

**AMENDED AND RESTATED BYLAWS OF  
TASCOCITA UNIT NO. 6 HOMEOWNER'S ASSOCIATION, INC.**

**Basic Information**

- Association: Tascocita Unit No. 6 Homeowner's Association, Inc., established by the Certificate of Formation filed with the Secretary of State of Texas on March 13, 2024 under file number 805461816, a Texas nonprofit corporation.
- Principal Office: 19251 Saddleback Road Amarillo, Texas 79119
- Mailing Address: 19251 Saddleback Road Amarillo, Texas 79119
- Declaration: The Declaration of Restrictive Covenants of Tascocita Unit No. 6 Homeowner's Association, Inc, recorded at Document No. 20240002670 of the Official Public Records of Potter County, Texas.
- Definitions: Capitalized terms used but not defined in the Bylaws have the meaning set forth in the Declaration.
- Voting Members: Members entitled to vote or their proxies. Any Member delinquent in payment of any Assessment is not a Voting Member.

**A. Members**

*A.1. Membership.* Every Owner is a Member of the Association. Membership is appurtenant to and may not be separated from ownership of a Lot.

*A.2. Place of Meeting.* Members' meetings will be held at the Association's principal office or at another place designated by the Board.

*A.3. Annual Meetings.* The first Members meeting will be held within three (3) months after the formation of the Association. Subsequent regular annual Members meetings will be held on or around the December 15<sup>th</sup> of each year.

*A.4. Special Meetings.* The president, two-thirds (2/3) of the Board, or Owners having at least 50% of the votes of the Association may call special meetings.

*A.5. Notice of Meetings.* Except as provided in paragraph F.6., written notice stating the place, day, and hour of each Members meeting, other than a reconvened meeting, must be given to each Member not less ten (10) nor more than fifty (50) days before the meeting. The special Members meeting notices must also state the meeting's purpose, and no business may be conducted except as stated in the notice. Notice to a Member is deemed given when hand delivered or mailed, with an additional copy of the notice sent by email. If mailed, notice is deemed given (whether actually received or not) when deposited with the United States Postal Service, properly addressed, postage prepaid.

*A.6. Waiver of Notice.* A Member may, in writing, waive notice of a meeting. Attendance at a meeting is a waiver of notice of the meeting, unless the Member objects to lack of notice when the meeting is called to order.

*A.7. Quorum.*

*A.7.1* During the period in which Declarant owns at least 15% of the Lots, Members holding 60% of the votes in the Association, in person or by proxy, are a quorum. If a Members' meeting cannot be held because a quorum is not present, a majority of the Voting Members who are present may adjourn the meeting. At the reconvened meeting, 50% of the Voting Members is a quorum. If a quorum is not present, a majority of the Voting Members who are present may adjourn the meeting.

*A.7.2* During the period in which Declarant owns less than 15% of the Lots, Members holding 10% of the votes in the Association, in person or by proxy, are a quorum. If a Members' meeting cannot be held because a quorum is not present, a majority of the Voting Members who are present may adjourn the meeting. At the reconvened meeting, 5% of the Voting Members is a quorum. If a quorum is not present, a majority of the Voting Members who are present may adjourn the meeting.

*A.7.3* Written notice of the place, date, and hour of each reconvened meeting must be given to each Member not more than 60 nor less than 10 days before the reconvened meeting.

*A.8. Majority Vote.* Votes representing more than 50% of the votes at a meeting at which a quorum is present are a majority vote.

*A.9. Proxies.* Voting Members may vote by written proxy.

*A.10. Conduct of Meetings.* The president will preside over Members meetings. The secretary will keep minutes of the meetings and will record in a minutes book the votes of the Members.

## **B. Board**

*B.1. Governing Body; Composition.* The affairs of the Association are governed by the Board. Each director has one vote. The initial Board is composed of the directors appointed in the certificate of formation. Each subsequent director must be a Member or if a Member does not

personally wish to serve or in the case of an entity Member, a person can be designated by the Member, in writing, to the secretary.

*B.2. Number of Directors.* The Board consists of 3 persons. Within those limits, the Board may change the number of directors. No decrease may shorten the term of a director.

*B.3. Term of Office.* The initial directors serve until the first annual meeting of Members.

