the Association, and, during the Development Period, the written consent of the Declarant. In addition, any notice requirements to Mortgagees as set forth in the Declaration shall be met, if applicable.

Notwithstanding the above, the percentage of votes necessary to amend a specific clause shall not be less than the prescribed percentage of affirmative votes required for action to be taken under that clause.

(d) Validity and Effective Date. In no event shall a change of conditions or circumstances operate to amend any provisions of these Bylaws. No amendment may remove, revoke, or modify any right or privilege of the Declarant without the written consent of the Declarant or the assignee of such right or privilege. If a Member consents to any amendment to the Declaration or these Bylaws, it will be conclusively presumed that such Member has the authority to consent and no contrary provision in any Mortgage or contract between the Member and a third party will affect the validity of such amendment.

EXHIBIT 1  
DEFINITIONS

1. "ACC": The Architectural Control Committee, as described in the Declaration.
2. "Act": The Texas Residential Property Owners Protection Act, Title 11, Chapter 209 of the Texas Property Code, as such act may be amended
3. "Additional Property": All of that certain real property which is subject to annexation to the terms of the Declaration.
4. "Area of Common Responsibility": The Common Area, together with those areas, if any, for which the Association has or assumes responsibility pursuant to the terms of the Declaration, any Supplemental Declaration or other applicable covenant, contract, or agreement. The Area of Common Responsibility shall include any real property and improvements which are designated as areas to be maintained by the Association on a recorded subdivision plat for any portion of Century Oaks NB subdivision.
5. "Certificate of Formation": The Certificate of Formation of CENTURY OAKS NB HOMEOWNERS ASSOCIATION, INC., as filed with the Secretary of State of the State of Texas.
6. "Association": CENTURY OAKS NB HOMEOWNERS ASSOCIATION, INC., a Texas nonprofit corporation, and its successors or assigns.
7. "Board of Directors" or "Board": The body responsible for administration of the Association, selected as provided in the Bylaws and generally serving the same role as the board of directors under Texas corporate law.
8. "Builder": R & D Custom Homes.
9. "Bylaws": The Bylaws of CENTURY OAKS NB HOMEOWNERS ASSOCIATION, INC., as they may be amended.
10. "Common Area": All real and personal property, including easements and licenses, which the Association owns, leases or holds possessory or use rights in for the common use and enjoyment of the Owners. The term also shall include the Exclusive Common Area, as defined below.
11. "Common Expenses": The actual and estimated expenses incurred, or anticipated to be incurred, by the Association for the general benefit of all Owners, including any reasonable reserve, as the Board may find necessary and appropriate pursuant to the Governing Documents.
12. "Community-Wide Standard": The standard of conduct, maintenance, or other activity generally prevailing throughout Century Oaks NB subdivision. Such standard shall initially be established by the Declarant and may be more specifically determined by the Board of Directors and the ACC.
13. "Control Transfer Date:" "Control Transfer Date" shall have the meaning as set forth in the Declaration.
14. "Cost Sharing Agreement": Any agreement, contract or covenant between the Association and an owner or operator of property adjacent to, in the vicinity of, or within Century Oaks NB subdivision, including any Private Amenity, for the allocation of expenses that benefit both the Association and the owner or operator of such property.
15. "Days": Calendar days; provided, however, if the time period by which any action required hereunder must be performed expires on a Saturday, Sunday or legal holiday, then such time period shall be automatically extended to the close of business on the next regular business day.

16. "Declarant": Century Oaks NB, LLC., a limited liability company, or any successor, successor-in-title, or assign who takes title to any portion of the property in Century Oaks NB subdivision for the purpose of development and/or sale and who is designated as the Declarant in a recorded instrument executed by the immediately preceding Declarant; provided, however, there shall be only one Person entitled to exercise the rights and powers of the Declarant hereunder at any one time.

17. "Declaration": Any of certain declarations of covenants, conditions and restrictions, or similar document with another title, pertaining to any portion of Century Oaks NB subdivision, which are recorded in the Public Records. Where these Bylaws are inconsistent with or in conflict with the Declaration, the Declaration shall control.

18. "Development Period": The period of time during which the Declarant owns any property which is subject to a Declaration, or any Private Amenity, or has the unilateral right to subject Additional Property to a Declaration pursuant to the terms thereof. The Declarant may, but shall not be obligated to, unilaterally relinquish its rights under this Declaration and terminate the Development Period by recording a written instrument in the Public records.

19. "Exclusive Common Area": A portion of the Common Area intended for the exclusive use or primary benefit of one (1) or more, but less than all, Tracts, as more particularly described in the Declaration.

20. "General Assessments": Assessments and maintenance charges levied on all Tracts subject to assessment by the Association to fund Common Expenses for the general benefit of all Tracts, as more particularly described in the Declaration.

