

**RESOLUTION REGARDING ADOPTION OF  
AMENDED AND RESTATED BY-LAWS OF  
SPRING CREEK OAKS  
COMMUNITY IMPROVEMENT ASSOCIATION  
(A Texas Non-Profit Corporation)**

THE STATE OF TEXAS     §  
                                      §  
COUNTY OF HARRIS     §

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, Spring Creek Oaks Community Improvement Association ("the Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the Association's By-Laws, the respective Declaration of Covenants, Conditions & Restrictions encumbering all properties governed by the Association (collectively referred to as "the Declarations"), as well as other rules, guidelines and policies adopted by the Association; and

WHEREAS, The Board of Directors of the Association is empowered to amend the by-laws of the Association pursuant to §22.102 of the Texas Business Organizations Code;

WHEREAS, the Board of Directors has considered and discussed certain modifications to one or more provisions of the Association's by-laws, as well as the creation of a comprehensive document to incorporate all prior amendments and supplements to such by-laws, and such Board of Directors has determined that adopting the following Amended and Restated By-Laws would be in the best interest of the community governed by the Association, and all persons owning property and/or residing therein.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Spring Creek Oaks Community Improvement Association, adopts the following Amended and Restated By-Laws, on the date indicated hereon, to become effective upon the date they are recorded in the Harris County Real Property Records.

Adopted on this 11 day of April, 2022.

**SPRING CREEK OAKS COMMUNITY IMPROVEMENT ASSOCIATION  
BOARD OF DIRECTORS:**

Laura Juneck  
Signature

Laura Juneck  
Print Name

President  
Position

Resolution Regarding Bylaws

Jerry D. Thomas  
Signature

Jerry Thomas  
Print Name

Secretary  
Position

[Signature]  
Signature  
Jennifer Kinser  
Print Name  
VP  
Position

[Signature]  
Signature  
Kelly Cook  
Print Name  
Treasurer  
Position

[Signature]  
Signature  
Jake Huback  
Print Name  
Parliamentarian  
Position

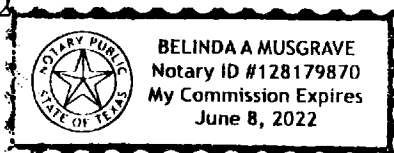
STATE OF TEXAS                   §  
   §  
COUNTY OF HARRIS           §

Before me, the undersigned authority, on this day personally appeared:

Laura Juneck;  
Jennifer Kinser;  
Butch Thomas;  
Jake Huback; and,  
Kelly Cook

all of whom are Directors of Spring Creek Oaks Community Improvement Association, a Texas non-profit corporation, known to me to be the persons and officers whose names are subscribed to the foregoing instrument and acknowledged to me that they had executed the same as the act of said entity for the purposes and consideration therein expressed, and in the capacities therein stated.

Given under my hand and seal of office this 11 day of April, 2022.



[Signature]  
Notary Public, State of Texas

**SPRING CREEK OAKS COMMUNITY IMPROVEMENT ASSOCIATION, INC.**

CERTIFICATION

"The undersigned, being a Director of Spring Creek Oaks Community Improvement Association, Inc., hereby certify that the foregoing Resolution Regarding Adoption of Amended and Restated By-laws was adopted by the Board of Directors of Spring Creek Oaks Community Improvement Association, Inc., at a meeting of such Directors at which a quorum was present, or as otherwise authorized by law."

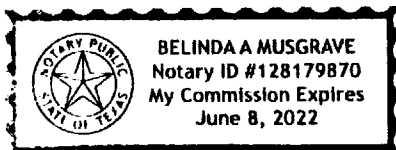
By: *Laura Juneck*  
Director, Spring Creek Oaks Community  
Improvement Association, Inc.

Print Name: Laura Juneck

STATE OF TEXAS           §  
                                     §  
COUNTY OF HARRIS   §

Before me, the undersigned authority, on this day personally appeared *Laura Juneck*, a Director of Spring Creek Oaks Community Improvement Association, Inc., a Texas non-profit corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said entity for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 11 day of April, 2022.