The terms of directors will be staggered. At least one-third of the Board will be elected each year. The initial Board will determine the initial term, not to exceed 2 years, of each director. At the expiration of the initial term of a director, each successor will have a term of two (2) years.

Directors may serve consecutive terms.

*B.4. Election.* At the first annual meeting of Members, the Voting Members will elect directors to succeed the initial directors. At subsequent annual Members meetings, successors for each director whose term is expiring will be elected. Cumulative voting is prohibited. The candidate or candidates receiving the most votes will be elected. The directors elected by the Voting Members will hold office until their respective successors have been elected.

*B.5. Removal of Directors and Vacancies*

*B.5.a. Removal by Members.* Any director may be removed, with or without cause, by a majority of the Voting Members. Any director whose removal is sought will be given notice of the proposed removal.

*B.5.b. Removal by Board.* Any director may be removed at a Board meeting if the director—

- i. failed to attend 4 consecutive Board meetings;
- ii. failed to attend 60% of Board meetings within one year;
- iii. is delinquent in the payment of any Assessment for more than 60 days; or
- iv. is the subject of an enforcement action by the Association for violation of the Dedicatory Instruments.

*B.5.c. Vacancies.* A director's position becomes vacant if the director dies, becomes incapacitated, resigns, or is no longer a Member.

*B.5.d. Successors.* If a director is removed or a vacancy exists, a successor will be elected by the remaining directors for the remainder of the term.

*B.6. Compensation.* Directors will not receive compensation. A director may be reimbursed for expenses approved by the Board.

*B.7. Powers.* The Board has all powers necessary to administer the Association's affairs.

*B.8. Management.* Anything contained in these Bylaws to the contrary notwithstanding, the Board of Directors shall have the power and authority to enter into a management agreement with a management company of its choice, at a rate of compensation based upon the policies and functions performed by said management company, and on such terms and conditions acceptable to the Board of Directors. The Board may delegate any of its powers, duties and functions to the managing agent named therein provided, however, that the terms of the management agreement shall be in compliance with the provisions of the Declaration. The members of the Board shall not be liable for any act of omission of the managing agent or any improper exercise of any duty, power or function delegated by the Board by written instrument executed by a majority of the Board of Directors.

*B.9. Accounts and Reports.* Accounting must conform to good accounting practices. The Association may obtain an annual audit of its records in accordance with Section 209 of the Texas Property Code. Accounts will not be commingled with accounts of other persons. The following financial reports will be prepared at least annually:

- a. An income statement reflecting all income and expense activity for the preceding period.
- b. A statement reflecting all cash receipts and disbursements for the preceding period.
- c. A variance report reflecting the status of all accounts in an "actual" versus "approved" budget format.
- d. A balance sheet as of the last day of the preceding period.
- e. A delinquency report listing all Owners who are delinquent by more than 60 days in paying any Assessment and describing the status of any action to collect those delinquent Assessments.

*B.10. Borrowing.* The Board may borrow money to maintain, repair, or restore the Common Elements without the approval of the Members. If approved in advance by the Members in the same manner as approving a Special Assessment, the Board may borrow money for any other purpose.

*B.11. Rights of Association.* With respect to the Common Area, and in accordance with the Declaration, the Association will have the right to contract with any person for the performance of various duties and functions. Such agreements require the approval of the Board.

*B.12. Enforcement Procedures*

*B.12.a. Notice.* Before the Board may (i) suspend an Owner's right to use a Common Area, (ii) file a suit against an Owner other than a suit to collect any Assessment, (iii) foreclose the Association's lien, (iv) charge an Owner for property damage, or (v) levy a fine for a violation of the Dedicatory Instruments, the Association or its agent must give written notice to the Owner as required or permitted by law. The notice must describe the violation or property damage that is the basis for the suspension action, charge, or fine and state any amount due the Association from the Owner. The notice must also (i) inform the Owner that if the violation is curable and does not pose a threat to public health or safety, which means it could not materially affect the health or safety of an ordinary resident, the Owner is entitled to a reasonable period to cure the violation and avoid the fine or suspension unless the Owner was given notice and a reasonable opportunity to cure a similar violation within the preceding six months; (ii) indicate that the Owner may request a hearing in accordance with Texas Property Code Section 209.007 on or before the thirtieth day after the date the notice was mailed to the Owner; (iii) state that the Owner may have special rights if the Owner is serving on active military duty, and (iv) state the date by which the Owner must cure a curable violation that does not pose a threat to public health and safety.

