

~~BYLAWS OF~~
~~THE ESTATES AT TOUR 18 HOMEOWNERS ASSOCIATION~~
A NONPROFIT CORPORATION

ARTICLE I

NAME AND LOCATION

The name of the corporation is **THE ESTATES AT TOUR 18 HOMEOWNERS ASSOCIATION**. The principal office of the corporation will be located at 3838 N. Sam Houston Parkway E , #295, Houston, Texas 77032, but meetings of members and directors may be held at such places within the State of Texas as may be designated by the Board of Directors

ARTICLE II

DEFINITIONS

Section 1 "Association" means and refers to **THE ESTATES AT TOUR 18 HOMEOWNERS ASSOCIATION** its successors and assigns

Section 2 "Common area" means all real property owned by the association for the common use and enjoyment of the owners

Section 3 "Declarant" means and refers to **TOUR 18, INC** , as well as its successors and assigns if such successors or assigns should acquire more than one undeveloped lot from the declarant for the purpose of development

Section 4 "Declaration" means and refers to the declaration of covenants, conditions, and restrictions applicable to the subdivision and recorded on May 31, 1994, in the office of the County Clerk of Denton County, Texas, under File #94-R0043555

Section 5 "Lot" means and refers to any plot of land shown on the recorded subdivision plat with the exception of the common area

Section 6 "Member" means and refers to those persons entitled to membership in the association as provided in the declaration.

~~Section 7. "Owner" means and refers to the record owner, whether one or more persons or entities, of the fee simple title to any lot which is a part of the subdivision, including contract sellers, but excluding those holding title merely as security for the performance of an obligation~~

Section 8 "Subdivision" means and refers to that certain tract of real property described in the declaration, and such additions to that tract as may be brought within the jurisdiction of the association pursuant to the provisions of the declaration

ARTICLE III MEETINGS OF MEMBERS

Section 1. Annual Meetings The first annual meeting of members will be held within thirty (30) days from the date of incorporation of the association. Subsequent annual meetings of members will be held on the same day of the same month of each year thereafter at such place as designated by the Board of Directors. If the day for the annual meeting of members is a legal holiday, the meeting will be held at the same hour on the next following day which is not a legal holiday

Section 2 Special Meetings Special meetings of members may be called at any time by the president or by the board of directors.

Section 3 Notice of Meetings Written notice of each meeting of members will be given by, or at the direction of, the secretary or other person authorized to call the meeting, by mailing a copy of such notice, postage prepaid at least ten (10) days but not more than thirty (30) days before such meeting to each member entitled to vote, addressed to the member's address last appearing on the books of the association or supplied by such member to the association for the purpose of receiving notice. The notice will specify the

~~day, hour, and place of the meeting, and in the case of a special meeting, the purpose of the meeting~~

Section 4 Quorum The presence at the meeting, in person or by proxy, of members entitled to cast a majority of the votes of each class of the membership will constitute a quorum for authorization of any action except as may otherwise be provided in the declaration, the articles of incorporation, or these bylaws. If a quorum is not present at any meeting, the members entitled to vote will have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum is present.

Section 5 Proxies At all meetings of members, each member may vote in person or by proxy. All proxies will be in writing and filed with the secretary. Proxies will be revocable, and the proxy of any owner will automatically terminate on conveyance by such owner of his or her lot.

ARTICLE IV

BOARD OF DIRECTORS

Section 1 Number and Qualifications The affairs of the association will be managed by a board of three (3) directors who need not be members of the association.

Section 2 Nomination Nomination for election to the board of directors may be by nominating committee, and may also be made from the floor at any annual meeting of members. The nominating committee will consist of a chairperson who is a member of the board of directors, and two or more members of the association. The committee will be appointed by the board of directors prior to each annual meeting to serve from the close of such meeting until the close of the next annual meeting, and such appointment will be announced at each annual meeting. The nominating committee will make as many nominations for election to the board of directors as it will in its discretion.