*Belinda Musgrave*  
Notary Public, State of Texas

# SPRING CREEK OAKS COMMUNITY IMPROVEMENT ASSOCIATION

## AMENDED AND RESTATED BY-LAWS

### ARTICLE I. DEFINITIONS

When used herein the following terms shall be given the meaning hereinafter stated:

- (1) "Association" refers to the Spring Creek Oaks Community Improvement Association.
- (2) "Board" and "Board of Directors" refer to the duly elected and qualified Board of Directors of the Spring Creek Oaks Community Improvement Association.
- (3) "Member" refers to a person who is a member of the Spring Creek Oaks Community Improvement Association, pursuant to the Articles of Incorporation.
- (4) "Election Assembly" shall mean and refer to the gathering of members to be held at a date, time and location chosen by the Board of Directors. Such Assembly shall be held on the same date and at the same location as the Annual Meeting, and shall be held immediately prior to the Annual Meeting for the purpose of accepting and tabulating all ballots, including those ballots cast in person, by proxy or otherwise, and thereat determining the outcome of the election of Directors of the Association.

### ARTICLE II. MEMBERSHIP

1. The Association has one class of membership, known as Class A membership, which class consists of the owners of residential properties which are governed by the Association, Class B having previously ceased to exist and been converted to Class A memberships pursuant to the Articles of Incorporation.
2. Except as hereinafter provided, all members of this Association shall have a right to vote on any matter duly submitted to a vote of the membership and shall have the right and privilege to use and enjoy the properties, facilities and services of the Association, and to serve on the Board of Directors and participate in all meetings, activities and functions of the membership of this Association.

The foregoing is subject to the following exceptions: (a) not more than one member from any single household or lot situated in the Association shall be entitled to vote on any matter submitted to a vote of the membership, it being expressly understood that only one vote per given Lot shall be cast; and (b) all rights and privileges of the members shall be subject to the terms of the Articles of Incorporation and By-Laws of the Association and such other reasonable rules and regulations as may be promulgated by the Board of Directors.

3. In accordance with the Texas Property Code Section §209.0059, voting rights of Members shall not be suspended. A member's right to use common areas, amenities and/or other facilities may be suspended as a result of any violation of applicable rules pertaining to such common areas, amenities and/or facilities.
4. Membership in this Association is not transferable or assignable to any person not eligible for membership under the provisions of these By-Laws.

### ARTICLE III. MEETINGS OF MEMBERS

1. The members of this Association shall hold one (1) regular meeting each year for the purpose of transacting the business which may come before such meeting. The regular meeting shall be held in the month of November of each year. The specific date, time and place of such regular meeting shall be determined by the Board of Directors.
2. Special meetings of the members of this Association may be called by the Board of Directors on its own behalf or at the written request of 50 or more members of the Association who are eligible to vote on matters submitted to a vote of the membership. Any such written request must also state the reason for or purpose of the requested meeting. In the event a special meeting is requested by 50 or more voting members as foresaid, such meeting shall be held within 45 days from the date the written request is received by the Board. Subject to the foregoing provisions, the exact date, time and place of special meetings shall be determined by the Board.
3. Members shall be given notice of the date, hour, place, and general subject of a regular or special meeting of members, including a general description of any matter to be brought up for deliberation in executive session.
  - a. Notice of Annual or Special Meetings: The notice shall be mailed to each property owner not later than the tenth (10<sup>th</sup>) day or earlier than the sixtieth (60<sup>th</sup>) day before the date of the meeting.

In addition to the aforementioned mailing requirements, notice of any Annual or Special meeting of the members may also be posted in a conspicuous manner reasonably designed to provide notice to members, in a place located on the Association's common property or, with the property owner's consent, on other conspicuously located privately owned property within the subdivision; on any Internet website maintained by the Association or other Internet media; or by sending the notice via e-mail to each Owner who has registered an e-mail address with the Association. It is an Owner's responsibility to keep an updated e-mail address registered with the Association.