*B.12.b. Hearing.* If the Owner is entitled to an opportunity to cure the violation, the Owner has the right to submit a written request for a hearing to discuss and verify facts and resolve the matter in issue before a committee appointed by the Board or before the Board if the Board does not appoint a committee. If a hearing is to be held before a committee, the notice must state that the Owner has the right to appeal the committee's decision to the Board by written notice to the Board.

The Association must hold a hearing under this section not later than the thirtieth day after the date the Board receives the Owner's request for a hearing and must notify the Owner of the date, time, and place of the hearing not later than the tenth day before the date of the hearing. The Board or the Owner may request a postponement, and, if requested, a postponement will be granted for a period of not more than ten days. Additional postponements may be granted by agreement of the parties. The Owner or the Association may make an audio recording of the meeting.

The hearing will be held in executive session affording the alleged violator a reasonable opportunity to be heard. Before any sanction hereunder becomes effective, proof of proper notice will be placed in the minutes of the meeting. Such proof will be deemed adequate if a copy of the notice, together with a statement of the date and manner of delivery, is entered by the officer, director, or agent who delivered the notice. The notice requirement will be satisfied if the alleged violator appears at the meeting. The minutes of the meeting will contain a written statement of the results of the hearing and the sanction, if any, imposed. The Board may, but will not be obligated to, suspend any proposed sanction if the violation is cured within a ten-day period. Such suspension will not constitute a waiver of the right to sanction violations of the same or other provisions and rules by any person.

*B.12.c. Appeal.* Following hearing before a committee, if any, the violator will have the right to appeal the decision to the Board. To perfect this right, a written notice of appeal must be received by the managing agent, if any, president, or secretary within ten days after the hearing date.

*B.12.d. Changes in Law.* The Board may change the enforcement procedures set out in this section to comply with changes in law.

## **C. Board Meetings**

*C.1. Regular Meetings.* Regular meetings of the Board will be held at such time and place as determined by the Board, but at least 2 such meetings will be held during each fiscal year. Notice of the time and place of the meetings will be given to directors not less than 10 days and not more than 60 days before the meetings.

*C.2. Special Meetings.* Special meetings will be held when called by written notice signed by the president or by any 2 directors. The notice will specify the time and place of the meeting and the matters to be covered at the meeting.

*C.3. Waiver of Notice.* The actions of the Board at any meeting are valid if (a) a quorum is present and (b) either proper notice of the meeting was given to each director or a written waiver of notice is given by any director who did not receive proper notice of the meeting. Proper notice of a meeting will be deemed given to any director who attends the meeting without protesting before or at its commencement about the lack of proper notice.

*C.4. Quorum of Board.* At all meetings, a majority of the Board will constitute a quorum, and the votes of a majority of the directors present at a meeting at which a quorum is present constitutes the decision of the Board. If the Board cannot act because a quorum is not present, a majority of the directors who are present may adjourn the meeting to a date not less than 10 days nor more than 30 days from the date the original meeting was called. At the reconvened meeting, if a quorum is present, any business that may have been transacted at the meeting originally called may be transacted without further notice.

*C.5. Conduct of Meetings.* The president will preside at Board meetings. The secretary will keep minutes of the meetings and will record in a minute book the votes of the directors. Any meeting may be conducted by phone or through use of other remote meeting communication application.

*C.6. Proxies.* Directors may vote by written proxy.

*C.7. Action without Meeting.* Any action that may be taken at a Board meeting may be taken without a meeting by written consent setting forth the action taken signed by a sufficient number of the Board as would be necessary to take that action at a meeting.

## **D. Officers**

*D.1. Officers.* The officers of the Association are a president, vice-president, secretary, and treasurer, to be elected from the Members. The Board may appoint other officers having the authority and duties prescribed by the Board. Any two or more offices may be held by the same person. The officers may also be Directors, and the Directors may also be officers.

*D.2. Election, Term of Office, and Vacancies.* Officers will be elected annually by the Board at the first meeting of the Board following each annual meeting of the Voting Members. A vacancy in any office may be filled by the Board for the unexpired portion of the term.

