

RETURN TO:

SELL GRIFFIN MCLAIN PC
504 South Polk, Suite 101
Amarillo, TX 79101-2318

BYLAWS
SOUTH AMARILLO BUSINESS PARK OWNERS ASSOCIATION, INC.

These Bylaws (referred to as the "Bylaws") govern the affairs of SOUTH AMARILLO BUSINESS OWNERS ASSOCIATION, INC., a nonprofit corporation (referred to as the "Association") organized under the Texas Non-Profit Corporation Act (referred to as the "Act").

ARTICLE 1
DEFINITIONS

1.01. "Association" refers to South Amarillo Business Owners Association, Inc., its successors and assigns, a non-profit corporation organized and existing under the laws of the State of Texas.

1.02. "Property" refers to

Lots 1-A, 2-A, 3-A, 4-A, 5-A, 6-A, 7-A, and 8-A, Block 6, Western-Air Addition Unit No. 22, an Addition to the City of Amarillo, according to the map or plat thereof recorded under Clerk's File No. 2015009534 of the Official Public Records of RANDALL County, Texas.

1.03. "Lot" refers to each individually numbered lot of the Property as shown on the Plat.

1.04. "Easement Area" includes the driveways, parking lot and landscape which is located on each Lot.

1.04. "Owner" refers to the record or equitable owner, whether one or more persons or entities, of the fee simple title to any Lot or portion of a Lot situated within the Property but, notwithstanding any applicable theory of a mortgage, does not mean or refer to any mortgage holder of any lien on any of the Property unless and until the mortgage holder has acquired title through foreclosure or any proceeding in lieu of foreclosure.

1.05. "Member" or "members" refers to Lot Owner[s].

1.06. "Board of Directors" means the governing body of the Association.

ARTICLE 2
PRINCIPAL OFFICE

2.01. The principal office of the Association in the State of Texas will be located at 2601 Juniper Dr., Amarillo, Potter County, Texas 79109, and the mailing address of the Association will be 600 S. Taylor, Ste. 1908, Amarillo, Texas 79101.

ARTICLE 3
MEMBERSHIP

3.01. Each person or entity who is an Owner of any Lot or portion of a Lot included in the Property is eligible to be a Member of the Association. No Lot carries with it more than one membership. Memberships are appurtenant to and may not be separated and sold separately from ownership of any Lot.

3.02. The rights of membership are subject to the payment of quarterly dues declared by the Board of Directors.

3.03. The membership rights of any person may be suspended by action of the Board of Directors during any period when dues are due but unpaid, but, upon payment of dues, the rights and privileges of such person will be automatically restored. If the Board of Directors has adopted and published rules and regulations governing the use of the Easement Area and facilities and the personal conduct of any person is in violation of these rules and regulations, the Board of Directors may suspend all rights and privileges of the person until the violator complies with the rules and regulations. This provision applies to any Member, the family of any Member, the guest of any Member, and the tenant of any Member.

ARTICLE 4 VOTING RIGHTS

4.01. Each Member is entitled to one vote. Members who own more than one Lot are entitled to as many votes as they own in Lots, provided they pay dues for each membership.

ARTICLE 5 RIGHTS OF ENJOYMENT AND REGULATION OF COMMON AREAS

5.01. Use and enjoyment of the Common Areas and its facilities are subject to rules and regulations that may be passed by the Board of Directors.

ARTICLE 6 ASSOCIATION PURPOSES AND POWERS

6.01. The Association has been organized for the purposes as stated in Article 5 of the Certificate of Formation.

ARTICLE 7 BOARD OF DIRECTORS

7.01. The number of Directors of the Association will initially be three (3) and will never be less than three (3). All elected officers of the Association are members of the Board of Directors. The Directors of the Association will be elected by the Members. At the option of the Members of the Association exercised at any annual meeting at which Directors are elected, the terms of the Directors may be staggered, so that one Director is elected each year.

7.02. Vacancies in the Board of Directors will be filled by appointment by the remaining Directors. Any such appointed Director will hold office until his successor is elected by the Members at the next annual meeting of the Members or at any special meeting called for that purpose.

ARTICLE 8 ELECTION OF DIRECTORS

8.01. Election of Officers and Directors will be by written ballot if requested by any Member. At the election, the Members or their proxies may cast one vote per membership for each vacancy. The person receiving the largest number of votes for each vacancy shall be elected to that position.

8.02. Nominations for election will be made from the floor at the meeting at which the election is held. Nominations may be made by Members for each office and place to be filled on the Board of Directors.

**ARTICLE 9
POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

9.01. The Board of Directors has the power:

- a. To call special meetings of the Members whenever it deems necessary, and it shall call a meeting at any time upon written request of the thirty percent (30%) of the voting Members;
- b. To appoint and remove, at its discretion, all agents and employees of the Association, prescribe their duties, fix their compensation, and require of them any security or fidelity bonds as it may deem prudent. Nothing contained in these Bylaws will be construed to prohibit the employment of any Member, officer or Director of the Association in any capacity whatsoever;
- c. To establish an annual budget, propose the dues payable by Members, and submit the budget and dues to a membership vote at the regular annual meeting of the Members;
- d. To adopt and publish rules and regulations governing the use of the Easement Area and its facilities and the personal conduct of the Members and their guests while on the premises;
- e. In the event that any member of the Board of Directors is absent from three (3) consecutive regular meetings of the Board of Directors without being excused from attendance by the Board of Directors, to declare the office of the absent Director to be vacant during the meeting in which the third absence occurs or at any time afterwards.

