

BYLAWS OF

THE SCHERTZ WOODLAND OAKS VILLAGE HOMEOWNERS' ASSOCIATION, INC.

A NONPROFIT CORPORATION

ARTICLE I

NAME AND LOCATION

The name of the corporation is **THE SCHERTZ WOODLAND OAKS VILLAGE HOMEOWNERS' ASSOCIATION, INC.** The principal office of the corporation will be located at 8603 Crownhill, San Antonio, Texas 78209, but meetings of members and directors may be held at such places within the State of Texas as may be designated by the board of directors.

ARTICLE II

DEFINITIONS

Section 1. "Association" means and refers to corporation, its successors and assigns.

Section 2. "Common Area" means all real property owned by the association for the common use and enjoyment of the owners.

Section 3. "Declarant" means and refers to LANCASTER DEVELOPMENT COMPANY hereinafter sometimes referred to as Developer, as well as its successors and assigns if such successors or assigns should acquire more than one undeveloped lot from the declarant for the purpose of development.

Section 4. "Declaration" means and refers to the declaration of covenants, conditions, and restrictions applicable to the subdivision and recorded on September 19, 1996, in the office of the County Clerk of Guadalupe County, Texas, in Volume 1229, Pages 0405 thru 0422 in the Official Records of Guadalupe County, Texas.

Section 5. "Lot" means and refers to any plot of land shown on the recorded subdivision plat with the exception of Lot 52.

Section 6. "Member" means and refers to those persons entitled to membership in the association as provided in the declaration. Every person or entity who is an owner of a fee or undivided interest in any Lot which is subject to the jurisdiction of and to assessment by the Association shall be a member of the Association.

Section 7. "Owner" means and refers 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 subdivision, including contract sellers, but excluding those holding title merely as security for

the performance of an obligation.

Section 8. "Subdivision" means and refers to that certain tract of real property described in the Declaration of Restrictive Covenants and Conditions for THE WOODLAND OAKS VILLAGE as recorded in Volume 5, Pages 328A, in the Official Public Records of Guadalupe County, Texas, and such additions to that tract as may be brought within the jurisdiction of the association pursuant to the provisions of the declaration.

ARTICLE III

MEETINGS OF MEMBERS

Section 1. **Annual Meetings.** The first annual meeting of members will be held within one (1) year from the date of incorporation of the association or not later than thirty (30) days after Twenty Five percent (25%) of the lots and/or homes have been sold, whichever first occurs. Subsequent annual meetings of members will be held on the same date of the same month of each year thereafter at 2:00 o'clock p.m. If the day for the annual meeting of members is a legal holiday, the meeting will be held at the same hour on the next following day which is not a legal holiday.

Section 2. **Special Meetings.** Special meetings of members may be called at any time by the president or by the board of directors, or on written request Twenty per cent (20%) of the eligible votes.

Section 3. **Notice of Meetings.** Written notice of each meeting of members will be given by, or at the direction of, the secretary or other person authorized to call the meeting, by mailing a copy of such notice, postage prepaid, at least ten (10) but not more than fifty (50) days before such meeting to each member entitled to vote, 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 receiving notice. The notice will specify the day, hour, and place of meeting, and in the case of a special meeting, the purpose of the meeting.

Section 4. **Quorum.** The presence at the meeting, in person or by proxy, of members entitled to cast Fifty per cent (50%) of the votes of each class of the membership will constitute a quorum for authorization of any action, except as may otherwise be provided in the declaration, the articles of incorporation or these bylaws. If a quorum is not present at any meeting, the members entitled to vote will have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum is present.

Section 5. **Proxies.** At all meetings of members, each member may vote in person or by proxy. All proxies will be in writing and filed with the secretary. Proxies will be revocable, and the proxy of any owner will automatically terminate on conveyance by such owner of his or her lot.

ARTICLE IV.

BOARD OF DIRECTORS

Section 1. Number and Qualifications. The affairs of the association will be managed by a board of three (3) directors, who may be members of the association.

