# AMENDED BYLAWS

OF

# FOX RUN MAINTENANCE ASSOCIATION, INC.

# ARTICLE I

### NAME AND LOCATION

The name of the corporation is FOX RUN MAINTENANCE ASSOCIATION, INC., hereinafter referred to as the "Association". The principal office of the corporation shall be located at 1707 F.M. 1960 W., Suite 200, Houston, Texas, but meetings of members and directors may be held at such places within the State of Texas, County of Harris or Montgomery, as may be designated by the Board of Directors.

### ARTICLE II

#### DEFINITIONS

Section 1. "Association" shall mean and refer to FOX RUN'
MAINTENANCE ASSOCIATION, INC., a Texas non-profit corporation,
its successors and assigns.

Section 2. "Properties" shall mean and refer to that certain real property or real properties described in the Declaration of Covenants, Conditions and Restrictions for Fox Run, a subdivision in Montgomery County, Texas, and any additional properties which may hereafter be brought within the jurisdiction of the Association.

Section 3. "Common Area" shall mean all real property owned by the Association for the common use and enjoyment of the Owners.

Section 4. "Lot" shall mean and refer to any plot of land shown upon any recorded subdivision map of the Properties with the exception of the Common Area, Reserves and drill sites, if any.

Section 5. "Owner" shall mean and refer 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 Properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

Section 6. "Declaration" shall mean and refer to the Declaration of Covenants, Conditions and Restrictions applicable

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to the Properties recorded in the Office of the County Clerk of Montgomery County, Texas.

Section 7. "Member" shall mean and refer to those persons entitled to membership as provided in the Declaration.

# ARTICLE III

### MEETING OF MEMBERS

Section 1. Annual Meetings. The first annual meeting of the members shall be held within one year from the date of incorporation of the Association, and each subsequent regular annual meeting of the members shall be held on the first Monday of April each year thereafter, at the hour of 7:30 o'clock P.M. If the day for the annual meeting of the members is a legal holiday, the meeting will be held at the same hour on the first day following which is not a legal holiday.

Section 2. Special Meetings. Special meetings of the members may be called at any time by the President or by the Board of Directors, or upon written request of the members who are entitled to vote one-fourth (1/4) of all the votes of the membership.

Section 3. Notice of Meetings. Written notice of each meeting of the members shall be given by, or at the direction of, the secretary or person authorized to call the meeting, by mailing a copy of such notice, postage prepaid, at least fifteen (15) days before such meeting to each member entitled to vote thereat, 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 notice. Such notice shall specify the place, day and hour of the meeting, and, in the case of a special meeting, the purpose of the meeting.

Section 4. Quorum. The presence at the meeting of members entitled to cast, or of proxies entitled to cast, one-tenth (1/10) of the votes of each class of membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these Bylaws. If, however, such quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented.

Section 5. Proxies. At all meetings of members, each member may vote in person or by proxy. All proxies shall be in writing and filed with the secretary prior to commencment of the meeting. Every proxy shall be revocable and shall automatically cease upon conveyance by the member of his Lot.

### ARTICLE IV

BOARD OF DIRECTORS: SELECTION: TERM OF OFFICE

Section 1. Number. The affairs of this Association shall be managed by a Board of five (5) Directors, who need not be members of the Association.

Section 2. Term of Office. At the 1987 annual election, the members shall elect one (1) Director for a term of three (3) years. At the 1988 annual election, the members shall elect one (1) Director for a term of three (3) years and one (1) Director for a term of two (2) years. At each annual election thereafter the members shall elect two (2) Directors, one (1) Director for a term of three (3) years and one (1) Director for a term of three (3) years and one (1) Director for a term of two (2) years.

Section 3. Removal. Any Director may be removed from the Board, with or without cause, by a majority vote of a quorum of members of the Association present, in person or by proxy, at a meeting duly called for that purpose. In the event of death, resignation or removal of a Director, his successor shall be elected by the remaining members of the Board and shall serve for the unexpired term of his predecessor.

Section 4. Compensation. No Director shall receive compensation for any service he may render to the Association. However, any Director may be reimbursed for his actual expenses incurred in the performance of his duties.

Section 5. Action Taken Without a Meeting. The Directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all the Directors. Any action so approved shall have the same effect as though taken at a meeting of the Directors.

Section 6. Director Qualifications. No person may serve as a Director if that person is married to or cohabitates with any other Director of the Association. If any Director shall become married to or commences cohabitation with any other Director

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during that Director's term, the Director that was elected most recently to serve as a Director shall immediately tender his or her resignation as a Director of the Association.

Section 7. Conflict of Interest. No Director of the Association shall be eligible to bid on or to accept any contract entered into by the Association. In addition, no bid may be

submitted by, or any contract entered into by the Association, with the immediate family members of a Director or any business in which a Director has an association with or an investment therein.

If a Director of the Association is also a member of the Association, he must be a member in good standing: that is, he must be current in assessments on his Lot and have no outstanding liens on his Lot.

# ARTICLE V

#### NOMINATION AND ELECTION OF DIRECTORS

Section 1. Nomination. Nomination for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the members, to serve from the close of such annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among members or non-members.

Section 2. Election. Election to the Board of Directors shall be by secret written ballot. At such election the members or their proxies may cast, with respect to each vacancy, as many votes as they are entitled to cast under the provisions of the Declaration. The persons receiving the largest number of votes shall be elected.

Elections for the Board of Directors shall be held on the second Saturday following the annual meeting each successive year. The polling place shall be open between the hours of 7:00 o'clock A.M. and 7:00 o'clock P.M. The election shall be presided over by at least one (1) precinct judge designated by the Board of Directors of the Association. The precinct judge will be provided a current eligibility list of qualified voters. The location of the polling place, date of the election and list of nominated persons will be published by the Board of Directors and mailed or otherwise dispersed to the members of the Association. In the event that the second Saturday following the annual meeting is a legal holiday, the election shall be held on the following Saturday.

