

ARROWHEAD SHORES OWNERS ASSOCIATION
(ASOA)
BY-LAWS

Revision January 17, 2012

ARROWHEAD SHORES OWNERS ASSOCIATION

BY-LAWS Revision 1988

Revision 1

Article 1, Section 3 (inserted the words “and authorized guests” in the first sentence). Approved by Board of Directors on June 9, 1976. (Subsequently became Article 5, Section 2 on April 28, 1984.)

Revision 2

Article 3, Section 1 (Board increased from three [3] to five [5] members); Article 3, Section 3 (Directors quorum upon vacancy); and Article 4, Section 1 (Officer election deadline). Approved by Board of Directors on March 8, 1980.

Revision 3

Article 2 (member voting rules for additional dues and assessments) and Article 3, Section 4 (absentee voting authorized). Approved by Board of Directors on April 20, 1982.

Revision 4

Table of Contents added, Articles renumbered and expanded from seven (7) articles to eleven (11) articles. Approved by Board of Directors on April 3, 1984 and members at annual meeting on April 28, 1984.

Revision 5

Article 12 (Interpretation of Subdivision Restrictions) and Article 12, Section 1 (Pet, Animal and Bird Control) added and Table of Contents expanded to reflect same. Approved by Board of Directors on October 25, 1984 and members at Semi-annual meeting on October 27, 1984.

Revision 6

Article 8, Section 3 (Board of Directors: Nomination and Voting) amended to correct punctuation errors and add “write-in nomination” clause. Approved by Board of Directors and members at annual meeting on April 27, 1985.

Revision 7

Article 8, Section 1 (Board of Directors: Task and Authority) amended to require member approval of any transfer or lease of listed Association property. Approved by Board of Directors and members at annual meeting on April 23, 1988.

Revision 8

By-Laws Revision 2010. Various sections were revised to clarify and update By-Laws to be in compliance with Texas Chapter 22 Non-Profit Corp. Act. Approved by Members at annual meeting on April 24th, 2010 and BOD meeting May 8th, 2010.

1. Requirements for ASOA mandatory membership revised for clarity and understanding
2. A statement regarding Open Meetings included. ASOA is not required to follow the open meeting act.
3. Regarding Directors, Term limits, Attendance, Non payment of service, Removal and Directors meetings updated and revised.
4. Create the board position VP of Maintenance replacing the Dir of Maintenance to ensure all board members are Officers of the Corporation and the assumption of responsibility.

Revision 9

Mandatory revisions include provisions of new laws going into effect 6/17/11, 9/1/11 and 1/1/12.

BY-LAWS OF ARROWHEAD SHORES OWNERS ASSOCIATION

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ARTICLE ONE

INCORPORATION AND ORGANIZATION

1. The Arrowhead Shores Owners Association (ASOA), a Texas Nonprofit Corporation, (501C4) was incorporated and organized in February 1974. The Articles of Incorporation are on file in the Office of the Secretary of the State of Texas. The Certificate of Corporation and copy of the Articles of Incorporation are on file in the ASOA business office. Membership in ASOA is mandatory and automatic for all property owners and there is no initiation fee for membership in the association. All dedicatory documents for ASOA are on file in Hood County, TX records and posted on ASOA website asoatx.org.

1.1 COMPLIANCE WITH STATE AND FEDERAL LAW

The association is committed to complying with all provisions of federal and state laws applicable to it as a Texas Non Profit Corporation (501C4) and a property owners association, as that term is defined in Texas Property Code Section 209.002 (7). In the event any provision of the Associations governing documents (including but not limited to Deed Restrictions, By-Laws or Rules and Regulations) conflict with applicable law, the association shall follow applicable law.

ASOA recognizes that Owners On Active Military Duty may have special rights or relief related to the enforcement action under federal law, including the Service members Civil Relief Act (50 U.S.C. app. Section 501 et seq.)

ARTICLE TWO

OFFICE LOCATION

The principal office of the Corporation shall be located at Arrowhead Shores Subdivision, in the County of Hood, State of Texas. The corporation may have other offices as the BOD may determine or as the affairs of the corporation may require.

ARTICLE THREE

DEFINITIONS

The following words, when used in these By-Laws (unless the context may prohibit), shall have the following meanings:

1. **"Association", "corporation"** and **"ASOA"** shall mean and refer to this Home Owners Association and this non-profit Corporation.