*D.3. Removal.* The Board may remove any officer whenever, in the Board's judgment, the interests of the Association will be served thereby.

*D.4. Powers and Duties.* Officers have such powers and duties as are generally associated with their respective offices and as may be specifically conferred by the Board. The president is the chief executive officer of the Association. The treasurer has primary responsibility for the preparation of the budget and financial reports and may delegate all or part of the preparation and notification duties to a finance committee, management agent, or both.

*D.5. Resignation.* Any officer may resign at any time by giving written notice to the Board, the president, or the secretary. Resignation takes effect on the date of the receipt of the notice or at any later time specified in the notice.

## **E. Committees**

The Board may establish committees by resolution and authorize the committees to perform the duties described in the resolution.

## **F. Miscellaneous**

*F.1. Fiscal Year.* The Board may establish the Association's fiscal year by resolution. In the absence of a Board resolution determining otherwise, the Association's fiscal year is a calendar year.

*F.2. Rules for Meeting.* The Board may adopt rules for the conduct of meetings of Members, Board, and committees.

*F.3. Conflict.* The Declaration controls over these Bylaws.

### *F.4. Inspection of Books and Records*

*F.4.a. Inspection by Member.* After a written request to the Association, a Member may examine and copy, in person or by agent, any Association books and records relevant to that purpose. The Board may establish rules concerning the (i) written request; (ii) hours, days of the week, and place; and (iii) payment of costs related to a Member's inspection and copying of books and records.

*F.4.b. Inspection by Director.* A director has the right, at any reasonable time and at the Association's expense, to examine and copy the Association's books and records at the Association's Principal Office and to inspect the Association's properties.

*F.5. Notices.* Any notice required or permitted by the Dedicatory Instruments must be in writing. Notices regarding enforcement actions must be given by certified mail, return receipt requested. All other notices may be given by regular mail. Notice is deemed delivered (whether actually received or not) when properly deposited with the United States Postal Service, addressed to a Member at the Member's last known address according to the Association's records and the Association, the Board, or a managing agent at the Association's Principal Office or another address designated in a notice to the Members. Unless otherwise required by law or the Dedicatory Instruments, actual notice, however delivered, is sufficient.

*F.6. Amendment.* These Bylaws may be amended only by the vote of 2/3rds of the Voting Members in the Association.

*F.7. Transaction with Members, Directors and Officers.* So long as terms and compensation for services are consistent with an arm's length transaction, the Association may enter into contracts or transact business with one or more of its Directors, officers, or members, or with any firm of which one or more of its Directors, officers or members are members, or with any corporation, association, company, organization or entity in which one or more of its Directors, officers or members are directors, officers, trustees, shareholders, beneficiaries or are otherwise interested, and, in the absence of fraud, such contract or transaction shall not be invalidated or otherwise affected by the fact that the votes of such Directors, officers or members having such adverse interest may have been necessary to obligate the Association upon such contract or transaction.

*F.8. Counterparts.* These Bylaws may be executed in counterparts. All counterparts together constitute one agreement binding on all the parties to these Bylaws even if not all the parties to these Bylaws have signed the original or the same counterparts. Counterparts may be executed and delivered via facsimile or any other electronic transmission of an electronic or photo copy of the signature representing execution of these Bylaws (including, without limitation, an email of a scanned copy of the signature). In that instance, the facsimile or other electronic or photo copy is deemed by all parties to be an original, executed signature on these Bylaws and delivery of same. Executed signature pages to any counterpart instrument may be detached and affixed to a single counterpart, and that single counterpart constitutes the original counterpart instrument. All counterpart pages must be read as though one and have the same force and effect as if all of the parties had executed a single signature page.

The officers who are authorized to prepare, execute, certify, and record amendments to the Declaration on behalf of the Association are as follows: President and Secretary.

[Signature Page Follows]



SIGNED THIS 12<sup>th</sup> day of ~~April~~ <sup>January</sup>, 2025.

A handwritten signature in black ink, appearing to read "C. Cooper", written over a horizontal line.

Craig Cooper

A handwritten signature in blue ink, appearing to read "Mack McLain", written over a horizontal line.

Mack McLain

A handwritten signature in black ink, appearing to read "David Grotegut", written over a horizontal line.

David Grotegut