~~determine, but in no event will it nominate less than the number of vacancies to be filled~~

Section 3 Election Election to the board of directors will be by secret written ballot. At such election the members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the declaration. Persons receiving the largest number of votes will be elected. Cumulative voting is permitted in favor of candidates for fewer than all the vacancies, provided that any member who intends to cumulate his or her votes must give written notice of such intention to the secretary of the association on or before the day preceding the election at which such member intends to cumulate his or her votes.

Section 4 Meetings

a Regular Meetings Regular meetings of the board of directors will be held annually without notice at such place and hour as may be fixed from time to time by resolution of the board. In the event the regular date for a meeting falls on a legal holiday, such meeting will be held at the same time on the next following day which is not a legal holiday.

b Special Meetings Special meetings of the board of directors will be held when called by the President of the association, or by any two directors, after not less than three (3) days' notice to each director.

c Quorum A majority of the directors will constitute a quorum for the transaction of business. Every act performed or decision made by a majority of directors present at a duly held meeting in which a quorum is present will constitute the act or decision of the board.

Section 5. Powers The board of directors will have power to

a Adopt and publish rules and regulations governing the use of the common areas and facilities including the personal conduct of the

~~members and their guests in using them; and to establish penalties for~~
infractions of such rules and regulations,

b Suspend the voting rights and right to use of the recreational facilities of any member during any period in which such member is in default in the payment of any assessment levied by the association. Such rights may also be suspended after notice and hearing, for a period not to exceed ninety (90) days for infraction of published rules and regulations,

c Exercise on behalf of the association all powers, duties, and authority vested in or delegated to the association and not specifically reserved to the membership by the declaration, articles of incorporation, or by other provisions of these bylaws,

d Declare the office of a member of the board of directors to be vacant in the event that such member is absent from two (2) consecutive regular meetings of the board of directors, and

e Employ a manager, independent contractors, and such other employees as they may deem necessary, and to prescribe their duties

Section 6 Duties It will be the duty of the board of directors to.

a Cause to be kept a complete record of all its acts and corporate affairs and to present a statement of such acts and affairs to the members at each annual meeting, or at any special meeting at which such a statement is requested in writing by a majority of the Class A members entitled to vote at the meeting,

b Supervise all officers, agents, and employees of the association and see to it that their duties are properly performed,

c As more fully provided in the declaration, to
(1) Fix the amount of the annual assessment against each lot at least thirty (30) days in advance of each annual assessment period,

~~(2)~~ Send written notice of each assessment to every owner subject to the assessment at least thirty (30) days in advance of each annual assessment period, and

(3) Foreclose the lien against any property for which assessments are not paid within ninety (90) days after the due date, or to bring an action at law against the owner personally obligated to pay the same,

d Issue, or cause an appropriate officer to issue, on demand by any person and on imposition of a reasonable charge, a certificate setting forth whether or not any assessment has been paid, a statement in a certificate to the effect that an assessment has been paid constituting conclusive evidence of such payment,

e Procure and maintain adequate liability and hazard insurance on all property owned by the association,

f Cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate, and

g Cause the common area to be maintained

Section 7 Term of Office One (1) year or until his/her successor shall have been elected or qualified.

Section 8 Compensation No director will receive compensation for any service he or she may render to the association. However, any director may be reimbursed for his or her actual expenses incurred in the performance of his duties

Section 9 Removal Any director may be removed from the board, with or without cause, by a majority vote of the members of the association. In the event of death, resignation, or removal of a director his or her successor will be selected by the remaining members of the board and will serve for the unexpired term of his or her predecessor

ARTICLE V

OFFICERS

Section 1 Enumeration of Officers The officers of the association will be a president and vice president, who will at all times be members of the board of directors, and a secretary, treasurer, and such other officers as the board may from time to time by resolution create

Section 2 Election of Officers The election of officers will take place at the first meeting of the board of directors following each annual meeting of members