If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail addressed to the Member(s) at his or her address as it appears on the records of the Association, with postage thereon paid.

4. Unless otherwise provided in the Articles of Incorporation, Members entitled to cast ten percent (10%) of the votes of the membership, represented in person, by proxy and/or by absentee ballot, shall constitute a quorum at a meeting of Members. If, however, a quorum shall not be present or represented at any meeting of the Members, the Members present in person or represented by proxy shall have power to adjourn, reconvene and/or reschedule the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present or represented. At such adjourned / reconvened / rescheduled meeting at which a quorum shall be present or represented, any business may be transacted which might have been transacted at the meeting as originally noticed.

If the required quorum is not forthcoming at such a meeting, the meeting may be adjourned and reconvened or rescheduled to a new date and/or time, not later than seven (7) days from the date of such adjourned / reconvened / rescheduled meeting, and the required quorum at such meeting shall be one-half (1/2) of the required quorum at the immediately preceding meeting. This procedure of adjournment and reconvening shall be continued until a quorum has been obtained; provided however, that such reduced quorum requirement shall not be applicable at a subsequent meeting held more than sixty (60) days following the originally scheduled meeting.

5. Except in cases in which the By-Laws of this Association are in conflict therewith, in which cases the provisions of these By-Laws shall govern, Robert's Rules of Order, as revised, shall govern the conduct of the business in all meetings of the members of the Association.

#### ARTICLE IV. BOARD OF DIRECTORS

1. The management and direction of the affairs and property of the Association shall be vested in the Board of Directors of the Association (referred to as "Trustees" in the Articles of Incorporation).
2. Subject to the rules of parliamentary procedure provided in these By-Laws, each of the Board of Directors shall be empowered to participate in discussions, initiate actions and vote on any questions properly presented to the Board for its determination. When acting as a member of the Board of Directors, each person shall place the interests of the Association and its members before his individual interests or the interests of any other group or association of persons. In the event any member of the Board of Directors has any individual interests which may be in conflict with the interests of the Association, he shall immediately make such fact known to the Board of Directors and he shall be disqualified from participating in discussion or action of the Board with respect to such matter. In the event the individual interests of any member of the Board conflict and continue to conflict with the interests of the Association

over an extended period of time and in such a manner as to directly or indirectly affect a substantial amount of the business of the Board, such member shall be disqualified from acting on the Board and may be removed from the Board in the manner provided in Section 7 of Article IV hereof.

The Board of Directors shall at all times conduct the business of the Association in accordance with the provisions of the Articles of Incorporation, the By-Laws of the Association, and the Covenants, Conditions and Restrictions applicable to the real property within the jurisdiction of the Association.

3. The board of Directors shall consist of five (5) persons, who shall be members of the Association.
4. In order to promote continuity of the Board, Directors shall serve for a term of two (2) years, with the positions of Secretary, Vice-President and Parliamentarian to be on the ballot in even numbered years, and the positions of President and Treasurer to be on the ballot in odd numbered years. No person may hold more than one office at a time.
5. Election to the Board of Directors shall take place at the "Election Assembly", to be held in November of each year, immediately prior to the annual meeting. At such Assembly, the Board shall submit to the members of the Association nominees for each position on the Board of Directors occupied by a Director whose term is to expire at the end of the then current year. Nominations shall be accepted from amongst the Members prior to the Annual Meeting, in conjunction with a formal solicitation of candidates, which shall be provided to the Members in accordance with applicable statutes, which solicitation shall include a reasonable date and time, beyond which such nominations will no longer be accepted. There shall be no nominations from the floor. The members or their proxies may cast, in respect of each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration and By-Laws. The persons receiving the largest number of votes shall be elected. Cumulative voting shall not be permitted.