Section 2. Nomination. Nomination for election to the board of directors may be by nominating committee, and may also be made from the floor at any annual meeting of members. The nominating committee will consist of a chair person who is a member of the board of directors, and two or more members of the association. The committee will be appointed by the board of directors prior to each annual meeting to serve from the close of such meeting until the close of the next annual meeting, and such appointment will be announced at each annual meeting. The nominating committee will make as many nominations for election to the board of directors as it will in its discretion determine, but in no event will it nominate less than the number of vacancies to be filled.

Section 3. Election. Election to the board of directors will be by secret written ballot. 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 declaration. Persons receiving the largest number of votes will be elected. Cumulative voting is permitted in favor of candidates for fewer than all the vacancies, provided that any member who intends to cumulate his or her votes must give written notice of such intention to the secretary of the association on or before the day preceding the election at which such member intends to cumulate his or her votes.

Section 4. Meetings.

(a) **Regular Meetings.** Regular meetings of the board of directors will be held to be announced bimonthly without notice, at such place and hour as may be fixed from time to time by resolution of the board. In the event the regular date for a meeting falls on a legal holiday, such meeting will be held at the same time on the next following day which is not a legal holiday.

(b) **Special Meetings.** Special meetings of the board of directors will be held when called by the president of the association, or by any two directors, after not less than three-days' notice to each director.

(c) **Quorum.** Two (2) of the directors will constitute a quorum for the transaction of business. Every act performed or decision made by a majority of directors present at a duly held meeting in which a quorum is present will constitute the act or decision of the board.

Section 5. Powers. The board of directors will have power

to:

- (a) Adopt and publish rules and regulations governing the use of the common areas and facilities, including the personal conduct of the members and their guests in using them; and to establish penalties for infractions of such rules and regulations;
- (b) Suspend the voting rights and right to use of the recreational facilities of any member during any period in which such member is 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 thirty (30) days for infraction of published rules and regulations;
- (c) Exercise on behalf of the association all power, duties, and authority vested in or delegated to the association and not specifically reserved to the membership by the declaration, articles of incorporation, or by other provisions of these bylaws;
- (d) Declare the office of a member of the board of directors to be vacant in the event that such member is absent from three (3) consecutive regular meetings of the board of directors; and
- (e) Employ a manager, independent contractors, and such other employees as they may deem necessary, and to prescribe their duties.

Section 6. Duties. It will 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 of such acts and affairs to the members at each annual meeting, or at any special meeting at which such a statement is requested in writing by one-fourth (1/4) of all votes entitled to vote at the meeting;
- (b) Supervise all officers, agents, and employees of the association and see to it 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 sixty (60) days in advance of each annual assessment period;
 - (2) Send written notice of each assessment to every owner subject to the assessment at least thirty (30) days in advance of each annual assessment period; and
 - (3) Foreclose the lien against any property for which assessment 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 cause an appropriate officer to issue, on demand by any person and on imposition of a reasonable charge, a certificate setting forth whether or not any assessment has been paid, a statement in a certificate to the effect that an assessment has been paid constituting conclusive evidence of such payment;
- (e) Procure and maintain adequate liability and hazard insurance on all property 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.

Section 7. **Term of Office.** At the first annual meeting, the members will elect three directors for a term of one year; at each annual meeting thereafter, the members will elect three directors for at term of one year.

Section 8. **Compensation.** No director will receive compensation for any service he or she may render to the association. However, any director may be reimbursed for his or her actual expenses incurred in the performance of his duties.

Section 9. **Removal.** Any director may be removed from the board, with or without cause, by a majority vote of the members of the association. In the event of death, resignation, or removal of a director, his or her successor will be selected by the remaining members of the board and will serve for the unexpired term of his or her predecessor.

ARTICLE V

OFFICERS

Section 1. **Enumeration of Officers.** The officers of the association will be a president and vice president, who will at all times be members of the board of directors, and a secretary, 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 will take place at the first meeting of the board of directors following each annual meeting of member.

