

AMENDED BY-LAWS

OF

ASSOCIATION OF WOODWIND LAKES HOMEOWNERS, INC.

The undersigned, being the Board of Directors of ASSOCIATION OF WOODWIND LAKES HOMEOWNERS, INC. (the "Association"), does hereby certify the following amendments and additions of the By-Laws was approved by unanimous written consent on the date duly noted below. This document supersedes all previous By-Laws of the Association effective prior to the date duly noted below.

ARTICLE I.

NAME AND LOCATION

The name of the corporation is ASSOCIATION OF WOODWIND LAKES HOMEOWNERS, INC.; hereinafter referred to as the "Association". The principal office of the Association shall be located at 3311 Richmond, Suite 350, Houston, Texas 77098, but meetings of the Directors may be held at such places as may be designated by the Board of Directors.

ARTICLE II.

DEFINITIONS

Section 1. "Association" shall mean and refer to ASSOCIATION OF WOODWIND LAKES HOMEOWNERS, INC., its successors and assigns.

Section 2. "Properties" shall mean and refer to that certain real property described in the Declaration of Covenants, Conditions and Restrictions, and such additions thereto as 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 areas.

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. "Declarant" shall mean and refer to WOODWIND LAKE PARTNERSHIP its successors and assigns.

Section 7. "Declaration" shall mean and refer to the Declaration of Covenants, Conditions and Restrictions applicable to the Properties recorded in the Office of the County Clerk of Harris County, Texas.

Section 8. "Member" shall mean and refer to those persons entitled to membership as provided in the Declaration and Articles of Incorporation.



## ARTICLE III.

### MEETING OF MEMBERS

Section 1. Annual Meetings. The first annual meeting of the members shall be held on the Third Tuesday in November, 1993 and each subsequent regular annual meeting of the members shall be held on the same day of the same month of each year thereafter, at the hour of 7:00 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 meeting 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 votes of the Class A membership.

Section 3. Notice of Meeting. 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 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 By-Laws. 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. Every proxy shall be revocable and shall automatically cease upon conveyance by the member of his Lot. General Proxies shall not be permitted.

## ARTICLE IV.

### BOARD OF DIRECTORS, SELECTION, TERM OF OFFICE

Section 1. Number. The affairs of this Association shall be managed by a Board of three (3) Directors, who need not be residents of the State of Texas.

Section 2. Term of Office. At the first annual meeting, the members shall elect one (1) Director for a term of one (1) year and two (2) Directors for a term of two (2) years; and at each annual meeting thereafter, the members shall elect Directors for a term of two years in the number required to maintain the membership of the Board at three.

Section 3. Removal. Any Director may be removed from the Board, with or without cause, by a majority vote of the other Directors of the Association. In the event of death, resignation or removal of the Director, his successor shall be selected 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 as a Director to the Association. However, any Director may be reimbursed for his actual expenses incurred in the performance of his duties as a Director.

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.

## ARTICLE V.

### NOMINATION AND ELECTION OF DIRECTORS

Section 1. Nomination. Nomination for election to the Board of Directors shall be made by the 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 two (2) months prior to each annual meeting of the members. 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 may be by secret written ballot or by a voice vote as determined by the President of the Association or such other officers as may preside over the meeting. At such election the members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Articles of Incorporation and the Declaration. The persons receiving the largest number of votes shall be elected.

## ARTICLE VI.

### MEETING OF DIRECTORS

Section 1. Regular Meetings. Regular meetings of the Board of Directors shall be held quarterly without notice, at such place and hour as may be fixed from time to time by resolution of the Board. 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 Meeting. Special meetings of the Board of Directors shall be held when called by the President of the Association, or by any Director, after not less than three (3) days written notice to each Director.

Section 3. Quorum. A majority of the number of the 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.

## ARTICLE VII.

### POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Powers. The Board of Directors shall have the following powers to:

- (a) Adopt and publish rules and regulations governing the use of the Common Area facilities, and the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof;
- (b) 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 By-Laws, the Articles of Incorporation or the Declaration;
- (c) 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 60 days for infraction of published rules and regulations.
- (d) Employ managers, consultants and independent contractors, or such other employees as they deem necessary, and to prescribe their duties; and
- (e) Determine the recipients of the Association's funds for use in accordance with the Association's charitable, religious, scientific, testing of public safety, literary or educational purposes as set forth in the Articles of Incorporation of the Association.

Section 2. Duties. It shall be the duty of the Board of Directors to:

- (a) Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting of 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:
  - 1) Fix the amount of the annual assessment against each Lot at 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 the 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 made 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 covering the Association, the Board and any property owned by the Association as it may deem appropriate;
- (f) Cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate;
- (g) Cause the Common Area, esplanades and cul-de-sacs to be maintained, including but not limited to trimming, watering and trash pick-up as necessary.

## 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 and a Secretary/Treasurer, and such other officers as the Board from time to time by resolution created.

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 3. Term. Each officer of this Association shall be elected annually by the Board and shall hold office for one 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.