Section 3 Term The officers of the association will be elected by the board. Each will hold office for a term of one (1) year unless he or she will sooner resign, or will be removed or otherwise disqualified to serve

Section 4 Special Appointments The board may elect such other officers as the affairs in the association may require, each of whom will hold office for such period, have such authority, and perform such duties as the board may, from time to time, determine

Section 5 Resignation and Removal Any officer may be removed from office by the board at any time with or without cause. Any officer may resign at any time by giving written notice to the board, the president, or the secretary. Such resignation will take effect on the date of receipt of such notice or at any later time specified in the notice, and unless otherwise specified in the notice, the acceptance of such resignation will not be necessary to make it effective

Section 6 Vacancies A vacancy in any office may be filled by appointment of the board. The officer appointed to such vacancy will serve for the unexpired term of the officer he or she replaces.

~~Section 7 Multiple Offices. The offices of secretary and treasurer may be held by the same person. No person will simultaneously hold more than one of any of the other offices, except in the case of special offices created pursuant to Section 4 of this Article.~~

Section 8 Duties. The duties of the officers are as follows:

a. **President.** The president will preside at all meetings of the board of directors, will see that orders and resolutions of the board are carried out, will sign all leases, mortgages, deeds, and other instruments, and will co-sign all checks and promissory notes

b. **Vice President.** The vice president will act in the place of the president in the event of his or her absence, inability, or refusal to act, and will exercise and discharge such other duties as may be required of him or her by the board

c. **Secretary.** The secretary will record the votes and keep the minutes of all meetings and proceedings of the board and of the members, keep the corporate seal of the association and affix it to all papers so requiring; serve notice of meetings of the board and of members, keep appropriate current records showing the members of the association together with their addresses, and perform such other duties as may be required by the board or by law

d. **Treasurer.** The treasurer will receive and deposit in appropriate bank accounts all funds of the association, and will disburse such funds as directed by resolution of the board of directors, will co-sign all checks and promissory notes of the association; will keep proper books of account, and will prepare an annual budget and statement of income and expenditures, a copy of which documents will be delivered to each member, and a report on which will be given at the regular annual meeting of members

ARTICLE VI
ASSESSMENTS

As more fully provided in the declaration, each member is obligated to pay to the association annual and special assessments which are secured by a continuing lien on the property against which such assessments are made. Any assessments which are not paid when due are considered delinquent. If an assessment is not paid within thirty (30) days after the due date, the assessment bears interest from the date of delinquency at the rate of ten percent (10%) per annum, and the association may bring an action at law against the owner personally obligated to pay the same, or may foreclose the lien against his or her property. Interest, costs, and reasonable attorney fees of any such action will be added to the amount of any assessment due. No owner may waive or otherwise escape liability for assessments by nonuse of the common area or abandonment of his or her lot.

ARTICLE VII
BOOKS AND RECORDS; INSPECTION

The books, records, papers of the association will be subject to inspection by any member during ordinary business hours. The declaration, articles of incorporation, and bylaws of the association will be available for inspection by any member at the principal office of the association, where copies will be made available for sale at a reasonable price.

ARTICLE VIII
CORPORATE SEAL

The association will have a seal in circular form having within its circumference the words: The Estates at Tour 18 Homeowners Association.

ARTICLE IX

FISCAL YEAR

The fiscal year of the association will be the calendar year, except that the first fiscal period will begin on the date of incorporation and will end on December 31st of the year of incorporation.

ARTICLE X

AMENDMENTS

These bylaws may be amended, at a regular or special meeting of members, by vote of a majority of a quorum of members present in person or by proxy

ARTICLE XI

CONFLICTS WITH ARTICLES OF INCORPORATION

OR DECLARATION OF COVENANTS

In the case of any conflict between the articles of incorporation and these bylaws, the articles will control. In the case of any conflict between the declaration and these bylaws, the declaration will control.