

**BYLAWS OF EDELWEISS ESTATES HOMEOWNERS'
ASSOCIATION, INC.
(As Amended October 12, 2016)**

**ARTICLE I
Name and Location**

The name of the Corporation is Edelweiss Estates Homeowners' Association, Inc., hereinafter referred to as the "Association". The mailing address of the Association shall be P. O. Box 10645, College Station, Texas 77845-0645. Meetings of members and directors may be held at such places within the State of Texas, County of Brazos, as may be designated by the Board of Directors.

**ARTICLE II
Definitions**

Section 1. "Association" shall mean and refer to Edelweiss Estates Homeowners' Association, Inc., a Texas non-profit corporation, its successors and assigns.

Section 2. "Properties" shall mean and refer to that certain property or properties described in the Declaration of Covenants, Conditions and Restrictions, recorded in Volume 1827, Page 315, Official Records of Brazos County, Texas, and any additional properties which may hereinafter be brought within the jurisdiction of the Association by supplemental declarations, amendments or supplements thereto.

Section 3. "Lot" shall mean and refer to a plot of land subject to the jurisdiction of the Association as more fully specified in the Declaration.

Section 4. "Owner" shall mean and refer to the record owner whether one or more persons or entities, of a fee simple title to any lot which is a part of the Properties subject to a maintenance charge assessment by the Association including contract sellers, but excluding those having such interest merely as security for the performance of any obligations.

Section 5. "Declaration" shall mean and refer to the Declaration of Covenants, Conditions and Restrictions for Edelweiss Estates and Rock Prairie Estates, subdivisions in College Station, Brazos County, Texas, and for additional contemplated sections of the same Edelweiss Estates Subdivision made subject to such easements, covenants, and declarations by Declarant. The Declaration is of record in Volume 1827, Page 315, Official Records of Brazos County, Texas, together with any amendments and/or supplements thereto.

Section 6. "Supplemental Declaration" shall mean and refer to those supplemental Declarations of Covenants, Conditions and Restrictions filed of record in the Official Records of Brazos

County, Texas.

Section 7. "Member" shall mean and refer to those persons entitled to membership as provided in the Declaration and Supplemental Declarations as recorded in the Official Records of Brazos County, Texas.

ARTICLE III Meeting of Members

Section 1. Annual Meeting. The regular annual meeting of the members of the Association shall be held on a date and place designated by the Board of Directors.

Section 2. Special Meetings. Special meetings of the members may be called at any time by the President or by the Board of Directors, or upon the written request of no less than forty (40) of the members who are entitled to vote.

Section 3. Notice of Meetings. Members shall be given notice of the date, hour, place, and general subject of a regular or special meeting of the members, including a general description of any matter to be brought up for deliberation in executive session. The notice shall be:

- a. mailed to each property owner not later than the 10th day or earlier than the 60th day before the date of the meeting; or
- b. provided at least 72 hours before the start of the meeting by:
 - 1) posting the notice in a conspicuous manner reasonably designed to provide notice to the Association members:
 - i. in a place located on the Association's common property or, with the property owner's consent, on other conspicuously located privately owned property within the subdivision; or
 - ii. on any Internet website maintained by the Association or other Internet media; or
 - 2) sending the notice by e-mail to each owner who has registered an e-mail address with the Association. It is an owner's duty to keep an updated e-mail address registered with the property owners' Association.

Section 4. Quorum. The presence at the meeting of members entitled to cast, or of proxies entitled to cast, votes shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration or these Bylaws. If, however, members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than

announcement at the meeting, until a quorum as aforesaid shall be present or be represented. If a quorum is present, the affirmative vote of a majority of the votes represented at the meeting and entitled to vote on the subject matter shall be the act of the members, unless the vote of a greater number or voting by classes is required by the Articles of Incorporation, the Supplemental Declaration, the Declaration or these Bylaws.

Section 5. Proxies. At all meetings of members, each member entitled to vote may vote in person or by proxy executed in writing designating his duly authorized attorney in fact. All proxies shall be in writing and filed with the Secretary before or at the time of the meeting. Every proxy shall be revocable and shall automatically cease upon conveyance by the member of his lot. No proxy shall be valid after eleven (11) months from the date of its execution, unless otherwise provided in the proxy.