2. **"Subdivision"** shall mean and refer to all that certain real estate and land, together with any improvements thereon, located in Arrowhead Shores Subdivision, Hood County, Texas.

3. **"Assessments and Fees"** (for the purpose of these by-laws, assessments do not include other assessments made by Hood Co. or other taxing authorities).

a. Membership Dues- per year per lot due and payable on or before Nov. 30th of prior year. Late fees accrue after March 1st of current year.

b. Late fees-10% of unpaid balance.

c. Transfer fees-due upon transfer of property. This fee covers reasonable costs to set up and verify the new owner/member account.

- d. Contract to mow unimproved lot-yearly minimum of 3 mowings are provided.
- e. Contract to mow improved lot-per mowing, Fishing Slips per mowing.
- f. Recreation center rental fee plus a refundable prepaid cleaning deposit.
- g. Annual and Daily Swimming pool pass.

A list of fees is available from the ASOA office or on-line at www.asoatx.org

Fees are subject to change by a majority vote of the members and the board for dues and assessments and by a Majority vote by the board of directors for remaining fees.

4. **"Board of Directors"** BOD-the managing body for the Non-Profit Corporation as stated in the management certificate on file with the County and State. The BOD is comprised of up to 5 members.

5. **"Recreational Area"** shall mean and refer to certain portions of the Subdivision, together with any improvements thereon, which was conveyed to the Association by Arrow Resort Co., developer and declarant, by deeds dated June 26, 1979 and May 30, 1979, recorded in Volume 308, Pages 654 through 658, Deed Records of Hood County, Texas, to wit, boat ramps, swimming pools, playgrounds, parks, picnic areas, parking areas, clubhouse, office and any future improvements on recreational area sites. Signs showing specific rules for use of the parks and boat ramps are posted at each location.

6. **"Facilities"** shall mean and refer to common ground, clubhouse, fences, gates, pool, maintenance equipment, and structures used to house and maintain such equipment and associated real estate.

7. **"Lot"** shall mean and refer to each numbered lot shown on the recorded plats of the Subdivision and to any plot of land shown upon any future recorded map or plat of the Subdivision or any part thereof.

8. **"Residential Lot"** shall mean and refer to all lots shown on the recorded plats of Arrowhead Shores Subdivision, Hood County, Texas, with the exception of designated fishing slips and to any plot of land shown upon any future recorded map or plat of the Subdivision, or any part thereof, with the exception of the Recreational Areas and Facilities as heretofore defined, the permissible use of which is limited by restrictive covenants to residential use. Specifically, by section within this Subdivision, all residential lots are limited to "single family, residential purposes only and no building shall be erected or maintained on any residential lot in said Subdivision other than a private residence, a private boathouse, and a private garage for the sole use of the owner or occupant," with exceptions, if any, as listed in the Subdivision Restrictions.

9. **"Owner/Member"** shall mean and refer to the recorded owner (s) or purchaser (s) under a Contract of Sale, whether one or more persons or entities, of the fee simple title to any lot(s) situated within the Subdivision, and also to the recorded owner of the fee simple title to any unplotted parts of the Subdivision; but, notwithstanding any applicable theory of the mortgage, shall not mean nor refer to the mortgagee of any lot or part unless and until such mortgagee has acquired title to said lot or part pursuant to foreclosure or any proceeding in lieu of foreclosure. Ownership will be verified by Hood County Appraisal District (HCAD) database. For the purpose of ASOA elections, lots owned by multiple Owners/Members may designate a maximum of 2 delegates (each having up to ½ voting rights) equaling one full vote for the purpose of voting a lot or lots.

10. **"Renters, Tenants, and Lessees"** may be residents, but shall not be considered Owners. They must be approved by the BOD to have certain privileges available to them for use of the ASOA Facilities and Recreation Areas and will be subject to special rules, regulations, and charges as approved by the BOD. Regular membership assessments shall be paid by the owner of the property being rented or leased.

11. **"Member"** shall mean and refer to an owner, as defined in number 9 above, who is not in violation of any Restrictions, By-Laws or Covenants, as recorded.

