

THE HUNTERS GLEN ESTATES HOMEOWNERS' ASSOCIATION

BYLAWS

Article I – Name

The name of this organization shall be the Hunters Glen Estates Homeowners' Association (the "Association").

Article II – Object

Section 1. The general purpose of the Hunters Glen Estates Homeowners Association is the promotion of the common good and general welfare of the homeowners in the area of Plano, Texas, bounded by Maumelle Drive, Old Orchard Drive, Legacy Drive, and the creek west of Timothy Drive (also referred to as "Hunters Glen Six" and "Hunters Glen Estates Seven Addition"). More specifically, the purposes of the Association are to bring about civil betterment and social improvement of the community through the following activities:

- A.** Preserve and beautify community property in cooperation with local government;
- B.** Promote public safety and crime prevention in the community;
- C.** Publish a community newsletter and/or maintain a community web site;
- D.** Sponsor activities for community residents;
- E.** Coordinate individual or group action before local legislative and administrative agencies with respect to zoning, traffic and parking regulations, property tax valuation, public schools and similar matters.

Section 2. The Association shall be organized and operated exclusively for non-profitable purposes. No part of the income of the Association shall be distributable to its members, directors or officers.

Section 3. The Association shall remain non-partisan and non-political at all times. The Association shall never participate or intervene, either directly or indirectly, in any political campaign on behalf of or in support of any candidate for public office.

Section 4. The Association shall not engage in activities directed to maintenance of private residences. However, this provision shall not prohibit activities of the Association designed to encourage community residents to maintain the exteriors of their residences.

Section 5. Fiscal Year. The fiscal year shall begin on January 1 and end on the last day of December.

Section 6. Budget. At its annual meeting the Board of Directors shall approve an annual budget for the coming fiscal year. The annual budget shall list proposed expenditures and estimated income.

Section 7. Funds. The Association shall be authorized to raise funds by dues, solicitations, benefits, lectures, exhibits and other legitimate methods.

Section 8. Gifts. The Association shall be authorized to receive gifts, legacies and bequests (for general or specified purposes), subject to approval of the Board.

Section 9. Dissolution. In the event of dissolution or winding up of the Association, whether voluntary or involuntary, the net assets after payment of all claims and expenses shall be distributed to the Plano Parks and Recreation Department.

Article III – Members

Section 1. Membership. Membership in the Association is voluntary. All adult persons, regardless of sex, race, national origin or religion, who own or reside in a household within Hunters Glen Estates, shall be eligible for membership and upon application therefore and payment of dues shall be considered members of the Association.

Section 2. Voting Privileges. The member(s) of the Association who own or reside in any given household within Hunters Glen Estates shall collectively be entitled to cast two (2) votes on any matter of business which is put to a vote of the members. Voting on behalf of other households is prohibited.

Section 3. Dues.

- A.** The member(s) of the Association who own or reside in any given household within Hunters Glen Estates shall collectively pay the Association annual dues of \$50, or such lesser prorated amount as may be established by the Board of Directors for a partial year new membership. Dues are not transferable or refundable. Membership in the Association shall be suspended in the event and for the duration that such dues remain unpaid.
- B.** The annual dues shall be due and payable the beginning of each year. All dues shall promptly be delivered to the Treasurer upon collection. After the first quarter of a given year, the membership chairman shall prepare and submit to the President a list of all those members who have paid their annual dues for the new fiscal year.

Article IV – Officers and Board of Directors

Section 1. Composition of the Board. The Board of Directors shall be composed of the following eight (8) members:

- A. The four (4) Officers of the Association.
- B. Three (3) At Large Directors elected from the general membership, and
- C. The immediate past president, who shall be a non-voting member of the Board.

Section 2. General Officers. There shall be four (4) Officers of the Association elected at the annual meeting of the Association. The Officers shall be composed of:

- A. The President;
- B. The Vice-President;
- C. The Secretary;
- D. The Treasurer.

Section 3. Eligibility. Any member who is current in his or her dues shall be eligible for nomination and election as an Officer or Director.

Section 4. Nomination.

- A. A Nominating Committee, consisting of three members elected by the Board of Directors excluding the President, shall nominate at least one (1) person for each of the four Officers' positions and at least three (3) persons for the At Large Directors' positions. The President shall not be an ex officio member of the Nominating Committee.
- B. All nominations shall be announced in the newsletter and/or web site preceding each annual meeting. Nothing in these Bylaws shall prohibit additional nominations from the floor during the annual meeting.

Section 5. Voting.