#### ARTICLE VI

### MEETINGS OF DIRECTORS

Section 1. Regular Meetings. Regular meetings of the Board of Directors shall be held monthly without notice, at such place and hour as may be fixed from time to time by resolution of the Board of Directors. Should said meeting fall upon a legal holiday, then that meeting shall be held at the same time on the next day which is not a legal holiday.

Section 2. Special Meetings. Special meetings of the Board of Directors shall 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, which notice may be waived at or prior to such meeting.

Section 3. Quorum. A majority of the number of Directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Directors present at a duly held meeting, at which a quorum is present, shall be regarded as the act of the Board of Directors.

### ARTICLE VII

# POWERS AND DUTIES OF THE ASSOCIATION

Section 1. Powers. The Association, by and through the Board of Directors shall have the following rights and powers:

 (a) adopt and publish rules and regulations governing the use of the Common Area and facilities, the personal conduct of

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the members and their guests thereon and to establish penalties for the infraction thereof;

- (b) suspend the voting rights and right to use of the recreational facilities of a member during any period in which such member shall be 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 sixty (60) days for infraction of published rules and regulations;
- (c) exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these Bylaws, the Articles of Incorporation, or the Declaration;
- (d) declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent from three (3) consecutive regular or executive meetings of the Board of Directors;
- (e) employ a manager, an independent contractor, or such other employees as they deem necessary and to prescribe their duties and the terms of employment of services;
- (f) foreclose the lien against any property for which assessments are not paid within thirty (30) days after due date or to bring an action at law against the Owner personally obligated to pay the same; and
- (g) to exercise such other rights and powers granted to it under state law, the Declaration, the Articles of Incorporation or these By-Laws.
- Section 2. Duties. It shall be the duty of the Association, by and through its Board of Directors to:
- (a) cause to be kept a complete record of all lts acts and corporate affairs and to present a statement thereof to the members at the annual meeting of the members, or at any special meeting when such statement is requested in writing by one-fourth (1/4) of the Class A members who are entitled to vote;
- (b) supervise all officers, agents and employees of this Association, and to see that their duties are properly performed;
  - (c) as more fully provided in the Declaration, to;
    - flx the amount of the annual assessment against each Lot as least thirty (30) days, in advance of each annual assessment period;

- (2) send written notice of each assessment to every Owner subject thereto 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 thirty (30) days after due date or to bring an action at law against the owner personally obligated to pay the same.
- (d) issue, or to cause an appropriate officer to Issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be assessed by the Board for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;
- (e) procure and maintain adequate liability and hazard insurance as it may deem appropriate on any property or facilities 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.

# ARTICLE VIII

# OFFICERS AND THEIR DUTIES

Section 1. Enumeration of Offices. The officers of this Association shall be a president and vice-president, who shall at all times be members of the Board of Directors, a secretary, and a 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 shall take place at the first meeting of the Board of Directors following each annual meeting of the members.

Section 1. Term. The officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless he shall sooner resign or shall be removed, or otherwise disqualified to serve.

Section 4. Special Appointments. The Board may elect such other officers as the affairs of the Association may require, each of whom shall 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 with or without cause by the Board. Any officer may resign at any time giving written notice to the Board, the president or the secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

<u>Section 6. Vacancies.</u> A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

Section 7. Multiple Offices. The offices of secretary and treasurer may be held by the same person. No person shall 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) <u>President.</u> The president shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks and promissory notes.
- (b) <u>Vice-President</u>. The vice-president shall act in the place and stead of the President in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board.
- (c) <u>Secretary</u>. The secretary shall 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 on all papers requiring said seal; serve notice of meetings of the Board and of the members; keep appropriate current records showing the members of the Association together with their addresses, and shall perform such other duties as required by the Board.

(d) <u>Treasurer</u>. The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of account; cause an annual audit of the Association books to be made by a certified public accountant at the completion of each fiscal year; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the members.

#### ARTICLE IX

#### COMMITTEES

The Association shall appoint an Architectural Control Committee, as provided in the Declaration, and a Nominating Committee, as provided in these Bylaws. In addition, the Board of Directors shall appoint other committees as deemed appropriate in carring out its purpose.

#### ARTICLE X

#### BOOKS AND RECORDS

The books, records and papers of the Association shall at

all times, during reasonable business hours, be subject to inspection by any member. The Declaration, the Articles of Incorporation and the Bylaws of the Association shall be available for inspection by any member at the principal office of the Association, where copies may be purchased at reasonable cost.

# ARTICLE XI

#### ASSESSMENTS

As more fully provided in the Declaration, each member is

obligated to pay to the Association annual and assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessment which is not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, the assessment shall bear interest from the date of delinquency at a rate of ten (10%) percent per annum or the maximum legal rate as determined by the Consumer Credit Commissioner of the State of Texas whichever rate is higher. Association may bring an action at law against the Owner personally obligated to pay the same or file and foreclose the lien against the property. Any interest, penalties, costs and attorney's fees of any such action shall be added to and become a part of the assessment and subject to the continuing lien thereby. No Owner may waive or otherwise escape liability for the assessments provided for herein by non-use of the Common Area or abandonment of his Lot.

# ARTICLE XII

# CORPORATE SEAL

The Association shall have a seal in circular form having within its circumference the words: FOX RUN MAINTENANCE ASSOCIATION.

#### ARTICLE XIII

# AMENDMENTS

Section 1. These Bylaws may be amended, at a regular or special meeting of the members, by a vote of a majority of a quorum of members present by person or by proxy.

Section 2. In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles shall control;