

**BYLAWS OF  
GRACE MEADOWS  
HOMEOWNERS ASSOCIATION**

**ARTICLE I**

**OFFICES, DEFINITIONS**

**SECTION 1: REGISTERED OFFICE AND AGENT**

The registered office of the GRACE MEADOWS Homeowners Association is 9205 Grace Court, North Richland Hills, Tarrant County, Texas 76180 and the name of the registered agent of the Association at such address is Tammy Gill.

**SECTION 2: OTHER OFFICES**

The Association may also have offices at such other places within or without the State of Texas as The Board of Officers may from time to time determine or the business of the Association may require.

**SECTION 3: DEFINITIONS**

The following words, when used in these Bylaws (unless otherwise indicated) shall have the following meanings:

- a) "The Restrictions" shall mean and refer to the Restrictive Covenants of the GRACE MEADOWS an addition to the City of North Richland Hills, Tarrant County, Texas, to which these Bylaws are appended, as recorded in the Deed Property Records of Tarrant County, Texas, or any supplemental Restrictions under the provision of said Restrictions.
- b) "The Property" shall mean and refer to the property which is subject to the Restrictions set forth on plat recorded in Cabinet A, Slide 8591 PRTCT.
- c) "Common Property" shall mean and refer to those areas of land shown on any recorded subdivision plat or revised plat of the Property and easements intended to be devoted to the common use and enjoyment of the Members of the Association, conveyed to the Association to be devoted to common use.
- d) "Lot" shall mean and refer to any plot of land shown upon any recorded subdivision plat of the Property, with the exception of Common Property as herein defined.
- e) "Living Unit" shall mean and refer to any portion of a building situated upon the Property designed and intended for use and occupancy as a residence by a single family.
- f) "Owner and or Homeowner" shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any Lot or Living Unit which is a part of the Property, but notwithstanding any applicable theory of the mortgage, shall not mean or refer to the mortgagee unless and until such mortgagees has acquired title pursuant to foreclosure of any proceedings in lien of foreclosure.

- g) "Member" shall mean and refer to every person or entity who holds membership in the Association.
- h) "Grace Meadows" shall mean and refer to Grace Meadows, an Addition to the City of North Richland Hills, Tarrant County, Texas according to the plat thereof recorded in Cabinet A, Slide 8591, of the Plat Records of Tarrant County, Texas.
- i) "Association" shall mean and refer to Grace Meadows Homeowner's Association.
- j) "Officer" shall mean duly elected homeowners serving the following positions:
  - 1. President
  - 2. Vice-President
  - 3. Secretary
  - 4. Treasurer
  - 5. One (1) at large Member of the Homeowner's Association that is not serving one of the aforementioned positions

## **ARTICLE II**

### **MEMBERSHIP AND VOTING RIGHTS**

#### **SECTION 1: MEMBERSHIP**

Every person or entity who is a record Owner of any Lot which is subject, by covenants of record, to assessment by the Association, including purchasers under contract from Grace Meadows shall be a Member of the Association (provided that any such person or entity who holds such interest merely as security for the performance of an obligation shall not be a Member), and any person or entity who acquired any such fee or undivided fee interest shall be deemed to have accepted membership and assumed all obligations thereof.

#### **SECTION 2: VOTING RIGHTS**

The Association shall initially have one class of voting membership. Members shall be all those Owners entitled to one vote for each Lot in which they hold the interest required for membership by Section I. When more than one person holds such interest in any Lot, all such persons shall be Members and the Vote for such Lot shall be exercised as they between and among themselves determine, but in no event shall more than one vote be cast with respect to any Lot. Voting privileges may be suspended by the Officers for the Members delinquent more than 30 days in payment of assessments or related sums due the Association during the period of such delinquency only.

#### **SECTION 3: METHODS OF VOTING**

At any meeting of the Members, every Member having the right to vote shall be entitled to vote in person, or by a proxy appointed in writing, or his duly authorized attorney-in fact and dated not less than three (3) nor more than thirty (30) days prior to said meeting. Any proxy shall be filed with the Secretary of the Association prior to or at the

time of the meeting. In the absence of any action by the Officers, the date upon which the Notice of the Meeting is mailed shall be the record date.

## **ARTICLE III**

### **MEETING OF MEMBERS**

#### **SECTION 1: GENERAL MEETINGS**

All general meetings of the Members shall be held semi-annually at an hour and a place designated by the Officers.