Members may vote: (1) in person; (2) by proxy or by absentee ballot; or (3) by electronic ballot, provided the Association and/or its managing agent possess the equipment, technology and personnel necessary to conduct such election by electronic means. Written ballots shall be signed by the Member. Electronic ballots shall also be signed, with such electronic signature being subject to verification of identity of the Member. All proxies shall be in writing and filed with the Secretary or Managing Agent. No proxy shall be valid after eleven (11) months from the date of its execution. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of title to such Member's Lot.

6. In the event a vacancy on the Board of Directors occurs by reason of the resignation, death, removal or disqualification of any member of the Board except the President, the President shall appoint an eligible member to fill the vacancy, provided that any such appointment must be approved by the Board of Directors at the first regular meeting of the Board at which a

quorum is present following the President's appointment of a member to fill the vacancy. The President shall make an appointment to fill any vacancy within forty-five (45) days after the vacancy occurs. In the event the member appointed by the President does not receive the required approval of the Board of Directors, the Board of Directors shall then proceed to appoint an eligible member of the Association to fill the vacancy on the Board. A majority vote of a quorum of the Directors shall be required to appoint a member to fill a vacancy.

In the event the vacancy occurs in the office of the President, the Vice-President shall automatically ascend to and fill such office for the balance of the current term and the Vice-President, in such event, shall appoint an eligible member to perform the duties of the Vice-President in the manner above provided in the case of a vacancy on the Board of Directors.

7. In the event any member of the Board of Directors knows or has good reason to believe that cause, as hereinafter defined, exists for the removal from office of any member of the Board of Directors, such member may, but shall not be required to, raise the question for the consideration of the Board of Directors at any regular meeting of the Board. In the event it is determined that cause for removal does exist with respect to any member of the Board and a proper motion is made and seconded that such member be removed from office, a secret written vote shall be taken on the motion. Any such motion for removal shall require the affirmative vote of a majority of the quorum of Directors present at the meeting in order to carry.
8. Each of the following shall constitute cause for removal of any person from the Board of Directors:
  - (a) Any violation of fiduciary responsibilities;
  - (b) The divulging of "privileged" or closed session information to unauthorized sources or individuals that results in harm, discredit or slander to the Association or its Directors;
  - (c) The willful commission of any unlawful act in connection with any of the functions, activities or business of the Board of Directors of the Association;
  - (d) The failure to attend four (4) consecutive regular meetings of the Board of Directors;
  - (e) Disqualification from acting on the Board under the circumstances specified in paragraph 2 of Article IV hereof; and
  - (f) Any Director(s) who pursues legal action against the Association and/or the Board must first resign from the Board, prior to pursuing such action.
9. Notwithstanding any of the provisions of the foregoing paragraphs 7 and 8, if a Board member is presented with written, documented evidence from a database or other record maintained by a governmental law enforcement authority that a board member has been convicted of a felony or a crime involving moral turpitude within the previous twenty year period, the board member is immediately ineligible to serve on the Board, and automatically considered removed from the Board, and prohibited from future service on the Board



ARTICLE V.  
MEETINGS OF THE BOARD OF DIRECTORS

1. The Board of Directors shall hold at least six (6) regular monthly meetings during each calendar year of their term of office. The Board may hold such additional regular meetings as it may deem proper or necessary. Such meetings shall be open to the Members and notice of such meetings shall be provided to the Members as provided herein.
2. Special meetings of the Board of Directors may be called by the President either on his/her own motion, at the request of two (2) or more members of the Board or at the written request of at least twenty-five (25) members of the Association who are eligible to vote on matters submitted to a vote of the membership. Any request for a special meeting of the Board must state the reason or purpose of the meeting requested. Any special meeting of the Board of Directors shall be held within fifteen (15) days after the date it is called. Subject to the foregoing requirement, the exact time, date, and place of special meetings of the Board shall be determined by the President.