12. **"Guest(s)"** shall mean and refer to a person(s) who is not an Owner, Renter, Tenant, or Lessee of property in this Subdivision, but is in the Subdivision at the invitation of and in anticipation of receiving hospitality at the home of an Owner, Renter, Tenant or Lessee who is An Owner, Renter, Tenant or Lessee is responsible for the conduct and actions of their guest(s).

13. **"Voting"** Members/owners have the unrestricted right to vote in any election. Votes cast by a ballot must contain specific information about the owner's property and signed by the owner/member. As of 9/1/2011 there are no secret ballots allowed by law.

The voting rights of an owner may be cast or given in person or by proxy at a meeting of the property owners association; by absentee ballots, by electronic ballot or by any method of representative or delegated voting provided by dedicatory instruments. An absentee or electronic ballot: may be counted as an owner present for the purpose of establishing a quorum only for items appearing on the ballot and may not be counted, even if properly delivered if the owner attends any meeting to vote in person. Vote recounts are subject to the Texas Property Code 209.0057.

a. An electronic ballot means a ballot given by e-mail, facsimile or posting on an internet website for which the identity of the property owner submitting the ballot can be confirmed and for which the property owner may receive a receipt of the electronic transmission and receipt of the owners' ballot. Electronic votes constitute written and signed ballots.

14. **"Expulsion"** shall mean all the rights and interest of the member in the privileges; rights, properties funds or assets of the Association shall cease immediately.

ARTICLE FOUR

RESPONSIBILITIES OF CORPORATION

Section 1 Subdivision Restrictions Binding On Corporation

The Subdivision Restrictions executed by the developer, Arrow Resort Company, and filed of record, are binding on this Corporation and upon the Members thereof. This Corporation and its members shall be governed by all the terms of such Subdivision Restrictions as therein permitted and hereafter filed for record covering the Subdivision or any part thereof.

Section 2 Functions of Corporation

This Corporation shall have, exercise, and enjoy all the rights, privileges, and remedies, and shall perform all the functions and duties assigned to, delegated to, granted to, and required of it by the terms and provisions of said Declaration of Restrictions, and all further rights and powers as may be appropriate under its Articles of Incorporation by these By-Laws and Rules and Regulations.

ARTICLE FIVE

OWNERSHIP, MAINTENANCE, MANAGEMENT, CONTROL, AND USE OF FACILITIES AND RECREATIONAL AREAS

Section 1 Ownership, Maintenance, Management, and Control

This Corporation, by and through its BOD, has the sole responsibility of the ownership, maintenance, management, control, and improvement of all recreational areas and facilities located in this Subdivision and enforcement of Subdivision Restrictions as filed for record by Declarant. The funds for such purposes shall be secured by the Corporation from assessments as hereinafter provided; and it is further provided that this Corporation may establish and collect additional charges, other than assessments for services provided to its members. The Corporation may also establish special charges to be paid by Renters, Tenants, and Lessees for use of the Recreational Areas and Facilities.

Section 2 Control of Recreational Areas and Facilities

All members their families and authorized guests shall have the right to use all of the Association's facilities, including its swimming pool, park and recreational area, two boat ramps, cabana (bath/pump house), community building and fishing dock(s). For effective control, Rules and Regulations, as may be necessary for the orderly use, management, and preservation of said Recreational Areas and Facilities, including, but not limited to Rules and Regulations concerning the rights and privileges of members, guests of members, renters, tenants, and lessees, shall be made by the BOD of this Corporation. Where posted at Parks and Boat ramps rules will be strictly and legally enforced.

Section 3 Use of Recreational Areas and Facilities

Except as otherwise provided, the use and enjoyment of the Association Recreational Areas and Facilities is limited to Members of this Association and their respective immediate families and their guests. Renters, Tenants and Lessees may be permitted use of the Recreational Areas and Facilities subject to special conditions as set forth in these By-Laws.

Section 4 Services Provided By Corporation

This Corporation shall provide to its members the following services including, but not limited to, a community center, pool facilities, boat ramps, playground, picnic areas and common ground areas.

- At such time or times that members petition that additional service or services be provided or made available to the members.
- The BOD shall investigate the cost of such service or services and so inform the members of such cost.
- If additional assessments would be required, the cost per member would be established.
- The members would then vote on the increase in assessments and, if approved by a two-thirds majority of the members present or by absentee vote.
- The BOD must then take the steps necessary to provide such service or services. The BOD will assure that all Facilities are properly maintained at all times even when not in actual use.
- All roads, road maintenance and signage are the responsibility of Hood County.