9.02. It is the duty of the Board of Directors:

- a. To cause to be kept a complete record of all its acts and Association affairs;
- b. To supervise all officers, agents and employees of the Association and to see that their duties are properly performed;
- c. To prepare a roster of the Members and applicable dues which will be kept in the office of the Association and will be open to inspection by any Member;
- d. To perform all other duties and powers normally required of Directors and which may be reasonably necessary for the proper conduct of the affairs of the Association.

**ARTICLE 10
DIRECTOR MEETINGS**

10.01. A regular meeting of the Board of Directors, if any, will be held at the time and frequency decided by the Board of Directors by resolution.

10.02. Notice of the regular meetings may be waived. If the day for the regular meeting falls on a holiday or weekend, the meeting will be held at the same hour on the first day following which is not a holiday or weekend, and no notice need be given.

10.03. Special meetings of the Board of Directors will be held when called by any Officer of the Association or by two Directors after at least three (3) days notice to each Director. Notice may be either by mail addressed to each Director at his or her residence, email, or by oral notification to each Director either by telephone or in person.

10.04. The transaction of any business in any meeting of the Board of Directors, however called and noticed or wherever held, will be as valid as though made in a meeting held after regular call and notice, if all of the Directors are present or, if either before or after the meeting, each of the Directors not attending signs a written waiver, consent, or an approval of the minutes of the meeting. All such waivers, consents or approvals will be filed with the Association records and made a part of the minutes of the meeting.

10.05. The majority of the Board of Directors will constitute a quorum for decision making.

ARTICLE 11 OFFICERS

11.01. The Officers of the Association are a President and a Secretary/Treasurer. All officers are members of the Board of Directors.

11.02. The Officers are chosen by a majority vote of the Members.

11.03. The President presides at all meetings of the Board of Directors and of the Association and sees that orders and resolutions of the Board of Directors are carried out, and signs all notes, checks, leases, mortgages, deeds and all other written instruments pertaining to the business of the Association.

11.04. The Secretary/Treasurer is the Secretary of the Board of Directors, records the votes and keeps the minutes of all proceedings in a book to be kept for that purpose, and maintains and records in a book kept for that purpose the names of all Members of the Association, together with their addresses as registered by the Members. The Secretary/Treasurer receives and deposits in appropriate bank accounts all monies of the Association and disburses the funds as provided by resolution of the Board of Directors; provided, however, that a resolution of the Board of Directors is not necessary for disbursements made in the ordinary course of business conducted within the limits of the budget adopted by the Board. The Secretary/Treasurer shall sign all checks and notes of the Association, but all such checks and notes shall also be signed by the President. The Secretary/Treasurer shall keep proper books of account and cause audits of the books to be made as the Board of Directors directs.

ARTICLE 12 MEETINGS OF MEMBERS

12.01. The regular annual meeting of the Members will be held on a date established by the Board of Directors. If the day for the annual meeting of the Members falls on a holiday, the meeting will be held at the same hour on the first day following which is not a holiday or weekend.

12.02. Special meetings of the Members for any purpose may be called at any time by the President or by any two (2) or more Directors, or upon written request of 30% of the Members.

12.03. Written notice of all meetings must be given to the Members by the Secretary/Treasurer. Notice may be given to the Members either personally, by first-class mail or email. Each Member must register individual email addresses with the Secretary/Treasurer, and notices of meetings will be delivered via first-class mail or email to such Member at such address provided. Notice of any meeting, regular or special, will be mailed or emailed at least five (5) days but less than thirty (30) days in advance of the meeting and will set forth in general the nature of the business to be transacted.

12.04. The presence at the meeting of Members entitled to cast fifty percent (50%) of the votes, either in person or by duly executed proxies, shall constitute a quorum for any action.

ARTICLE 13
PROXIES

13.01. At all Association meetings of the Members, each Member may vote in person or by proxy. All proxies must be in writing and filed with the Secretary/Treasurer. No proxy shall extend beyond a period of eleven (11) months, and every proxy will automatically cease when the Member executing the proxy sells his Lot.

ARTICLE 14
BOOKS AND PAPERS

14.01. The books, records, and papers of the Association will at all times be kept at the office of the Association and will be subject to the inspection of any Member during reasonable business hours.

ARTICLE 15
MISCELLANEOUS PROVISIONS

15.01. References in the masculine gender also include the feminine.

ARTICLE 16
AMENDMENTS

16.01. These Bylaws may be amended, at a regular or special meeting of the Members, by the vote of a majority of a quorum of Members present in person or by proxy; provided, however, that those provisions of these Bylaws which are governed by the Certificate of Formation of the Association may not be amended except as therein provided or as allowed by law.

16.02. In the case of any conflict between the Certificate of Formation and these Bylaws, the Certificate of Formation shall control.

ADOPTED at the Organizational Meeting of the Board of Directors on June 15, 2016.



CLAY CARTER, Secretary

STATE OF TEXAS §
 §
COUNTY OF POTTER §

This instrument was acknowledged before me on the 14th day of August, 2016, by CLAY CARTER, Secretary of SOUTH AMARILLO BUSINESS PARK OWNERS ASSOCIATION, INC., a nonprofit corporation, on behalf of said corporation.

[Seal]



Notary Public