Notice of Regular or Special Board Meetings: The notice may be mailed to each property owner not later than the tenth (10<sup>th</sup>) day or earlier than the sixtieth (60<sup>th</sup>) day before the date of the meeting. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail addressed to the Member(s) at his or her address as it appears on the records of the Association, with postage thereon paid.

Or, notice must be provided at least 144 hours before the start of the meeting by posting the notice in a conspicuous manner reasonably designed to provide notice to members, in a place located on the Association's common property or, with the property owner's consent, on other conspicuously located privately owned property within the subdivision; on any Internet website maintained by the Association or other Internet media; and sending the notice by e-mail to each owner who has registered an e-mail address with the Association. It is an owner's responsibility to keep an updated e-mail address registered with the Association.

3. The Directors shall have the right to take any action which they could take at a meeting by execution of a written consent instrument signed by all of the Directors, subject to the following exceptions. The Board may not, unless done in an open meeting, for which prior notice was given to owners, consider or vote on: fines; damage assessments; initiation of foreclosure actions; initiation of enforcement actions, excluding temporary restraining orders or violations involving a threat to health or safety; increases in assessments; levying of special assessments; appeals from a denial of architectural control approval; or a suspension of a right of a particular owner before the owner has an opportunity to attend a board meeting to present the owner's position, including any defense on the issue. Any action so approved shall have the same effect as though taken at a meeting of the directors and must be summarized orally, including an explanation of any known actual or estimated expenditures involved, and

documented in the minutes of the next regular or special board meeting.

4. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any regular or special meeting of the Board. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these By-Laws.
5. Except in cases in which the By-Laws of the Association are in conflict therewith, Robert's Rule of Order, as revised, shall govern the conduct of the business in all meetings of the Board of Directors.
6. All materials, including but not limited to committee reports and resolutions relating thereto, which must be included in the minutes of proceedings of the Board of Directors should be prepared in advance, in writing, by the responsible Board member for the use and assistance of the secretary.
7. All meetings of the Board of Directors shall be open to the general membership. Voting, as well as the making, offering, seconding and discussions concerning Motions shall be restricted to the Directors. The Board may, at its sole discretion, allow members to speak during an "open forum" and/or "member comment" portion of any Board meeting. The Board may, in its sole discretion, place time limits on such comments, and may promulgate rules, guidelines and/or procedures governing such issues as member conduct, unruly behavior, and appropriate sanctions in connection with such conduct.

#### ARTICLE VI. OFFICERS

1. The Officers shall be elected Board members and shall consists of a President, Vice-President, Secretary, Treasurer, and Parliamentarian, all of whom shall be elected to their positions by the members of the Association as provided for in Article IV hereof.
2. It shall be the duty of the President to preside at all meetings of the members of the Association and to serve as Chairman at all meetings of the Board of Directors. The President shall pursue the enforcement of the provisions of the Articles of Incorporation and the By-Laws of the Association. The President shall seek to ensure that all regular meetings of the members of the Association and of the Board of Directors and any and all special meetings of the members of the Association or the Board of Directors, called in accordance with the provisions of the By-Laws, are duly held. The President shall seek to support all officers and directors of the Association in the performance of the duties of their respective offices and positions as specified in the By-Laws or which may be necessary in order to carry out the business and affairs of the Association. The President shall seek to assist in the preservation and maintenance of the books, records, and all files of the Association. In addition, the President shall seek to perform all of the other duties and responsibilities of such office elsewhere provided in these By-Laws.

