

*BY LAWS OF
CLEAR CREEK FOREST SECTION 10 (CCF10) CIVIC ASSOCIATION*

ARTICLE I- NAME

The name of this organization shall be Clear Creek Forest Section 10 (CCF10) Civic Association.

ARTICLE II-PURPOSE

The Association shall be a Texas corporation for the purpose of maintaining the integrity of our property values by enforcing our deed restrictions and fostering a healthy, safe and more informed community.

ARTICLE III –Membership

Section 1 All property owners within CCF Section 10 shall be eligible for membership in this association after completing and having their application accepted by the executive board. Membership is voluntary.

A member shall be considered to not be in good standing if, but not limited to:

- a) They are involved or may become involved in legal proceedings against the association.
 - b) They are in blatant or egregious violation of the deed restrictions.
 - c) They perform belligerent or harmful acts towards the association.
 - d) They fail to pay, or are delinquent to pay, the annual membership dues.
- The executive board shall by a simple majority vote. Decide on a case-by-case basis if the member meets these criteria.
 - Further, the executive board shall decide, by simple majority vote, what course of action should be followed to rectify the conflict. This may include expulsion or denial of membership.

Section 2 A membership unit, which shall be entitled to a total of two votes, shall consist of a property owner defined and grouped as follows, to-wit:

Husband and wife, widow or widower, unmarried person, or two or more joint owners, all of whom shall be bona fide purchasers under Contract of Sale.

Section 3 Each membership unit shall be entitled to an aggregate of two votes as follows, to-wit:

Husband and wife property owner members shall each be entitled to one vote, provided however, in the absence of either, the other shall be entitled to cast two votes; a single person, widow or widower, who shall qualify as a property owner member, as above defined, shall be entitled to two votes; and in the event two or more unmarried persons jointly own and occupy

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property in the subdivision, such joint owners shall be entitled in the aggregate to only two votes.

Section 4 Each member's vote may be delivered physically at any meeting or by proxy as long as such proxy has been duly executed and returned under the terms thereof. Votes submitted by proxy will be counted as if that member were physically present and voting and will be included in the quorum for that meeting.

Section 5 No one shall be entitled to participate in the affairs of this Association or hold office therein, except members in good standing as to payment of their annual dues and/or Article III Sec. 1 pg. 1.

ARTICLE IV- DUES

Section 1 Regular annual dues shall be payable by January 1st of each year. Dues shall be \$50.00 per household.

Section 2 Should such an increase in the dues, in the opinion of its Officers and Board of Directors, become necessary, the following steps shall be followed:

- The increase must be voted on at a meeting of the members, regular or special.
- A notice of the proposed increase shall be delivered or emailed electronically to each member in good standing at least twenty (20) days before the meeting.
- The notice shall allow members that are unable to attend the meeting to submit their vote by ballot or proxy.
- Votes submitted by members in good standing by ballot or proxy will be counted as if that member were physically present and voting and will be included in the quorum for the meeting.
- The increase must be approved by a simple majority vote of the members present who are in good standing.

Section 3 The dues may not be increased more than once every two (2) years.

ARTICLE V - FISCAL YEAR

The fiscal year of the Association shall be the calendar year.

ARTICLE VI – OFFICERS

Section 1 The officers of the Association shall consist of a President, a Vice-President, a Secretary, and a Treasurer. If necessary, the positions of Secretary and Treasurer may be combined into one position.

Section 2 The term of office of each officer shall be for a period of one year, from January 1st through December 31st of the year following the election. Each officer shall serve until a successor is elected and qualified. Initial positions run from July 2023 – December 2024.

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Section 3 If a vacancy occurs among the offices, the Board of Directors shall select a successor to serve during the unexpired term of the office vacated.

ARTICLE VII - DUTIES OF OFFICERS

Section 1 The President shall preside at all meetings of the Association, preserve order, enforce the Bylaws, and exercise supervision of the Association's affairs generally. He/she shall decide all questions of procedure and order for the Association; he/she shall, with the advice and consent of the Board of Directors, appoint all committees, unless otherwise provided for in these Bylaws, and he/she shall be an ex-officio member of all such committees; and further, he/she shall perform such other and additional duties as are customarily performed by such officer. Responsible for communicating Association activities, decisions, etc. through means of electronic or traditional communication methods.

Section 2 The Vice-President shall assist the President in the discharge of his/her duties, and in the absence of the President, shall preside at all meetings of the Association and of the Board of Directors, and shall perform the duties of the President during the latter's absence. Further, the Vice-President shall perform all additional duties which may be delegated to him/her by the President or the Board of Directors.

Section 3 The Secretary shall keep a full and correct record of all proceedings of this Association and of the Board of Directors and shall have charge of all records of the Association. The Secretary shall receive all communications, conduct the correspondence, and shall mail all reports, bulletins, and notices, keeping a correct record of the foregoing. The minutes shall be completed no later than 7 days after any meeting.