#### **SECTION 2: ANNUAL MEETING**

An Annual Meeting of the Members shall be held once a year in May, at the office of the Association in Texas, or at such other place, within the City of North Richland Hills, Texas as may be specified in the Notice of the Meeting or in a duly executed Waiver of Notice thereof. Meetings of Members for any other purpose may be held at such time and place, within or without the State of Texas as shall be stated in the Notice of the Meeting or in a duly executed Waiver of Notice thereof.. At such meeting, Officers shall be elected, reports of the affairs of the Association shall be considered, and any other business may be transacted which is within the powers of the Members.

#### **SECTION 3: MEMBER LIST**

At least ten (10) days before each meeting of the Members, a complete list of the Members entitled to vote at each meeting arranged in alphabetical order, with the residence of each and the number of votes held by each shall be prepared by the Secretary. Such list shall be kept on file at the Registered Office of the Association for a period of ten (10) days prior to such meeting and shall be subject to inspection by any Member at any time during usual business hours. Such list shall be produced and kept open at the time and place of the meeting during the whole time thereof, and shall be subject to the inspection of any Member who may be present.

#### **SECTION 4: CALL FOR SPECIAL MEETINGS**

Special meetings of the Members for any purpose or purposes, unless otherwise prescribed by statute, The Articles of Incorporation, or these Bylaws, may be called by the President, the majority of the Officers or the holders of not less than one-fifth (1/5) of all the Members entitled to vote at the meetings. Business transacted at any special meeting shall be confined to the subjects stated in the Notice of the Meeting.

#### **SECTION 5: NOTICE**

- a) Written or printed notice stating the place, date and time of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than fifteen (15) or more than thirty (30) days before the date of the meeting, either personally or by mail or e-mail, by or at the direction of the President, the Secretary, or the officer or person calling the meeting, to each Member of record entitled to vote at the meeting.

b) Notice of any meeting of Members shall specify the Place, date and hour of the meeting. The notice shall also specify the purpose of the meeting, if it is a special meeting, or if its purpose or one of its purposes will be to consider a proposed dissolution or the revocation of a voluntary dissolution by act of the Association or to consider a proposed disposition of all, or substantially all of the assets of the Association outside the ordinary course of business.

#### **SECTION 6: QUORUM; ADJOURNMENTS**

a) Except as otherwise provided in Restrictions, by Statue by the Articles of Incorporation or these Bylaws, the Members holding one-fifth (1/5) of the votes, issued and outstanding and entitled to vote thereat, present in person or represented by proxy, shall be requisite and shall constitute a quorum at all meetings of the Members for the transaction of business. If however, a quorum shall not be present or represented at any meeting of the Members, the Members entitled to vote thereat, present in person or represented by proxy, shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present or represented, any business may be transacted which might have been transacted at the meeting as originally notified.

#### **SECTION 7: TRANSACTION OF BUSINESS**

When a quorum is present at any meeting, the vote of the Members holding sixty percent (60%) of the votes shall decide any question before such meeting, unless the question is one up on which by express provisions of the statutes, The Articles of Incorporation, or these Bylaws, a different vote is required, in which case such express provision shall govern. The Members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of any Members to leave less than a quorum.

However, a three quarters (75%) majority of the voting Members present is required for any unusual matter, i.e. the awarding of a relatively large contract for services.

### **ARTICLE IV**

#### **OFFICERS**

##### **SECTION 1: POWERS**

The business and affairs of the Corporation shall be managed by its Officers who may exercise all the powers of the Corporation and may do all lawful acts and things which are not by statue, The Declaration, the Articles of Incorporation or these Bylaws, directed or required to be exercised or done by the Members. Specifically, the Officers shall be empowered to take such actions as authorized by the Homeowners. None of the Officers shall have a financial interest in Grace Meadows other than their lot or living unit. Any such officer shall have the powers and duties usually associated with such office, subject to limitations by the Members of the Association.