- A. At each annual meeting, the Secretary shall present a prepared ballot listing thereon all nominees for the Board of Directors and Officers as well as blank spaces for the names of additional nominees who may be nominated from the floor.
- B. **Officers.** Each nominee for each office who receives a simple majority of the total votes cast for that particular office shall be duly elected to that particular office. In those instances, in which two or more nominees for the same office receive an equal number of votes, an additional ballot or ballots containing only those nominees receiving an equal number of votes shall be necessary in order to fill the position or positions which have not been previously filled.
- C. **At Large Directors.** The three (3) nominees receiving the largest number of votes on the first ballot shall be declared duly elected to the positions of Directors. In those instances, in which two or more nominees receive an equal number of votes and three At Large Directors cannot be elected, an additional ballot or ballots containing only those nominees receiving an

equal number of votes shall be necessary in order to fill the position or positions which have not been previously filled.

Section 6. Term of Office. The term of office of each Officer and Director shall be from the date of their election or appointment through and including the date of the next annual meeting following their election or appointment.

Section 7. Authority of Board of Directors. The Board shall manage and direct the affairs of the Association.

Section 8. Vacancies. In the event that a vacancy occurs in any office or on the Board of Directors for any reason, including, but not limited to death, resignation or removal from the Hunters Glen Estates community, the Board of Directors shall appoint a successor who shall serve in such appointed capacity until his or her successor is elected at the next annual meeting.

Section 9. Resignations. Any Director, Officer, and/or Committee member may resign by giving notice to the President or the Secretary.

Section 10. Employees. The Board of Directors shall hire any employee that may be needed, and shall fix the terms of employment and compensation.

Section 11. Prohibited Transactions. The Association shall not do any act which shall constitute a basis for denial of its status as a non-profit and/or tax exempt organization under applicable law. Neither the Association nor any of its Officers, Directors, or Agents shall incur or assume debt or other liability for or on behalf of the Association or its members without approval by the members.

Section 12. Remuneration or Reimbursement. A Director, Officer and/or Committee member shall receive no remuneration for his or her services as such but shall be entitled to reimbursement for actual, reasonable expenses incurred by him or her in connection with the Association's affairs, as approved by the Board of Directors.

Section 13. Authority of Officers. In addition to their duties as Directors of the Association, the Officers shall have the following additional duties and powers:

- A. The President shall be the Chief Executive Officer. He shall see that all orders and resolutions of the Board, including those requiring the approval of the members, are carried into effect. The President shall be an ex-officio member of all standing and special committees. It shall be the duty of the President to preside at all meetings of the Association, to conduct the meetings in an efficient and businesslike manner, to appoint all Committees unless otherwise decided upon, to call special meetings of the Association and to perform such other duties as pertain to his or her office.
- B. The Vice-president shall serve in the place of the President whenever necessary and shall be responsible for the preparation of the annual budget for presentation to the Board of Directors.
- C. The Secretary shall be responsible for preparation, distribution, collection and counting of ballots during the election at the annual meeting. The

Secretary shall also keep minutes of the proceedings of the Association, Board, and of Committees having any authority of the Board, and a record of the names and addresses of persons entitled to vote. In addition, the Secretary shall attend to all correspondence and shall be responsible for seeing that notice is given the members of any special meetings and all annual meetings. The outgoing Secretary shall, within ten (10) days after the close of his or her term of office, turn over to the newly elected Secretary all records of the Association in his or her custody.

- D. The Treasurer shall keep correct and complete books and records of account and shall make such reports as the Board shall require. It shall be the duty of the Treasurer to receive, hold and disburse all funds, and to make a report thereof at each regular meeting, provided, however, all disbursements must be approved by at least two (2) Officers. The Treasurer shall assist the Vice-president in preparation of the annual budget for presentation to the Board of Directors and the Annual Meeting. The outgoing Treasurer shall, within ten (10) days after the close of his or her term of office, turn over to the newly elected Treasurer all monies and records of the Association in his or her custody.
- E. In general, the Officers have such authority and duties as are given by these Bylaws and as the Board shall, from time to time, determine.

Article V – Meetings

Section 1. Meetings of Board of Directors.

- A. **Place of Meetings.** The President shall determine the times and places in which the Board shall meet. Reasonable notice shall be given.
- B. **Annual Meeting.** The Board shall hold an annual meeting following the annual meeting of the members.
- C. **Special Meetings.** Special Meetings of the Board may be called by the President on reasonable notice to each Director. Except as may be otherwise expressly provided by statute or by 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.
- D. The President shall preside at meetings of the Board. In the absence of the President, the next ranking officer shall assume the authority and duty of the President.
- E. **Quorum.** A majority of the voting members of the Board of Directors shall constitute a quorum. Each Director, other than the immediate past president, shall have one vote, exercisable in person only. Voting is allowed either in person or by electronic means (email). Nothing herein shall authorize the Board to act in a manner inconsistent with the authority granted thereto by these Bylaws.