ARTICLE SIX

MEMBERS AND VOTING RIGHTS

Section 1 Requirements For Membership

Every person or entity who is a record owner of a fee simple interest in any lot, as herein defined, shall be a member of the Association, and must be and remain a member of said Association, provided, however, that any such person or entity who holds such interest merely as security for the performance of an obligation shall not be a member.

It is further provided that the BOD make and enforce, at its discretion, Rules and Regulations governing the rights and privileges of multiple owners of a lot or imposing an additional assessment fee to allow such multiple members to have and enjoy the rights and privileges of membership. The rights and privileges of an owner are non-transferable.

Section 2 Conditions for Voting

All voting rights are unconditional on all lots owned excluding fishing slips. Renters, Tenants, and Lessees shall not be granted the right to vote.

As to each membership which is held by other than a single individual, that is, a membership held by two or more persons, by a corporation or by a firm partnership, the use of the Association's facilities shall be only by an individual person and the family of such individual person named by such member.

Upon the termination of membership for any cause, whether by resignation, death, expulsion or otherwise, all the rights and interest of the member in the privileges, rights, properties funds or assets of the Association shall cease, ipso facto.

Section 3 Voting

Members shall be entitled to one vote (at all meetings of members and otherwise) for each lot owned or purchased by them (excluding fishing slips), as described in Section 1 of this Article Six, in Arrowhead Shores Subdivision; provided that not more than one vote shall be cast with respect to each lot. With the exception noted in the next following sentence hereof, votes shall not be divided into fractional votes; that is, where two or more members are collectively entitled to a single vote, such members shall collectively decide how such vote shall be cast.

For the purpose of ASOA elections, lots owned by multiple Owners/Members may designate a maximum of 2 delegates (each having up to ½ voting rights) equaling one full vote for the purpose of voting a lot or lots.

Election Calendar - January 15	Nominating-Election Committee appointed
February 15	Committee submits Candidate Information
March 5	Election information provided to members
April 4	Absentee/Electronic Voting Starts
April 18	Absentee/Electronic Voting Ends
	Last Saturday in April- Annual Meeting-Voting

A member may be expelled for any conviction of a felony crime or a crime of moral turpitude by a unanimous vote of the BOD.

ARTICLE SEVEN

MEETINGS OF MEMBERS

Section 1 Open Meetings

Regular and special meetings of the BOD are open to all members of the association subject to the following provisions to the extent permitted or required by applicable law.

- a. No Audio or video recording of the meeting may be made, except by the BOD or with the BOD prior express consent.
- b. Members who are not directors may not participate in BOD deliberations under any circumstances, and may not participate in BOD discussions unless the BOD expressly so authorizes at the meeting.
- c. Executive sessions are not open to members.
- d. The BOD may prohibit attendance by non-members, including representatives, proxies, agents and attorneys of members.
- e. The BOD may prohibit attendance by any member who disrupts meetings or interferes with the conduct of BOD business.
- f. The BOD is required to provide members the time, date, general subject and place of regular BOD meetings. Meeting announcements will be posted on the information kiosk located at the community building and on our Internet website asoatx.org and by e-mail for any owner providing us with an e-mail address. It is the owner's duty to keep an updated e-mail address registered with the property owners association. Telephone announcements of scheduled meetings are also available for owners who have provided their phone numbers.

Section 2 Annual Meeting of Members

An annual meeting of the members shall be held on the fourth Saturday of the month of April of each year, to commence at an hour to be set by BOD, for the purpose of electing Directors and for the transaction of such other business as may come before the meeting. If the election of Directors will not be held on the day designated herein for an annual meeting or any adjournment thereof, the BOD shall cause the election to be held at a special meeting of the members as soon thereafter as conveniently may be scheduled.

Section 3 Special Meetings

The BOD may call special meetings of the BOD or members at any time as necessary.

ARTICLE EIGHT

BOARD OF DIRECTORS

There are no qualifications required for a property owner to run for the BOD however if a member has been convicted of a felony or crime involving moral turpitude the member is immediately ineligible to serve on the BOD and prohibited from future service on the BOD.