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3. It shall be the duty of the Vice-President to assist the President in the discharge of the duties of his office in such ways and by such means as the President may request. In the event the office of the President becomes vacant for any reason, the Vice-President shall automatically assume the office of the President and discharge the duties and assume responsibilities of such office.
  4. The Secretary shall seek to ensure accuracy of the minutes of all general meetings of the membership of the Association and of all meetings of the Board of Directors and to compile such minutes, under the supervision of the President, into a permanent record of the meetings of the Association. The secretary shall present the minutes of each meeting of the members or the Board of Directors at the succeeding meeting of the members or the Board of Directors for approval. The Secretary shall seek to make certain that all notices of regular and special meetings of the members of the Association and special meetings of the Board of Directors are properly delivered in accordance with the provisions of these By-Laws.
  5. The Treasurer shall seek to supervise, as representative of the Board of Directors, the carrying out of all duties in connection with the collection, receipt, deposit, disbursement and general handling of all funds of the Association. The Treasurer shall strive to become (and remain) fully informed as to the financial transactions and the state of the finances of the Association and shall supervise and periodically review all books and records concerning the financial affairs of the Association. The Treasurer shall serve as an advisor to the President in financial matters and shall seek to initiate any and all necessary action by the Board or the conduct of the financial affairs of the Association. The Treasurer shall act as liaison between the Board and the persons or firms employed to collect the annual maintenance charge imposed on all lots in the Association and to keep or cause to be kept the books and records of finances of the Association. The Treasurer shall assist his successors in office for an appropriate period, agreeable between themselves, so that each person assuming the office of the Treasurer may become sufficiently knowledgeable as to the financial state and affairs of the Association to properly perform the duties of the Treasurer. The Treasurer shall arrange for an annual audit of the books and records of the Association by a committee of members or by an independent public accountant.
  6. The Parliamentarian shall serve as an advisor to the President in all matters of parliamentary procedure and in the interpretation and construction of all provisions of the By-Laws relating to procedure of calling and holding meetings of the members and of the Board of Directors. The Parliamentarian shall seek to inform the Board of Directors of the manner by which they may follow and apply proper procedural means so as to accomplish their aim and purpose with accuracy and without undue delay.

#### ARTICLE VII. COMMITTEES

1. At the time each new Board of Directors takes office, one member of the Association shall be
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recommended by the President and ratified by a majority of the board present at a meeting at which a quorum is present, with respect to and for the purpose of overseeing each of the following standing committees of the Association.

- (1) Deed Restrictions and Architectural Control
- (2) Grounds Maintenance and Beautification
- (3) Security
- (4) Clubhouse
- (5) Pools
- (6) Tennis

Each of the members of the Association so appointed shall forthwith enlist members of the Association to serve on his respective committee in a sufficient number to enable the committee to carry out its functions and duties. Each of the above listed standing committees shall have at least two (2) members in addition to the chairman. Any member of the Association shall be eligible to serve on any one or more of the above listed committees, however, members of the Board of Directors shall not serve on the Architectural Control Committee. In selecting members for their respective committees, the members of the Board should endeavor to obtain persons who are genuinely interested in working to promote the interest of the Association and the neighborhood and, insofar as practicable, who may have talent, training or experience which will be particularly helpful to the functions and duties of the committee. The member of the Association appointed by the President for each of the standing committees shall serve as chairman of such respective committees and shall represent such respective committees in meetings of the Board of Directors. Other than the Architectural Control Committee, the President of the Association shall be an ex-officio member of all committees. The above listed standing committees shall continue in being through the term of office of the Chairman under which they were formed, provided, however, that the Board of Directors may by a two-thirds majority of a quorum remove the chairman or any member of any committee from office, whereupon the President shall appoint a member of the Board of Directors to act as Chairman of such committee. Any member of the committee (other than a member of the Board of Directors) may be removed by the chairman thereof when in his opinion the best interests of the Association shall be served by such removal.

2. In general, it shall be the duty of the Deed Restrictions and Architectural Control Committee to aid and assist the residents of the Association in the enforcement, preservation and extension of the restrictions affecting the property in the Association and to assist in the enforcement of the architectural control restrictions applicable to the Association.

In general, it shall be the duty of the Grounds Maintenance and Beautification Committee to promote the harmonious and attractive landscape development and maintenance of the common open areas included within the Association.

In general, it shall be the duty of the Security Committee to promote and enhance, so far as practicable, compliance with the laws of the County and the State of Texas within the boundaries and surrounding area of the Association, and to assist with matters important to the safety and security of the residents in such areas. The Security Committee shall strive to communicate with local law enforcement agencies in order to promote the best interests of the community. It is expressly understood that the Security Committee has no law enforcement authority.

