



## **Legendary Oaks Property Owners Association, Inc. Restated Operating Guide**

### **Name and Location**

The name of the association is Legendary Oaks Property Owners Association. The principal address is 52097 U.S. Highway 290, Hempstead, Texas 77445. Meetings of members and officers will not be held at this address but at a public location, as announced and designated by the Board of Officers.

### **Membership**

Membership in this association shall consist of property owners within the Legendary Oaks Subdivision located in Hempstead, Texas.

### **Voting Membership**

Voting membership in this association shall consist of property owners that have paid, in full, their annual fees. All voting members will be eligible to cast one vote, per platted lot owned, in all association elections and/or at meetings held for any association business.

### **Entrance Maintenance Fee**

The annual amount required for maintenance shall be \$350 per platted lot. All maintenance fees shall be paid in full on or before January 1 every calendar year. The amount of annual fees may be amended by a majority vote of the eligible members at the annual meeting of the association.

### **Street and Drainage Maintenance Fee**

The annual amount required for street and drainage fees shall be \$500 per platted lot. All street and drainage fees shall be paid in full on or before August 1st every calendar year. The amount of annual fees may be amended by a majority vote of the eligible members at the annual meeting of the association.

### **Meetings**

An annual meeting of the members shall take place every calendar year in the month of January. The specific date, time, and location of which will be designated by the board. By law, the members shall be notified no later than the 10<sup>th</sup> day or earlier than the 60th day before the start of the meeting. At the annual meeting, the members shall elect officers in even numbered years, and discuss the direction of the association. The members present shall constitute a quorum for the election of officers.

Board meetings shall be held quarterly, or as needed. The specific date, time, and location of which shall be designated by the board. All meetings shall be public and open to any interested persons. By law, the members shall be notified at least 144 hours before the start of a meeting. A majority of the members of the board shall constitute a quorum for the transaction of business. The board reserves the right to adjourn into closed executive session at any time during a meeting as authorized by law.

Special meetings may be called by the president or vice-president. A petition signed by 5% of voting members may also call a special meeting. The specific date, time, and location of which will be designated by the board. By law, the members shall be notified at least 72 hours before the start of a meeting.

Notice of each meeting shall be posted on our bulletin board and sent to each voting member via email. Every effort will be made to notify all interested parties and members of the association.

Any question concerning parliamentary procedure at meetings shall be determined by the president and secretary by reference to Robert's Rules of Order.

### **Board of Officers**

The affairs of this association shall be managed by a board of at least 4 officers, who shall be voted in by the members of the association. The officers shall include the following: president, vice-president, treasurer, and secretary. The election shall take place every 2 years at the annual meeting.

An officer of this association shall hold office for 2 years from the date of his/her election unless he/she shall sooner resign, be removed, or otherwise be disqualified to serve. The newly appointed officer's term shall begin after adjournment of the annual meeting at which he/she was appointed, and the term shall expire after adjournment of the annual meeting 2 years later, unless otherwise removed. There shall be no term limits for serving on the Board of Officers.

Any officer may resign at any time by giving a written notice to the board or by giving verbal notice at a board meeting. Such resignation shall take effect on the date of receipt of the 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. If the officer who resigns from office is holding the office of president, then he/she shall be replaced by the vice-president. Office vacancies shall be filled by appointment by the board. The officer appointed to any vacancy shall serve only the unexpired term of the officer he/she replaces.

No officer shall receive compensation for any service he/she may render to the association. However, any officer may be reimbursed for his/her actual expenses incurred in the performance of his/her duties, upon submission and approval by the membership of documentary evidence including appropriate receipts.

### **Duties of Officers**

**President:** The president shall call and preside over all meetings, shall act for and on behalf of the membership of the association, shall appoint any special committees necessary for the success of any association business, and shall act as the official spokesperson for the association and its members.

**Vice President:** The vice-president shall, in the absence of the president, assume all the duties of that office and shall assist any of the other officers, when needed.

**Treasurer:** The treasurer shall keep all financial receipts and a record of all financial business of the association, present a complete and accurate report of the association's finances at each meeting, and shall be responsible for maintaining membership information.

**Secretary:** The secretary shall keep a permanent record of all meetings, record all votes, and transcribe the minutes of all meetings, maintain all legal documents and legal transactions of the association, and send notices of all meetings to the membership.

### **Insurance**

The association shall purchase and maintain liability insurance on behalf of each officer, and commercial

## FILED AND RECORDED

**Instrument Number: 2309896**

Filing and Recording Date: 08/25/2023 10:18:53 AM Pages: 4 Recording Fee: \$24.00

I hereby certify that this instrument was FILED on the date and time stamped hereon by me and was duly RECORDED in the OFFICIAL PUBLIC RECORDS of Waller County,



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Debbie Hollan, County Clerk  
Waller County, Texas

ANY PROVISION CONTAINED IN ANY DOCUMENT WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE REAL PROPERTY DESCRIBED THEREIN BECAUSE OF RACE OR COLOR IS INVALID UNDER FEDERAL LAW AND IS UNENFORCEABLE.

Marlene Arranaga, Deputy

Returned To:  
LEGENDARY OAKS PROPERTY