Section 3. **Term.** The officers of the association will be elected annually by the board. Each will hold office for a term of one (1) year unless he or she will sooner resign, or will be removed or otherwise disqualified to serve.

Section 4. **Special Appointments.** The board may elect such other officers as the affairs in the association may require, each

of whom will 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 by the board at any time with or without cause. Any officer may resign at any time by giving written notice to the board, the president, or the secretary. Such resignation will take effect on the date of receipt of such notice or at any later time specified in the notice, and unless otherwise specified in the notice, the acceptance of such resignation will 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 will serve for the unexpired term of the officer he or she replaces.

Section 7. Multiple Offices. The offices of secretary and treasurer may be held by the same person. No person will 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 will preside at all meetings of the board of directors, will see that orders and resolutions of the board are carried out, will sign all leases, mortgages, deeds, and other instruments, and will cosign all checks and promissory notes.

(b) **Vice President.** The vice president will act in the place of the president in the event of his or her absence, inability, or refusal to act, and will exercise and discharge such other duties as may be required of him or her by the board.

(c) **Secretary.** The secretary will 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 to all papers so requiring; serve notice of meetings of the board and of members, keep appropriate current records showing the members of the association together with their addresses, and perform such other duties as may be required by the board or by law.

(d) **Treasurer.** The treasurer will receive and deposit in appropriate bank accounts all funds of the association, and will disburse such funds as directed by resolution of the board of directors; will sign all check and promissory notes of the association; will keep proper books of account; will cause an annual audit of the association books to be made by a certified public accountant at the completion of each fiscal year; and will prepare an annual budget and statement of income and expenditures, a copy of which documents will be

delivered to each member, and a report on which will be given at the regular annual meeting of members.

ARTICLE VI

COMMITTEES

The board of directors may appoint such committees as it may deem appropriate in the performance of its duties. Lancaster Development Company is the Architectural Control Committee until all lots have homes built on them or Lancaster Development Company resigns and the Board appoints a new Architectural Control Committee within thirty (30) days of Lancaster Development Company's resignation.

ARTICLE VII

ASSESSMENTS

As more fully provided in the declaration, each member is obligated to pay to the association annual and special assessments which are secured by a continuing lien on the property against which such assessments are made. Any assessments which are not paid when due are considered delinquent. If an assessment is not paid within thirty (30) days after the due date, the assessment bears interest from the date of delinquency at the rate of eighteen percent (18%) per annum, or the highest rate allowed by law whichever is the greater, and the association may bring an action at law against the owner personally obligated to pay the same, or may foreclose the lien against his or her property. Interest, costs, and reasonable attorney fees of any such action will be added to the amount of any assessment due. No owner may waive or otherwise escape liability for assessments of nonuse of the common area or abandonment of his or her lot.

ARTICLE VIII

BOOKS AND RECORDS; INSPECTION

The books, records, papers of the association will be subject to inspection by any member during ordinary business hours. The declaration, articles of incorporation, and bylaws of the association will be available for inspection by any member at the principal office of the association, where copies will be made available for sale at a reasonable price.

ARTICLE IX

FISCAL YEAR

The fiscal year of the association will begin on May 1 and end on April 30.

ARTICLE X

AMENDMENTS

These bylaws may be amended, at regular or special meeting of members, by vote of sixty per cent (60%) of a quorum of members present in person or by proxy

ARTICLE XI

CONFLICTS WITH ARTICLES OF
INCORPORATION OR DECLARATION OF
COVENANTS

In the case of any conflict between the articles of incorporation and these bylaws, the articles will control. In the case of any conflict between the declaration and these bylaws, the declaration will control.

Signatures and Attestation

Adopted by the board of directors on this the 18th day of September, 1996.


Mike Lancaster
President-Board of Directors

ATTEST:

Kelly Lancaster, Secretary