ARTICLE IV Board of Directors

Section 1. Board of Directors. The affairs of the Association shall be managed by the Board of Directors comprised of not less than three (3) or more than seven (7) members of the Association. The Board of Directors shall be elected by the members in accordance with the Declaration; provided, however, only one (1) member of a household shall be a director at one time.

Section 2. Term of Office. The initial directors for the Association set forth in the Articles of Incorporation shall hold office until the first annual meeting. The directors shall continue to serve until their successors are duly elected and qualified at each annual meeting. Successive directors shall serve for alternating two-year terms.

Section 3. 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, a successor shall be selected by the remaining members of the Board and shall serve for the unexpired term of the predecessor. In the event any director shall be absent from three (3) consecutive regular meetings of the Board of Directors, he or she may be removed from the Board at the next regular or special board meeting.

Section 4. Vacancies. Any director may resign at any time by giving written notice to the President or Secretary of the Association. Such resignation shall take effect at the time specified therein. The Board's acceptance of such resignation shall not be necessary to make it effective. Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of a majority of the remaining directors though less than a quorum. A director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office. Any directorship to be filled by reason of an increase in the number of directors shall be filled by the affirmative vote of a majority of the directors then in office or by an election at the annual meeting or at a special meeting of members called for that purpose.

Section 5. Compensation. No director shall receive compensation for any service they may render

to the Association; provided, however, any director may be reimbursed for their actual expenses incurred in the performance of their duties.

ARTICLE V

Meetings of Directors

Section 1. Regular Meeting. Regular meetings of the Board of Directors shall be held at a minimum quarterly without notice at such place and hour as may be fixed from time to time by resolution of the Board.

Section 2. Special Meetings. Special meetings of the Board of Directors shall be held when called by the President of the Association or by any director after not less than three (3) days' notice to each director, which such notice may be waived at or prior to such meeting.

Section 3. Quorum. A majority of the number of directors shall constitute a quorum for the transaction of business, but if less than such majority is present at a meeting a majority of the directors present may adjourn the meeting from time to time without further notice. Every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

Section 4. Presumption to Assent. A director of the Association who is present at a meeting of the Board of Directors at which action on a corporate matter is taken shall be presumed to have assented to the action taken unless his dissent shall be entered into the meeting or unless he shall file his written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the Association immediately after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

Section 5. Informal Action by Directors. Any action required or permitted to be taken at a meeting of the directors may be taken without a meeting if consented to in writing, setting forth the action so taken, and signed by all of the directors entitled to vote with respect to the subject matter thereof. The consent must state the date of each director's or committee member's signature. Such consent shall have the same force and effect as a unanimous vote of the directors.

ARTICLE VI

Powers and Duties of the Board of Directors

Section 1. Powers. The Board of Directors shall have the power to:

- a. suspend the right to the use of any facilities or services provided by the Association of a member during any period in which such member shall be 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 sixty (60) days for an infraction of published rules

and regulations;

- b. exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these Bylaws, the Articles of Incorporation or the Declaration;
- c. subject to provisions of Article IV, Section 3 above, declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board of Directors; and
- d. employ a manager, an independent contractor, or such other employees as they deem necessary, and to prescribe their duties, and the terms of employment or services.

Section 2. Duties. It shall 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 thereof to the members at the annual meeting of the members, or at any special meeting, when such statement is required in writing by forty (40) of the members who are entitled to vote;
- b. supervise all officers, agents and employees of this Association, and to see that their duties are properly performed;
- c. fix the amount of the annual assessment against properties subject to the restrictions contained in the Declaration subject to the jurisdiction of the Association and to take such actions as it deems appropriate to collect such assessments and to enforce the liens given to secure payment thereof;
- d. issue, or to cause an appropriate officer to issue, upon demand by any member, a certificate setting forth whether or not that member's assessment has been paid. A reasonable charge may be made by the Board or its agent for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;
- e. procure and maintain such liability and hazard insurance as it may deem appropriate on any property or facilities owned by the Association, and on the members of the Association's Board of Directors;
- f. cause any officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate.

ARTICLE VII
Officers and Their Duties

Section 1. Enumeration of Offices. The officers of this association shall be a president, vice president, treasurer and secretary, who shall be, at all times, a member of the Board of Directors.

Section 2. Election of Officers. The election of officers shall take place at the first meeting of the Board of Directors following the annual election of the Board of Directors.

Section 3. Term. The officers shall be elected to a one-year term and continue to serve until their successors are duly elected and qualified.