Section 4 The Treasurer shall receive all dues, donations and funds belonging to the Association and shall deposit all such funds in the bank designated by the Board of Directors. The Treasurer shall draw all checks on the Association's funds, which checks shall be signed by two officers. The Treasurer shall have the responsibility of reconciling all accounts held by the Association on a monthly basis. The Treasurer shall keep a full, true, and correct record of all funds and of all financial transactions of the Association and shall render a complete report thereof to the Association at its meetings, or as often as required by the President and Board of Directors.

ARTICLE VIII - BOARD OF DIRECTORS

Section 1 The Board of Directors shall consist of the officers and (3) three additional Directors, selected as hereinafter set out, and the elected officers of the Association, such officers each occupying the same office on the Board of Directors.

Section 2 The Board of Directors shall be the governing body of the Association with full rights and authority to determine policy, outline, plan and carry into execution all business, activities, and policy, to enter into and execute all necessary agreements and instruments incident thereto

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in the name of the Association and shall constitute the representatives of the Association. In addition to the foregoing powers, the Board of Directors shall be authorized to institute, as well as settle or compromise, in the name of the Association or otherwise, any necessary legal proceedings to carry into effect the purposes and policies of the Association, and to employ legal counsel in connection with any of the foregoing.

Section 3 The term of office of each member of the Board of Directors shall be the same as the Association's fiscal year.

Section 4 In case a vacancy occurs among the Directors, the remaining members of the Board of Directors shall select a successor to serve during the unexpired term of the position vacated.

Section 5 The Board, acting in a simple majority, may elect to remove a Director for non-performance of duty.

Section 6 Officers and directors must attend 75% of all meetings in person or be subject to a removal vote by the board.

ARTICLE IX – MEETINGS

Section 1 **Membership Meetings.**

- a) A regular meeting of the membership shall be held at the time and place designated in the notice thereof, on a bi-annual basis.
- b) Special meetings of the membership may be called by the President, the Board of Directors on an as needed basis.
- c) The Secretary shall give, or cause to be given to all members, written or electronic notice of all regular and special meetings of the membership not less than seven (7) days prior to the date of the meeting.
- d) Social meetings or events of the membership are desirable and shall be held from time to time as may be determined upon by the Board of Directors, or the membership.
- e) The quorum for all membership meetings shall be ten percent (10%) of the total number of members in good standing.

Section 2 **Board of Directors Meetings.**

- a) A regular meeting of the Board of Directors shall be held at least semi-annually at the time and place designated by the Board of Directors.
- b) Special meetings of the Board of Directors may be called by the President, or in his absence the Vice-President, or by any three (3) directors, such special meetings to be held at the time and place designated in the call and notice thereof, which notice shall be given to the directors not less than seven (7) days before the date of such meeting.

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- c) Fifty percent (50%) of the members then constituting the Board of Directors shall constitute a quorum for any meeting of the Board of Directors.
- d) Meetings of the Board of Directors are open to all members in good standing, but only Directors shall have voting powers on matters requiring such.

ARTICLE X – ELECTIONS

Section 1 Nominations for Officers and Directors may be made from the floor at the annual meeting by any member in good standing.

Section 2 The election of officers shall be held at the 4th quarter (calendar year) meeting of the membership. The nominee receiving a majority of the votes cast at the meeting shall be declared elected.

ARTICLE XI – COMMITTEES

Such committees as may be considered necessary by the Board of Directors may be appointed from time to time by the Board, the number of members and duties of such committees being within the discretion of the Board.

ARTICLE XII – EXPENDITURES

Section 1 Directors and Officers shall not receive any compensation for their services. They may receive reimbursement for actual expenses incurred only upon the submission of appropriate written evidence of such expenses incurred.

Section 2 Expenses in excess of \$200.00 must be approved by the Board of Directors.

ARTICLE XIII – PROCEDURE

Section 1 The Revised Edition of Robert's Rules of Order shall be authority for procedure in conducting all meetings of this association and its Board of Directors, when not in conflict with the provisions of these Bylaws.

Section 2 The following shall be the order of business for all meetings:

- a) Registration of all members in attendance.
- b) Roll call of officers and directors at meetings of the Board of Directors.
- c) Presentation of the minutes of the preceding meeting.
- d) Presentation of the Treasurer's report.
- e) Introduction of visitors
- f) Reports of committees.
- g) old business.
- h) new business.
- i) General discussion for the good and welfare.
- k) Adjournment.

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ARTICLE XIV - RECORDS

All books and records of the Association shall be open to inspection by the members in good standing at any reasonable time upon request to the President.

ARTICLE XV- AMENDMENTS

These Bylaws may be revised, changed or amended at any meeting, regular or special, by a two-thirds (2/3rds) vote of the members present who are in good standing, whether present physically or by proxy. However, a copy of the proposed revision, change or amendment, together with notification of the time and place of the meeting at which same is to be considered, shall be delivered or electronically emailed to each member in good standing at least seven (7) days before the date of such meeting.

Effective: October 18, 2023



Alisa Gonzalez, Secretary

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of the CLEAR CREEK FOREST SECTION 10 (CCF10) CIVIC ASSOCIATION and that these Bylaws constitute the Association's Bylaws. These amended Bylaws were duly adopted at our board meeting on October 18, 2023.



Alisa Gonzalez, Secretary