In general, it shall be the duty of the Clubhouse Committee to maintain, report to the Board regarding any need for the improvement, maintenance and/or regulation concerning the usage of the Association clubhouse(s).

In general, it shall be the duty of the Pools Committee to maintain, report to the Board regarding any need for the improvement, maintenance and/or and regulation concerning the usage of the Association pool(s).

In general, it shall be the duty of the Tennis Committee to maintain, report to the board regarding any need for the improvement, maintenance and/or regulation concerning the usage of the Association tennis court(s).

3. In addition to the above listed committees, the President, with the approval of the Board of Directors, may form or appoint any Member of the Association to form such other committees as may be necessary or convenient for carrying out the purpose and activities of the Association. As in the case of the standing committees, any member of the Association may serve on any special committee and the same considerations applied in determining the number, chairmanship and identity of members of the standing committees shall be applied to special committees. Any such special committee so formed shall continue to act as such until, in the opinion of the Board of Directors, its purpose or functions has been fulfilled and its existence is no longer needed.

The purpose, duties and functions of any special committee shall be as stated in the resolution of the Board of Directors authorizing the formation of such committee.

4. The Board of Directors may request any member of the Association to act in an advisory capacity to the Board with respect to any matter on which the Board may deem such assistance necessary or helpful.

#### **ARTICLE VIII.** **FISCAL YEAR**

The fiscal year of the Association shall be the calendar year from January 1<sup>st</sup> to December  
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ARTICLE IX.  
SEAL

The Board of Directors may provide a corporate seal for the Association which shall be in such form, and contain such inscriptions, as the Board of Directors shall deem appropriate.

ARTICLE X.  
AMENDMENT OF BY-LAWS

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a majority of the members of the Board of Directors, voting at a regular or special meeting of the Board of Directors, in accordance with the pertinent provisions of the Texas Business Organizations Code, or such successor statute as applies to the amendment of By-Laws.

ARTICLE XI.  
ASSESSMENTS

As more fully provided in instruments containing covenants, conditions and/or restrictions applicable to the real property within the Association, each lot owner is obligated to pay to the Association annual and special assessments, which are secured by a continuing lien upon the property against which each assessment is made. If the assessment is not paid within thirty (30) days after the due date, the Association may pursue its remedies consistent with the applicable covenants, conditions, and/or restrictions, and interest, costs, late charges and reasonable attorney's fees associated with any such action shall be added to the amount of such assessment. No owner may waive or otherwise escape liability for the assessments which accrue against his/her property by nonuse of the Common Areas, nonuse of the recreational facilities and/or by abandonment of his lot.

ARTICLE XII.  
MISCELLANEOUS PROVISIONS GOVERNING AFFAIRS OF THE ASSOCIATION

1. The Association shall keep correct and complete books and records of account and shall also maintain a record showing the names of all members of the Association and all members of the Association who are eligible to vote on any matter submitted to a vote of the members. All books, records, and minutes of the Association may be inspected by any member of the Association at reasonable times, and at reasonable cost, consistent with the pertinent provisions of the Texas Property Code.
2. The Board of Directors may adopt such reasonable rules, regulations, policies and guidelines as deemed necessary and appropriate by the Board, and as deemed in the best interest of the community. The Board may modify such rules, regulations, policies and guidelines as the needs of the community change.

3. The Board of Directors may authorize the President or Vice-President to sign and/or enter Amended and Restated Bylaws

into any contract or execute and deliver any legal instrument in the name of and on behalf of the Association, so long as such contract or other instrument is consistent with the purpose of this Association.