21. "Governing Documents": The Declaration of Covenants, Conditions and Restrictions for Century Oaks NB (and all amendments and supplements thereto), the Articles of Incorporation for the Association, Certificate of Formation, the Bylaws of the Association, any and all Design or Architectural Guidelines, any and all applicable state statutes governing or applying to the Association and all additional covenants governing any portion of Century Oaks NB subdivision or any of the above, as each may be supplemented and amended from time to time.

22. "Lot or Tract": A parcel, lot or a portion of Century Oaks NB subdivision, whether improved or unimproved that may be independently owned and conveyed and which is intended for development, use, and occupancy as an attached or detached single family dwelling and upon special designation as a commercial unit. The term shall refer to the land which is part of the Lot or Tract as well as any improvements thereon. The term shall include within its meaning, by way of illustration but not limitation, single-family detached houses on separately platted Lots or Tracts, as well as vacant land intended for development as such, but shall not include Common Area, common property owned by the Association, or property dedicated to the public. In the case of a parcel of vacant land, lot or land on which improvements are under construction, the parcel shall be deemed to be a single Tract until such time as a subdivision plat or condominium plat is filed of record on all or a portion of the parcel. Thereafter, the portion encompassed by such plat shall contain the number of Tracts determined as set forth in the preceding paragraph and any portion not encompassed by such plat shall continue to be treated in accordance with this paragraph.

23. "Maintenance Fund": An Association fund into which General Assessments are deposited, as may be more particularly described in the Declaration.

24. "Majority": Those votes, Owners, Members, or other group, as the context may indicate, totaling more than fifty percent (50%) of the total eligible number.

25. "Member": A Person entitled and subject to membership in the Association pursuant to Article 2.
26. "Mortgage": A mortgage, a deed of trust, a deed to secure debt, or any other form of security instrument affecting title to any Tract.
27. "Mortgagee": A beneficiary or holder of a Mortgage.
28. "Century Oaks NB subdivision": That certain planned community located in Guadalupe County, Texas, which is commonly known and referred to as Century Oaks NB.
29. "Owner": One (1) or more Persons who hold the record title to any Tract, including the Declarant and any Builder but excluding in all cases any party holding an interest merely as security for the performance of an obligation. If a Tract is sold under a recorded land sales contract, and the contract specifically so provides, the purchaser (rather than the fee owner) will be considered the Owner. If a Tract is owned by more than one (1) Person, all such Persons shall be jointly and severally obligated to perform the responsibilities of such Owner.
30. "Person": A natural person, a corporation, a partnership, a limited liability company, a fiduciary acting on behalf of another person or any other legal entity.
31. "Private Amenity": Certain real property and any improvements and facilities thereon located adjacent to, in the vicinity of, or within the Century Oaks NB subdivision, designated by the Declarant and which are owned and operated, in whole or in part, by Persons other than the Association for recreational or other purpose. The use of the term "Private Amenity" shall not be construed to imply or require a private club. Private Amenities may be operated on a daily fee, use fee, public, or private basis or otherwise, and may include, any recreational amenities so located and all related and supporting facilities and improvements. Declarant reserves the right to designate additional Private Amenities in its sole discretion.
32. "Public Records": The official real property records of Guadalupe County, Texas.
33. "Supplemental Declaration": An instrument filed in the Public Records which subjects additional property to a Declaration, designates additional property to become subject to the Declaration, and/or imposes, expressly or by reference, additional restrictions and obligations on the land described in such instrument.

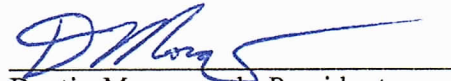
**CERTIFICATION**

I, the undersigned, do hereby certify:

That I am the duly elected and acting President of CENTURY OAKS NB HOMEOWNERS ASSOCIATION, INC. a Texas nonprofit corporation;

That the foregoing Bylaws constitute the original Bylaws of the Association, as duly adopted at a meeting of the Board of Directors thereof held effective as of June 2, 2020.

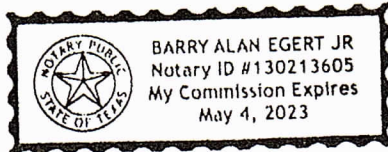
IN WITNESS WHEREOF, I have hereunto subscribed my name effective as of June 2, 2020 and signed on this the 16 day of June, 2020.

  
Dustin Morgenroth, President

**ACKNOWLEDGMENT**


STATE OF TEXAS                   §  
   §  
COUNTY OF Wilson           §

This instrument was acknowledged before me on the 16 day of June, 2020, by Dustin Morgenroth, President of CENTURY OAKS NB HOMEOWNERS ASSOCIATION, INC.



  
NOTARY PUBLIC, STATE OF TEXAS

202099014978  
I certify this instrument was FILED and RECORDED  
in the OFFICIAL PUBLIC RECORDS  
of Guadalupe County, Texas on  
06/17/2020 08:45:17 AM PAGES: 30 EDIE  
TERESA KIEL, COUNTY CLERK

 *Teresa Kiel*