Section 6. Vacancies. A vacancy in any office may be filled by appointment of 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 the 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) President. 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.
- (b) Vice President. 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) Secretary/Treasurer. The Secretary/Treasurer shall record the votes and keep the minutes of all meetings and proceedings of the Board and members; keep corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and Membership; keep appropriate records showing the members of the Association together with their addresses, receive and deposit in appropriate bank accounts all monies of the Association and disburse such funds as directed by resolution of the Board; shall sign together with at least one other officer, all checks of the Association; prepare annual budget and a statement of income and expenditures to be represented to the members at the annual meeting and perform other such duties as required by the Board.

#### ARTICLE IX.

##### COMMITTEES

The Association shall appoint an Architectural Control Committee, as provided in the Declaration, and a Nominating Committee, as provided in these By-Laws. In addition, the Board of Directors shall appoint other committees as deemed appropriate in carrying 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, Articles of Incorporation and By-Laws of the Association shall be available for inspection by any member at the principal office of the Association, where copies may be purchased at a reasonable cost.

#### ARTICLE XI.

##### CORPORATE SEAL

The Association shall have a seal in circular form having within its circumference the words: ASSOCIATION OF WOODWIND LAKES HOMEOWNERS, INC.

#### ARTICLE XII.

##### AMENDMENTS

Section 1. Amendment. These By-Laws may be amended, at a regular or special meeting of the Board of Directors, by a vote of a majority of the Board.

#### ARTICLE XIII.

##### MISCELLANEOUS

Section 1. Fiscal Year. The fiscal year of the Association shall begin on the first day of January and end on the 31st day of December of every year, except that the first fiscal year shall begin on the date of incorporation.

Section 2. Conflict. In the case of any conflict between the Articles of Incorporation and these By-Laws, the Articles of Incorporation shall control. In the case of any conflict between the Declaration and these By-Laws, the Declaration shall control. In the case of a conflict between the Articles of Incorporation and the Declaration, the Declaration shall control.

ARTICLE XIV.

INDEMNIFICATION OF OFFICERS AND DIRECTORS

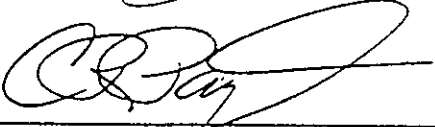
The Association shall indemnify every Director or officer, his heirs, executors and administrators, against all loss, cost and expense, including attorney's fees reasonably incurred by him in connection with any action, suit or proceeding to which he may be made a part by reason of his being or having been a Director or officer of the Association, except as to matters as to which he shall be finally adjudged in such action, suit or proceeding to be liable for gross negligence or willful misconduct. In the event of a settlement, indemnification shall be provided only in connection with such matters covered by the settlement as to which the Association is advised by counsel that the person to be indemnified has not been guilty of gross negligence or willful misconduct in the performance of this duty as such Director or officer in relation to the matter involved. The foregoing rights shall not be exclusive of other rights, to which such Director or officer may be entitled. All liability, loss, damage, cost and expense incurred or suffered by the Association by reason of or arising out of or in connection with the foregoing indemnification provisions shall be treated and handled by the Association at the expense of the Association.

IN WITNESS WHEREOF, we, being all of the Director of the Association, have hereunto set out hands this 14<sup>th</sup> day of September, 1993.

ASSOCIATION OF WOODWIND LAKES HOMEOWNERS, INC.

  
\_\_\_\_\_  
ANTONIO BALLECA, PRESIDENT

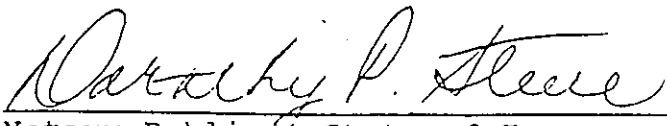
  
\_\_\_\_\_  
KENTNER P. SHELL, VICE PRESIDENT

  
\_\_\_\_\_  
CANDIDO PAGAN, SECRETARY

STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS       §

Before me, the undersigned authority, on this day personally appeared ANTONIO BALLECA, President of Association of Woodwind Lakes Homeowners, Inc., known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration, and in the capacity therein expressed.

GIVEN UNDER MY HAND AND SEAL of office on this 14 day of Sept, 1993.

  
\_\_\_\_\_  
Notary Public, State of Texas

STATE OF TEXAS §  
  §  
COUNTY OF HARRIS §

Before me, the undersigned authority, on this day personally appeared KENTNER P. SHELL, Vice-President of Association of Woodwind Lakes Homeowners, Inc., known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration, and in the capacity therein expressed.

GIVEN UNDER MY HAND AND SEAL of office on this 14 day of Sept, 1993.

*Martha P. Steere*  
Notary Public - State of Texas

STATE OF TEXAS §  
  §  
COUNTY OF HARRIS §

Before me, the undersigned authority, on this day personally appeared CANDIDO PAGAN, Secretary of Association of Woodwind Lakes Homeowners, Inc., known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration, and in the capacity therein expressed.

GIVEN UNDER MY HAND AND SEAL of office on this 14 day of Sept, 1993.

*Martha P. Steere*  
Notary Public - State of Texas