## **SECTION 2: NUMBER AND ELECTIOS**

The Grace Meadows Officers shall consist of one President, one Vice-President, one Secretary, one Treasurer, and one At Large Member of the Homeowners Association that is not serving as one of the aforementioned positions. The Officers shall be elected at the annual meeting of the Members

## **SECTION 3: ELECTION AND TERM OF OFFICE**

The affairs of Grace Meadows Homeowner's Association shall be managed by elected officers consisting of not less than (5) members. The officers shall be elected from among the membership in accordance with Article II, Section 2 of these Bylaws. The President, Secretary and Treasure shall be elected in odd numbered calendar years. The Vice-President and the Member at large shall be elected in even numbered calendar years. Each officer elected may serve no more than two (2) consecutive terms in the same elected position.

## **SECTION 4: REMOVAL: FILLING VACANCIES**

Any Officer may be removed, with or without cause, at any special meeting of the Members by the affirmative vote of a majority of the Members present in person or by proxy at such meeting and entitled to vote for the election of such Officer, If notice of intention to act upon such matter shall have been given, the notice calling such meeting. If any office in the Association is vacated for any reason at any special meeting, a majority of the membership present in person or by proxy at such meeting and entitled to vote, may choose a successor or successors. Each successor Officer so chosen shall be elected for the unexpired term of a then predecessor in office. Any officer removed from office shall not hold any elected office for a period of no less than one (1) year.

## **SECTION 5: ANNUAL MEETINGS**

The first meeting of each newly elected Board of Officers shall be held without further notice immediately following the annual meeting of Members, and at the same place, unless by unanimous consent of the Officers then elected and serving; such time or place shall be changed.

## **SECTION 6: REGULAR MEETINGS**

Regular meetings of the Board of Officers shall be held monthly or at the discretion of the President or by the majority of Board Members at such time and place as shall from time to time be determined by the Board within the limits of Tarrant County.

## **SECTION 7: SPECIAL MEETINGS**

Special meetings of the Board of Officers may be called by the President or Secretary on two (2) days' notice to each Officer, either personally or by mail, e-mail or by telegram, special meetings shall be called by the President or Secretary in like manner and on like notice on the written request of a majority of Officers. Except as may be otherwise expressly provided by statue, the Articles of Incorporation or these Bylaws, neither the business to be transacted at, nor the purpose of any special meeting need be specified in a notice or waiver of notice.

## **SECTION 8: QUORUM**

At all meetings of the Board of Officers, the presence of three (3) of the Officers shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of three (3) of the Officers present at any meeting at which there is a quorum shall be the act of the Board of Officers, except as may be otherwise specifically provided by statute, the Declaration, the Articles of Incorporation or these Bylaws. If a quorum shall not be present at any meeting of Officers, the Officer present there at may adjourn the meeting from time to time without notice other than announcement at the meeting, until a quorum shall be present.

## **SECTION 9: DUTIES**

The duties of the officers are as follows:

- a) **President.**: The President shall be the presiding officer at all meetings of the Association; shall see that orders and resolutions of the Board are carried out; shall sign all contracts, mortgages, tax returns, and other written instruments; shall co-sign all checks (except those on a monthly recurring nature previously approved by the Board), and promissory notes; shall appoint committee chairmen and members of committees with the concurrence of the Board; works closely with the Treasurer and assures that deposits and disbursements are made in a timely manner; insure that the requirements set out in the Declaration of Covenants, Conditions and Restriction; Articles of Association, these Bylaws and the Rules and Regulations are complied with and that the board and committees of the Association perform their duties within reasonable competence; and shall carry out such other duties as may be assigned by the Board.
- b) **Vice-President.** The Vice-President works closely with the President and acts in his/her absence; assures that each new homeowner is provided with a copy of the Bylaws and Rules and Regulations.
- c) **Secretary.** The Secretary shall perform or cause to be performed the following secretarial activities: record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members; serve notice of meetings of the Board and Members; keep the appropriate current records showing the ownership of Lots and membership of the Association, together with their addresses; at the direction of the Board, assist in the preparation of correspondence pertinent to the business of the Association and shall maintain in the association office a permanent file of all minutes, financial reports, committee reports, correspondence and other records pertaining to Grace Meadows Association; and shall perform such other duties as required by the Board.
- d) **Treasurer.** The Treasurer shall perform or cause to be performed the following financial activities: receive and deposit in appropriate bank accounts all monies of the Association and disburse such funds as directed by a Resolution of the Board; co-sign all checks; make a monthly audit of the records of receipts and expenditures and maintain all bank accounts; provide the board with a comprehensive financial report at each board/association meeting; cause an annual audit of the Association Books to be made at the completion of each

fiscal year; 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 the budget and assessments adopted by the Board to each member. The Treasury shall perform such other duties as required by the Board.

e) **One at Large Member of the Homeowner's Association:** The One at Large Member shall serve as the chairperson for the Associations welcoming committee; provide new homeowner's with welcome packet; administer of parliamentary procedures.

#### **SECTION 10: SALARIES**

All officers of the Corporation shall serve without compensation. However, expenses may be reimbursed for unusual activities carried out on behalf of the Corporation. Any officer may receive compensation for services rendered to the Corporation in other than its official capacity.

### **ARTICLE V**

#### **NOTICES**

##### **SECTION 1: FORMALITIES OF NOTICES**

Whenever under the provisions of the statutes, the Articles of Incorporation or these Bylaws, notice is required to be given to any Officer or Member, and no provision is made as to how such notice shall be given, It shall be construed to mean either personal notice or notice in writing by mail (regular or otherwise), postage prepaid, addressed to such Officer or Member at such address as appears on the books of the Corporation. Any notice required or permitted to be given by mail shall be deemed to be given at the time when the same shall be thus deposited in the United States Mail as aforesaid.

##### **SECTION 2: WAIVER OF NOTICES**

Whenever any notice is required to be given to any Member or Officer of the Corporation under the provisions of the statutes, The Articles of Incorporation or these Bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated in such notice, shall be deemed equivalent to the giving of such notice. Signing the minutes of any meeting shall be deemed a waiver of all formalities with respect to such meeting.



## **ARTICLE VI**

### **COMMITTEES**

#### **SECTION 1:           NUMBER**

There shall be four (4) standing committees if same is desired or needed. These committees shall become effective after properties are occupied by Homeowners. Except as specified by Article VI of the Declaration, all of the Chairmen and members of the standing committees shall be appointed by the President as the need may arise.

Should any of the four (4) standing committees fail to have active members, for any reason, the Homeowners Association may appoint a committee to fulfill the obligations of the committee. The Members appointed by the Association shall serve a term as long as designated by the President and may be removed by the President at any time for any reason.

#### **SECTION 2:           ARCHITECTURAL CONTROL COMMITTEE**

A committee composed initially of (1) member, Robert L. Stinson, until the properties are developed and improved with homes. In the event he is unable to serve, such vacancy shall from time to time be designated by the majority vote of the remaining Members. The Architectural Control Committee shall be responsible for approving or disapproving the design, location, details, color, texture, materials and any additions or modifications to buildings or lots. All decisions by the committee should be based on an adopted set of architectural and landscape guidelines. The committee shall render consistent judgments based upon guidelines. A judgment by the committee may be appealed to the Board at least fifteen (15) days in advance of a regularly scheduled meeting of the Board. Except the decisions made with respect to new construction on a vacant lot may not be appealed to the Board. The Architectural Control Committee shall be governed by the Restrictions and these Bylaws.

This Committee may appoint a subcommittee composed of members outside the committee to be responsible for approving or disapproving the design, location, details, color, texture, materials and specifications of all construction, landscaping and tree removal as they relate to additions or modifications of buildings or lots.

#### **SECTION 3:           FINANCE COMMITTEE**

This committee is responsible for preparing a proposed budget each year for submission to the Board of Action. It shall review the expenses periodically during the year to determine if any significant deviations are occurring and to recommend actions for the Board to make appropriate adjustments. The committee shall also recommend the assessment level each year to cover anticipated expenses. This committee is also responsible for maintaining a record of the status of assessment payments for each Lot and recommending appropriate action for the Board for collection of any delinquencies. The chairman of the committee shall be the Treasurer.

#### **SECTION 4:           RULES AND REGULATIONS COMMITTEE**

This committee is responsible for those rules and regulations affecting actions by persons in the community or actions by persons on property owned by the Corporation.



The rules and regulations adopted by the Board shall be promulgated to all Owners and enforced by this committee. This committee shall also see the Owners inform their tenants of these rules and regulations. The committee shall recommend new rules and regulations from time to time as conditions may warrant or modifications of existing rules and regulations to the Board.