Section 1 Task and Authority

A Board of Directors (BOD) consisting of five (5) Directors shall conduct the affairs and management of the Association. The BOD shall have full power and authority to carry out the purposes of the Association and to do any and all lawful acts necessary.

If not specifically defined herein, the BOD shall seek and act upon purposes approved by majority vote of attending members at a called ASOA meeting. Specifically, the BOD shall not have the authority to acquire, lease, sell, convey, or otherwise dispose of Recreational Area property identified in Article Three, Definitions, Item 3 and as identified below, except when approved by majority vote of ASOA members at a called meeting.

The property identifications are:

<u>Sec.</u>	<u>Blk.</u>	<u>Lot</u>	<u>Use</u>
A	1	128	Boat docking and fishing
A	1	129	Boat ramp and park
A	2	60	Park, pool, playground, and community bldg.
A	4	32 & 33	Vehicle parking for A-1-129 boat ramp
B	4	1 & 2	Community bldg., maintenance bldg., and parking
B	4	14	Boat ramp and vehicle parking

Section 2 Service Terms

The terms of the BOD shall be so staggered that two of the five will serve a term of two years and the remaining three a term of one year as elected by the members yearly (in addition to Directors elected due to resignation, death or removal).

A Director's position shall become vacant automatically without need of any further action by the BOD or the membership immediately upon any of the following occurrences; (a) death of the Director; (b) the Director becomes physically or mentally incapacitated to the degree a majority of the members of the BOD feel the Director can no longer fulfill the duties of a Director; (c) the Director resigns from the BOD; (d) the Director ceases to be a member of the Corporation; A Director's position will also become vacant, if a majority of the BOD, (excluding BOD member in question), votes to remove a Director for failing to attend three (3) or more regularly scheduled monthly BOD meetings within any twelve (12) month period.

Any vacancy occurring in the BOD shall be filled by the nominee of the most recent election who received the larger number of votes and will serve the duration of the unexpired term of his or her predecessor. Should all nominees from the most recent election decline as Director, any vacancies shall be filled temporarily by the BOD with such Director or Directors to serve until the next election of Directors.

No person shall serve as a Director for more than five (5) consecutive years.

Section 3 Nomination and Voting

Directors shall be elected at the annual meeting of members by a majority of the vote cast in person at such meeting, by absentee vote, Electronic Vote or by proxy vote.

Absentee voting shall begin April 1 and ending on April 18.

The member or the member's attorney-in-fact may execute a proxy vote in writing.

Unless otherwise provided by the proxy, a proxy is revocable and expires 11 months after the date of its execution. A proxy may not be irrevocable for longer than 11 months.

The President shall appoint a nominating/election committee by January 15, consisting of at least three members, which committee shall cause timely notice of said election be sent to all members, solicit candidates and, when feasible, nominate a minimum of two candidates for each directorship to be filled.

A listing of the nominees shall be completed and provided to the membership by March 5. As available, write-in nomination applications (write in candidate must be confirmed by Election Committee and be willing to serve on the board) will be at the ASOA business office during the absentee voting period.

There are no Secret Ballots, any vote cast in an election must be in writing and signed by the member.

The voting rights of an owner may be cast or given in person or by proxy at a meeting of the property owners association; by absentee ballots, by electronic ballot or by any method of representative or delegated voting provided by dedicatory instruments. An absentee or electronic ballot: may be counted as an owner present for the purpose of establishing a quorum only for items appearing on the ballot and may not be counted, even if properly delivered if the owner attends any meeting to vote in person. Vote recounts are subject to the Texas Property Code 209.0057.

An electronic ballot means a ballot given by e-mail, facsimile or posting on an internet website for which the identity of the property owner submitting the ballot can be confirmed and for which the property owner may receive a receipt of the electronic transmission and receipt of the owners' ballot. Electronic votes constitute written and signed ballots.

Under no circumstances may persons related in any manner be nominated, elected or serve on the BOD at the same time. Nor shall a person or persons related in any manner assume any vacated position on the BOD.

Should the circumstance arise where an employee of the association is a qualified candidate for a directorship and wishes to run for a BOD position, the employee must resign employment with the Association.

The nominating/election committee shall be responsible for and conduct all business relating to the election.