4. The principal office of this Association shall be located at 6002 Bur Oak, Spring, Texas 77379 (Harris County), or at such other place as the Board of Directors may determine or as the affairs of the Association may require from time to time.
5. The Association shall have and continuously maintain in the State of Texas a registered office and a registered agent whose office is identical with such registered office, as required by Section 5.201 of the Texas Business Organizations Code. The registered office may be, but need not be, identical with the principle office in the State of Texas, and the address of the registered office may be changed from time to time by the Board of Directors.
6. All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, financial institutions, trust companies or other depositories as the Board of Directors may select, all of which shall be federally insured. Furthermore, the funds of the Association may be disbursed or transferred by check, draft, or written instrument which shall be signed by at least two members of the Board, and via electronic transfer or similar arrangement, provided that all such electronic payments / transfers have been pre-approved by the Board. Each Board member shall review the statements received from such bank(s) and/or other institution(s), as such statements are generated by such institution(s), and on at least a monthly basis.
7. No financial commitment of the Association or expenditures of the Association's funds shall be made without the prior approval thereof by the Board of Directors. The Board of Directors may, however, delegate the authority to make such financial commitments not exceeding One Thousand and No/100 Dollars (\$1000.00) per commitment. The approval of the budget shall not be construed as the necessary approval of financial commitments of funds in excess of One Thousand and No/100 Dollars (\$1000.00). No commitment or expenditure of funds of the Association shall in any event be made for any purpose which is inconsistent with the purposes of the Association as stated within the Articles of Incorporation and the By-Laws of the Association.

All check drawn on the account of the Association which exceeds \$2,000.00 shall require the signatures of two (2) Directors. This requirement shall not apply to regularly recurring bills and/or charges from vendors including but not limited to utilities, insurance, landscaping, taxes, and pool services.

8. The Board of Directors shall not have the authority to borrow funds on behalf of the Association nor to grant a lien on any of the Association's property to secure any such loan to the Association without first obtaining the approval of two-thirds (2/3rds) of those members of the Association who shall be in attendance at a meeting of the members called

for such purpose, and who vote in favor of such action either in person, by proxy, and/or by written ballot through the mail.

9. The Board of Directors of the Association shall not authorize any arrangement concerning the use of any of the facilities of the Association which unlawfully or unreasonably discriminates against any member of the Association.
10. Each Director and officer of the Association shall be indemnified by the Association against all expenses actually and necessarily incurred by him in connection with the defense of any action, suit, or proceeding, in which he is made a party by reason of his being or having been a Director or an officer of the Association, except in the relation to the matters as to which he shall be adjudged in such action, suit, or proceeding to be liable of gross negligence or intentional misconduct in the performance of his duty as Director or officer.
11. In the event of the dissolution of the Association, any assets of the Association remaining after the payment and satisfaction of all liabilities and obligations of the Association shall be transferred and conveyed to any entity for the benefit of the community. In no event shall any such asset be assigned, transferred or conveyed to any member, director or officer of the Association, either past or present.
12. In the event that any lot owner decides to lease his/her property to any tenant(s), the lot owner shall require the tenant(s) to sign a written acknowledgement, on a form provided by the Association, wherein the tenant(s) shall acknowledge receipt of a full and completed copy of the Declaration of Covenants, Conditions and Restrictions which governs the neighborhood, as well as the Bylaws and all other applicable rules, guidelines and regulations, and wherein the tenant(s) shall abide by all such governing documents of Spring Creek Oaks Community Improvement Association. Such form shall specify that any violation of the Association's governing documents may be considered a breach of the respective Lease. Lot owners shall remain liable for a tenant(s)' failure to comply with any governing document of the Association.



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04/14/2022 02:46 PM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
TENESHIA HUDSPETH  
COUNTY CLERK  
Fees \$78.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically  
and any blackouts, additions or changes were present  
at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or  
use of the described real property because of color or  
race is invalid and unenforceable under federal law.  
THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in  
File Number Sequence on the date and at the time stamped  
hereon by me; and was duly RECORDED in the Official  
Public Records of Real Property of Harris County, Texas.



*Teneshia Hudspeth*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

RP-2022-198893