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REV. 1 - 5/21/

551-01-1503

LAKE CONROE HEIGHTS CIVIC ASSOCIATION BY-LAWS

11  
REAL PROPERTY RECORDS

ARTICLE I - NAME

The name of this organization is Lake Conroe Heights Civic Association.

ARTICLE II - LOCATION/BOUNDARIES

The boundaries of this association shall be: Section 1, Block 1, Lots 1 through 15; Section 2, Block 1, Lots 16 through 31; Section 3, Block 2, Lots 1 through 8; Section 3, Block 4, Lots 1 through 10; and Section 4, Block 3, Lots 1 through 12, of Lake Conroe Heights, a Subdivision consisting of a portion of 16.23 acres out of the Wm. Wier Survey, Abstract No. 42, Montgomery Count, Texas. Located on Long Road, Route 1, Willis, Texas.

ARTICLE III - PURPOSE

The purpose of this association is:

- A.) To take concerted action on all matters which pertain to the welfare of the community.
- B.) To maintain the residential character of the community which this association represents.
- C.) To maintain the appearance of the subdivision and encourage improvements in the appearance of all properties in the subdivision.
- D.) To safeguard individual and collective property owners.
- E.) To protect and enforce deed restrictions within the subdivision.
- F.) To facilitate two-way communications between residents and governmental agencies.
- G.) To collect annual dues and to budget the monies as prescribed by the membership.

Any action taken in the name of the Lake Conroe Heights Civic Association must be approved by a majority of the active membership, except for the normal duties of the elected officers.

ARTICLE V - MEMBERSHIP

The membership shall be restricted to the registered lot owners of this subdivision as described in Article II. There shall be two types of members, as follows:

1. ACTIVE MEMBER is that lot owner who has paid the current annual dues to the Association. An active membership entitles the lot owner to receive notices, attend and participate in all General Meetings, as well as the right to cast one vote for each lot owned and to hold office.
2. GENERAL MEMBER is that lot owner who is not current with his dues to the Association. General Membership entitles the lot owner to receive notices, attend and participate in all General Meetings, but is not entitled to vote or hold office.

ARTICLE VI - DUES

Annual dues shall be \$30.00, payable not later than the last Sunday of the month of September of each year. New property owners desiring to become an active member in the Association shall pay the annual dues on a pro-rata basis from the date of acquiring the property prior to casting a vote or running for office at any General Meeting. A General Member desiring to become an Active Member must pay in full, the current annual dues.

ARTICLE VII - DUTIES OF OFFICERS

## Section 1 - The President shall:

- A.) Preside at all general meetings of the membership.
- B.) Preside at all meetings of the Executive Board. (Consisting of Elected Officers)
- C.) Preside at all special meetings.
- D.) Countersign all checks with the Treasurer.
- E.) Serve as an Ex-officio member of all committees.
- F.) Call special meetings when necessary.
- G.) Make interim appointments as needed with the approval of the Executive Board.

## Section 2 - The Vice President shall:

- A.) Perform the duties of the President in his absence.
- B.) Perform such duties as are assigned by the President.
- C.) Assume the duties of the President should the Presidency become prematurely vacant.

## Section 3 - The Secretary shall:

- A.) Record and preserve minutes of all meetings of the membership, and the Executive committee.
- B.) Read the minutes at subsequent meetings for the approval of the membership, and to furnish copies for the minutes as required.
- C.) Be custodian of the minutes book, the By-Laws, and shall pass these items to the successor along with any other records or correspondence pertaining to the Civic Association.
- D.) Be responsible for all correspondence of the Civic Association.

## Section 4 - The Treasurer shall:

- A.) Receive all monies in the name of the Civic Association and deposit same in the association's bank account.

- B.) Pay all authorized bills by check countersigned by the President or the Vice-President in the absence of the President.
- C.) Maintain accurate books of account for all receipts and disbursements.
- D.) Present a financial accounting of the Civic Association at each meeting.
- E.) Pass the Books, Monies, and all pertinent documents pertaining to the Civic Association to the elected successor.
- F.) Sign all checks with the President. (If the Treasurer is incapacitated, the third authorized signature shall sign in the Treasurer's absence.

#### ARTICLE VIII - MEETINGS

There shall be semi-annual meetings of the membership, held on the last Saturday of the months of April and September at 3:00 PM. Special meeting may be called at the discretion of the Executive Board with due notice given to all members about the purpose of the special meeting and the date and time of the special meeting. Only the business for which the meeting was called may be discussed. A Quorum for conducting business at a regular meeting of the membership or a special meeting of the membership shall be not less than 50 % of the Active Membership.

#### ARTICLE IX - ELECTIONS

There shall be a nominating committee consisting of three (3) Active Members appointed by the President at least thirty (30) days prior to the September General Meeting. This committee shall submit names at the General Meeting of all candidates running for the elective offices. Nominations will also be accepted from the floor prior to the election. The election shall be held at the September General Meeting. Newly elected officers will take office the following January First.


ARTICLE X - AMENDMENTS

The By-Laws may be amended at any regular meeting of the Association by a 2/3 majority vote of the Active Membership present, provided that the proposed amendment was presented and read at the previous regular meeting or special meeting and that copies had been mailed to all members of the Association.

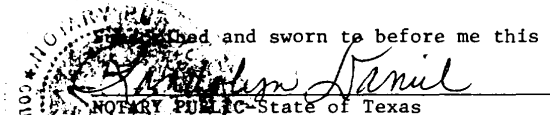
ARTICLE XI - PROCEDURES

The following shall be the accepted order of the meetings:

- A.) Call meeting to order.
- B.) Reading of the minutes of the previous meeting
- C.) Treasurer's report
- D.) Report of any committees
- E.) Unfinished or old business
- F.) New Business
- G.) Open discussion
- H.) Adjournment

  
 F. B. Dann  
 1988 President

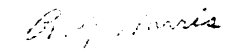
Subscribed and sworn to before me this 24th day of August, 1988

  
 NOTARY PUBLIC - State of Texas  
 9/10/88

✓ F. B. Dann  
 Box 740  
 Willis, Tx 74578

FILED FOR RECORD

00 AUG 31 PM 1:10

  
 COUNTY CLERK  
 MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS )  
 COUNTY OF MONTGOMERY )  
 I hereby certify that this instrument was filed in File Number Sequence on the date and at the time stamped herein by me; and was duly RECORDED in the official Public Records of Real Property of Montgomery County, Texas.

AUG 31 1988

  
 COUNTY CLERK  
 MONTGOMERY COUNTY, TEXAS