Section 4. Special Appointments. The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine. In all cases where the duties of any officer are not prescribed by the Bylaws or by the Board, such officer shall follow the order and instructions of the President.

Section 5. Resignation and Removal. Any officer may be removed from office, with or without cause, by the Board. Any officer may resign at any time by giving written notice to the Board, the President or the Secretary. Such resignation shall take effect on the date of receipt of such notice, or at any later time specified therein, and unless otherwise specified herein, the Board's acceptance of such resignation shall not be necessary to make it effective.

Section 6. Vacancies. A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer being replaced.

Section 7. Multiple Offices. No person shall simultaneously hold both the offices of president and secretary.

Section 8. Duties. The duties of the officers of the Association are as follows:

- a. President. The President shall preside at all meetings of the Board of Directors and of the Association; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments and may co-sign all checks and promissory notes.
- b. Vice President. The Vice President shall act in the place and stead of the President in the event of his or her absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required by the Board.
- c. Secretary. The Secretary shall 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 of the members; keep appropriate current records showing the members of the

Association, together with their addresses; and shall perform such other duties as required by the Board.

- d. Treasurer. The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of account; and keep accurate books and records of the fiscal affairs of the Association and make the same available for inspection by members of the Association, upon written request.

ARTICLE VIII Committees

The Board of Directors may appoint any committees as deemed appropriate in carrying out the purposes of the Association.

ARTICLE IX Books and Records

After submitting a written request to the Association, a member may examine and copy, in person or by agent, any Association books and records relevant to that purpose. The Board may establish policies concerning the (i) written request; (ii) hours, days of the week, and place; and (iii) payment of costs related to a member's inspection and copying of books and records. Such policies shall be recorded as a dedicatory instrument in the real property records of Brazos County. The Declaration, the Articles of Incorporation and the Bylaws of the Association can also be accessed on-line at the Association's website.

ARTICLE X Assessments

As more fully provided in the Declaration, each member is obligated to pay to the Association certain annual and special assessments which are secured by a continuing lien against the property against which the assessment is made. Any and all assessments (including fines and fees) which are not paid when they are due shall be deemed delinquent. If the assessment is not paid within thirty (30) days after the due date, the assessment shall bear interest from the date of delinquency at the rate of eighteen percent (18%) per annum, and the Association may bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the property, and shall be added to the amount of such assessments. No Owner may waive or otherwise escape liability for the assessments provided for herein by non-use of any of the facilities or services provided by the Association or by abandonment of their lot.

**ARTICLE XI
Amendments**

Section 1. Amendment. These Bylaws may be altered, amended or repealed at a regular or special meeting of the members by a vote of a majority of a quorum of members present in person or by proxy.

Section 2. Conflict. In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles shall control; and in the case of any conflict between the Declaration and these Bylaws, the Declaration shall control.

**ARTICLE XII
Miscellaneous**

Section 1. Waiver of Notice. Whenever notice is required by law, by the Articles of Incorporation, or by these Bylaws, waiver thereof in writing signed by the director, member or other person entitled to said notice, whether before or after the time stated therein, or his appearance at such meeting in person or (in the case of a member's meeting) by proxy, shall be equivalent to such notice. The presence of a director, member or other person at any meeting shall constitute a waiver of notices of such meeting except where such person attends such meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called.

Section 2. Fiscal Year. The fiscal year of the Association shall begin on the first day of September and end on the last day of August of every year, except that the first fiscal year shall begin on the date of incorporation.

Section 3. Use of Funds. No part of the net earnings of the Association shall inure to the benefit or be distributable to its members, directors or officers, except that the Association shall be authorized and have the power to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in its Articles of Incorporation.

IN WITNESS WHEREOF, We, being all of the Directors of Edelweiss Estates Homeowners' Association, Inc., have hereunto set out hands effective the 12th day of October, 2016.

William C. Meacham William C. Meacham, President

Retha Youell Retha Youell, Vice President

Scott Simpson Scott Simpson, Secretary

Dave Ruff Dave Ruff, Treasurer

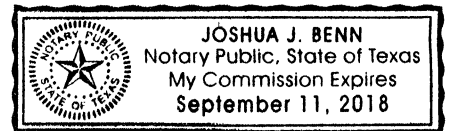
Martha E. Couch Martha Couch, At Large Member

STATE OF TEXAS)

COUNTY OF BRAZOS)

This instrument was acknowledged before me on October 12, 2016, by William C. Meacham, President; