

# BYLAWS OF THE CROSS COUNTRY ESTATES PROPERTY OWNERS ASSOCIATION, INC.

Whereas, the name of this organization is defined in the ARTICLES OF INCORPORATION, Texas Charter #01549781, hereinafter referred to as the POA; and this organization is further governed by the latest Amended DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS of record in the Real Property Records of Williamson County, Texas, hereinafter referred to as the DCCR.

Therefore, the identity and purpose of this organization is contained in the above documents.

## I. Members.

**Section 1.** A Member is one of the Owners (as defined in the DCCR) of a Residential Lot (as defined in the DCCR), able to represent that person, persons, or entities.

**Section 2.** Voting rights suspension as defined by the DCCR does not relieve the POA from a notification requirement for any amount due.

## II. Officers.

**Section 1.** The officers of the POA shall be a President, a Vice President, a Secretary, a Treasurer, and one Director.

**Section 2.** No Member shall hold more than one office at a time, and not more than one person representing one owner shall hold an office at a time.

**Section 3.** Officers shall be elected annually by a majority vote of the Members. Officers may be removed by a 2/3rds vote of the Members at any regular or special meeting. Vacated offices may be filled by a majority vote of the Members at any regular or special meeting.

**Section 4.** The Treasurer shall be responsible for notifying a Member of any assessments, dues, or fines 20 calendar days before the due date. Notice of receipt shall be given within 2 days of the receipt of payment. If the payment has not been received 10 days after the payment is due, the Treasurer shall notify the Member that the payment is overdue and obtain written confirmation that the notice has been served.

**Section 5.** The Treasurer shall maintain accounting and balance for the Private Roadway Easement Maintenance Cost Fund separate from all other operating funds. The Roadway funds shall not be used for purposes other than maintaining the Roadway, nor shall other funds be used for maintaining the Roadway. All disbursements shall require the signature of the Treasurer and at least one other officer.

## III. Meetings.

**Section 1.** A regular meeting in January shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise. At least thirty days' notice of the scheduled date and time shall be given. A written response, which includes but is not limited to a United States Post Office certified receipt of mail delivery, from each Member must be in the possession of the Secretary before the meeting may be convened.

**Section 2.** Regular meetings may be called by the Board of Directors. At least fourteen days' notice of the scheduled date and time shall be given. A written response as listed in Section 1 shall be required.

**Section 3.** Special meetings may be called by the President or by the Board of Directors and shall be called upon written request of twenty-five percent of the Members of the POA. Except in cases of emergency, limited to immediate danger to life or property, at least three days' notice of the scheduled date and time shall be given. A written response as listed in Section 1 shall be required.

**Section 4.** Fifty percent of the POA eligible votes shall constitute a quorum. Eligible means that a Members voting rights have not been suspended.

#### **IV. Governing Board of Directors.**

- Section 1.** The officers of the POA, as well as Directors shall constitute the Governing Board of Directors.
- Section 2.** The Governing Board of Directors composition and primary duties are defined in the DCCR.
- Section 3.** The Governing Board of Directors shall have general supervision of the affairs of the POA between its business meetings, fix the hour and place of meetings, make recommendations to the POA, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the POA, and none of its acts shall conflict with action taken by the POA.
- Section 4.** The Governing Board of Directors shall insure that assessment declarations and collections are completed in a timely manner. A lien process as defined in the DCCR shall not commence until an Member is more than ninety days delinquent and has been notified in writing. A written response, which includes but is not limited to a United States Post Office certified receipt of mail delivery, indicating a delinquency notice was delivered must be in the possession of the Treasurer before the lien process may commence. The Governing Board of Directors shall be obligated to immediately notify and commence the process after a Member is one hundred twenty days delinquent unless relieved of the responsibility by the Members in a special meeting.
- Section 5.** The Governing Board of Directors shall meet regularly at least every sixty days, unless otherwise directed by the POA. In no event shall they meet less than the amount of time required to competently carry out the duties and responsibilities as defined in the DCCR.

#### **V. Committees.**

- Section 1.** A Finance Committee composed of the Treasurer and four other Members shall be appointed by the President promptly after each annual meeting. It shall be the duty of this committee to prepare a budget for the following fiscal year beginning the first day of January, and to submit it to the POA at the Annual Meeting. The Finance Committee may from time to time submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote.
- Section 2.** Such other committees, standing or special, shall be appointed by the President as the POA or the Governing Board of Directors shall from time to time deem necessary to carry on the work of the POA. The President shall be ex officio a Member of all committees except those appointed for nominating officers.

#### **VI. Parliamentary Authority.**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the POA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the POA may adopt.

#### **VII. Amendment of Bylaws.**

These Bylaws may be amended as defined in the DCCR. All amendment votes after the initial approval shall be made during a regular or special meeting.