#### **SECTION 5: ELECTIONS COMMITTEE**

This committee is responsible for obtaining nominations for election to the Board of Officers and for conducting the election at the annual meeting. The Election Committee shall make as many nominations for election to the Board as it shall in its discretion determine, but not less than one (1) for each vacancy to be filled. The committee shall present its report to the Secretary at least forty-five (45) days before the annual meeting. The chairman of the Elections Committee shall conduct that portion of the meeting devoted to elections. The Members shall count the votes at the meeting and announce the results. The chairman shall not be a member of the Board.

### **ARTICLE VII**

#### **GENERAL PROVISIONS**

#### **SECTION 1: FISCAL YEAR**

Any assessment will be subordinate and inferior to a recorded Deed of Trust provided the Deed of Trust was filed of record before the filing of “a notice of delinquent assessments.”

Assessment shall be due and payable to the Association on the first day of the fiscal year. This assessment shall be prorated from the date of purchase of lot until end of fiscal year, First assessment date, May 1, 2004.

Assessments shall be within the limit the Board may approve of spending as they deem appropriate to meet the needs of the Association.

The fiscal year of the Corporation shall begin on first day of May, end on the 30<sup>th</sup> day of April of every year.

#### **SECTION 2: SEAL**

There shall be no necessity for a corporate seal, but if there should be one, such seal shall have inscribed thereon the name of the Corporation and the word “TEXAS.”

#### **SECTION 3: INDEMNIFICATION**

The Association shall indemnify any officer or employee or former officer or employee of the Corporation, against expenses actually and necessarily incurred by him and any amount paid in satisfaction of judgments in connection with any action, suit or proceeding whether civil or criminal in nature, in which he is made a party by reason or being or having been such a officer or employee (whether or not a officer or employee at the time such costs or expenses are incurred by or imposed upon him) except in relation to matters as to which he shall be adjudged in such action, suit or proceeding to be liable for gross negligence or willful misconduct in the performance of duty. The Corporation shall

pay or cause to be paid to any officer or employee the reasonable costs of settlement of any such action, suit or proceeding. Such right or indemnification shall not be deemed exclusive of any other rights to which officer or employee may be entitled by law or under any bylaw, agreement, vote of Members or otherwise.

## **ARTICLE VIII**

### **AMENDMENTS**

#### **SECTION 1:**

Amendments to the Bylaws may be proposed by the Officers or by petition of 25% of the membership. Proposed amendments to the Bylaws must be presented to the Secretary not less than (30) days prior to an Association meeting. The proposed amendments shall be approved by a three-fourths (3/4) vote of Members voting in person or by proxy at a duly called regular or special membership meeting at which a quorum is present.

## **ARTICLE IX**

### **ACCOUNTS AND FUNDS**

#### **SECTION 1:**

The following funds shall be established at the first meeting of the Homeowners Association:

General Expense Account – A Fund shall be established from the initial dues collected and maintained for the purpose of paying for expenses associated with the maintenance and welfare of Grace Meadows Subdivision and the Association. A minimum balance of \$1,000 shall be maintained in this account at all times.

In witness whereof, we being all of the Officers of Grace Meadow Homeowners Association, Inc. have hereunto set our hands as of this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

**Grace Meadows Homeowners Association, Inc.**

\_\_\_\_\_  
**Larry Ruffin, Interim President**

\_\_\_\_\_  
**Ann Rudeen, Interim Secretary**

\_\_\_\_\_  
**Len Willis, Interim Treasurer**

STATE OF TEXAS           §  
COUNTY OF TARRANT   §

          This Bylaws of Grace Meadows Homeowners Association was acknowledged before me on the \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_, by Larry Ruffin, Interim President of the Grace Meadows Homeowners  
Association.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission expires: \_\_\_\_\_

Notary's printed name: \_\_\_\_\_

STATE OF TEXAS           §  
COUNTY OF TARRANT   §

          This Bylaws of Grace Meadows Homeowners Association was acknowledged before me on the \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_, by \_Ann Rudeen, Interim Secretary of the Grace Meadows Homeowners  
Association.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission expires: \_\_\_\_\_

Notary's printed name: \_\_\_\_\_

STATE OF TEXAS           §  
COUNTY OF TARRANT   §

          This Bylaws of Grace Meadows Homeowners Association was acknowledged before me on the \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_, by \_Len Willis, Interim Treasurer of the Grace Meadows Homeowners  
Association.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission expires: \_\_\_\_\_

Notary's printed name: \_\_\_\_\_