Section 4 Directors Meetings

A majority of the Directors shall constitute a quorum at any meeting, and a majority of those present shall be sufficient to determine any question, except in regard to expulsion of members as herein before provided. Meetings of the BOD shall be held monthly and may be held at any place within the State of Texas. Information regarding regularly scheduled meetings will be posted on the community bulletin board and the association Web Pages (asoatx.org).

ARTICLE NINE

OFFICERS

Section 1 Election

The officers of the Association shall be a President, one or more Vice Presidents, Secretary and a Treasurer, elected by the BOD. The same person may hold more than one office. The BOD shall elect all officers annually within thirty (30) days after the annual meeting of the membership of this Association. All officers shall hold office for a period of one year, or until his successor is duly elected and qualified. Officers must be members of the BOD.

Section 2 President

The President shall be the chief executive officer of the Association and shall preside over meetings of the BOD and meetings of the membership. Responsibilities are outlined in the Rules and Regulations Manual.

Section 3 Vice President

Any Vice President shall exercise the functions of the president in his absence and shall perform such other duties as the BOD may prescribe. Responsibilities are outlined in the Rules and Regulations Manual.

Section 4 Vice President of Maintenance

The Vice President of Maintenance Operations will perform tasks/functions as assigned/delegated by the President/BOD. Responsibilities are outlined in the Rules and Regulations Manual.

Section 5 Secretary

The Secretary shall keep, or cause to be kept, the minutes of all meetings and a complete list of all members and their addresses, shall give the notices required therein, and shall perform all duties required of a Secretary. The Secretary will be custodian of the corporate Seal. Responsibilities are outlined in the Rules and Regulations Manual.

Section 6 Treasurer

The Treasurer shall work closely with the Association Directors in the collection of all fees, dues and charges and the handling and disbursing of all money. He shall be responsible for the proper accounting of the Association's financial matters and such other reports as may be specified by the BOD.

Monthly financial statements shall be prepared and made available. Projections of incomes and expenditures shall be prepared as needed. A budget shall be prepared annually for Board of Directors and Membership approvals. Responsibilities are outlined in the Rules and Regulations Manual.

ARTICLE TEN

COMMITTEES

Section 1 Appointment

The BOD or the President may appoint such committees from time to time, and delegate to such committees such duties, as they may deem proper.

Section 2 Presidential Appointment

The President as provided above shall make the appointment of the Architectural Control, membership committees and the nominating committees.

ARTICLE ELEVEN

MISCELLANEOUS

Section 1 By-Laws

These By-Laws or any part thereof may be amended, modified or repealed only by a majority of Arrowhead Shores Owners Association members present at any ASOA membership meeting or when new Federal and State laws mandate necessary change. When state and federal law mandates change these changes will be incorporated as required without vote.

Amendments, modifications or any portion changed will immediately be in effect upon approval of the BOD and filing with Hood County. Voting by the membership shall be conducted in the same manner employed for the election of directors. ASOA bylaws are filed with Hood County and available on line at the ASOA Web Pages, asoatx.org.

Section 2 Notices

Unless otherwise required by statute, by the Articles of Incorporation or by these bylaws, any notice required to be given shall not be deemed to be personal notice, but may be orally given by the President or may be given by the President causing to be posted such notice upon any bulletin board at the recreational area in Arrowhead Shores Subdivision.

Section 3 Non-Payment of Services by Officials

The Association shall not enter into any contract to pay, and shall not pay, any salary or other remuneration to any officer, director, nor committee member of the Association for their services as such. Under no circumstance may a Director be an employee of the Association.

Section 4 Contract Awards

Arrowhead Shores Owners Association Directors of the Board or Officers shall not participate in the bidding competition or be awarded a contract for construction, maintenance, excavation, repair, modification or any other activity involving Arrowhead Shores Owners' Association property/activities that would provide the Board member or officer a monetary or material gain.

Section 5 Fund Expenditure Limitations

The discretionary expenditures of Arrowhead Shores Owners' Association funds by the BOD shall be limited by a vote of the membership. (the limited amount is listed in the fee document) which may include normal maintenance, improvements, (defined as an action that benefits all ASOA owners) to include but not limited to the following:

- a. Benefit all ASOA owners regarding safety issues
- b. Benefit all ASOA owners regarding appearance issues
- c. Equipment repair

Any increase to the limited amount is subject to approval by a majority of the Board of Directors and by a majority vote of members present in any meeting where the board makes such a request.

The majority of Arrowhead Shores Owners' Association members present at a specially called or annual meeting must approve new equipment, new facilities, or any other major expense. In no case shall the limits of the annual budget be exceeded.

Section 6 Rules and Regulations Manual

The BOD shall prepare written procedures to describe the duties of Directors, Officers and Committees; rules and regulations for Facilities and Recreational Areas; and instructions for employees included in an Employee Manual.

Each section of the Rules and Regulations manual shall be kept current and will be considered authorized operating procedure when undersigned by the BOD responsible for preparation and issue. The Rules and Regulations manual may be changed by majority vote by the BOD. The Rules and Regulations manual will include, but not be limited to, the following:

- A. Task and responsibility descriptions for BOD, Officers, employees, committees and any persons performing regular services for the corporation.
- B. Pool maintenance general information. Detail procedures are included in the Pool maintenance manual on file at the ASOA office.
- C. Maintenance of lots by mowing specifically requiring a system be developed to identify lots mowed, avoid improper billing, assure prompt response to owners with valid claims of improper acts by ASOA, follow up on unpaid fees and court action on long term unpaid fees.
- D. Community Building use. Leasing and maintenance general.
- E. Maintenance and control of boat ramps, fishing pier(s), parks and recreational facilities (other than the pool).
- F. List of assets owned by the Corporation, which will describe use of assets by individual owners: tractors, mowers, chairs, tables, etc.
- G. System for collection of ASOA fees including billing, collection, identification of unpaid fees, follow up to collect unpaid fees, and court action on long term unpaid fees. A specific policy for application of payments is in effect.
- H. Additional procedures shall be added as required to describe actions that require specific experience or training and will benefit future Directors and/or Officers.
- I. Rights and privileges of Renters, Tenants and Lessees.
- J. List of fees and assessments and a list of current policies in effect.

Section 7 Alternative Payment Plan

In accordance with TX HB 1821, effective January 1, 2012 the following ASOA Payment Policy is in effect.

Under this alternative payment plan policy an owner/member may make partial payments to ASOA for delinquent regular or special assessments or any other amount owed to the association without accruing additional monetary penalties. Monetary penalties do not include reasonable costs associated with the administration of the plan or interest.

The minimum term offered for alternative payment is 3 months. The maximum time allowed for alternative payment is 18 months. That is, 18 months from the owner/ member request for an alternative payment plan.

ASOA is not required to offer an alternative payment plan to any owner/member who has failed to honor the terms of a previous payment plan during the two years following the owners/members default under the previous plan.

Section 8 Open Records

In accordance with TX HB2761, effective January 1, 2012, The following Open Records Policy is in effect for ASOA.

The books and records of ASOA are open and available for examination by any owner/member, or a person designated, in writing signed by the owner/member, as an agent for the owner/member, attorney certified public accountant. An owner/member is entitled to obtain from the association copies of information contained in the books and records.

Attorney's files and records of the association relating to employees or other owners/members will not be made available for examination under this policy.

The board of directors will adopt and maintain a records production and copying policy that prescribes the costs ASOA will charge for compilation, production and reproduction of information requested in accordance with this policy.

The charges for such services will include all reasonable costs of materials, labor and overhead. Costs may not exceed that which is applicable for item 1 T.A.C. Section 70.3.

ARTICLE TWELVE

INTERPRETATION OF SUBDIVISION RESTRICTIONS

The following sections are to be used to enforce, without alteration, various paragraphs of the Subdivision Restrictions and these interpretations shall be used by the ASOA BOD to clarify commonly misunderstood requirements.

Section 1 Pet, Animal and Bird Control

Subdivision Restrictions Paragraph 13: "no animals or birds, other than household pets, shall be kept on any lots."

INTERPRETATION: The only animals permitted on any lot are household pets and they must be vaccinated for rabies if subject to that disease and be so tagged. Animals identified as household pets, for the purpose of the bylaws, are dogs and cats. Any other animal kept on the property by the owner must be kept inside the residence. No cages, pens or other confinements exterior to the residence shall be allowed on any lot for any animal or bird other than those identified as household pets. All such animals or birds shall be kept within the owners property as previously described or be on a leash when off the property.