Section 2. Annual Meetings. Annual meetings of the Association shall be held at a time and place determined by the President with the advice of the Board of Directors. An annual meeting of the Association shall be held at the beginning of the year for the election of Officers and Directors.

Section 3. Special Meetings. Special meetings of the Association may be called at any time by the President and shall also be called by the President or in his or her absence, the Vice-President, upon the written request of five (5) or more members representing five (5) households.

Section 4. Notice. Written (Web site, mail or email) notice of all annual meetings shall be given to all members of the Association at least 10 days prior to the meeting. Special meetings require only 24 hours' notice to all members.

Section 5. Quorum. A quorum necessary to transact business of the Association and to approve the Board's recommendations and requests at all regular and special meetings shall consist of at least five (5) members representing five (5) households within Hunters Glen Estates.

Section 6. Order of Business. The order of business at all meetings of the Association shall be as follows:

- A. Call to order
- B. Reading of the minutes of the previous meeting
- C. Reading of correspondence
- D. Reading of reports of the Officers
- E. Reading of reports of the committees
- F. Unfinished business
- G. Announcements
- H. New business
- I. Adjournment

Article VI – Committees

Section 1. Beautification Committee. Within one (1) month immediately following his or her election, the incoming President shall appoint and notify a chairman and additional members who shall constitute the Beautification Committee. All members of this Committee shall serve a term of one (1) year and thereafter until their successors are appointed and qualified. They may serve consecutive terms. The Committee shall implement and coordinate methods of preserving, beautifying and improving community property and services including parks, streets and sanitation.

Section 2. Crime Watch Committee. Within one (1) month immediately following his or her election, the incoming President shall appoint and notify a chairman and additional members who shall constitute the Crime Watch

Committee. All members of this Committee shall serve a term of one (1) year and thereafter until their successors are appointed and qualified. This person shall monitor and report on safety issues of interest to the community.

Section 3. Membership Committee. Within one (1) month immediately following his or her election, the incoming President shall appoint and notify a chairman and additional members who shall constitute the Membership Committee. All members of this Committee shall serve a term of one (1) year and thereafter until their successors are appointed and qualified. They may serve consecutive terms. The committee shall:

- A. Maintain at all times a current list, including names, addresses, telephone numbers and email addresses of all members and be so organized as to provide a thorough and prompt contact system. The chairman shall coordinate with the treasurer to maintain a current paid membership list.
- B. Invite new residents of the Hunters Glen Estates Community to join the Association and attend the meetings of the Association.

Section 4. Social Committee. Within one (1) month immediately following his or her election, the incoming President shall appoint and notify a chairman and additional members who shall constitute the Social Committee. All members of this Committee shall serve a term of one (1) year and thereafter until their successors are appointed and qualified. They may serve consecutive terms. The Committee shall plan and implement appropriate social functions.

Section 5. Architectural Committee.

- A. Within one (1) month immediately following his or her election, the incoming President shall appoint and notify a chairman and additional members but no more than a total of four additional members who shall constitute the Architectural Committee. All members of this Committee shall serve a term of one (1) year and thereafter until their successors are appointed and qualified. They may serve consecutive terms.
- B. The Architectural Committee is authorized to delegate to one or more representatives the authority to perform the duties of the Architectural Committee as set forth herein.
- B. The Committee shall be concerned with maintaining the architectural standards as set forth in the covenants and deed restrictions. Any deviations from the deed restrictions require prior approval by the Architectural Committee. See Covenants and Restrictions, paragraphs 2, 3, 17 and 18.

Section 6. Communications. The Association shall have a newsletter and/or web site as the official publication of the Association. This newsletter may be posted on the community web site. Email notification will be used to facilitate timely communication. The incoming President shall appoint an Editor within one (1) month following the President's election to office. The Editor shall serve a term of one (1) year and thereafter until his or her successor is appointed. An editor may serve consecutive terms. The Editor shall appoint a staff to assist in

the reporting of the community news and in the distribution of the publication. The newsletter shall remain non-partisan and non-political at all times and shall never participate, directly or indirectly, in any political campaign on behalf of or in support of any candidate for public office.

Section 7. Other Committees. The President shall have the authority to create such other committees, composed of no more than five total members, one of whom is chairman, to carry out the purposes of the Association.

Article VII – Parliamentary Authority

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

Article VIII – Amendment

Any amendment to these Bylaws shall necessitate a two-thirds vote of the members present, provided the quorum requirement has been satisfied. Amendment to these Bylaws may be considered at any meeting. Amendments to the Bylaws may be submitted in writing in advance of any meeting.

Revised at the March 1, 2016 Annual Meeting, Paul Boudreaux President presiding.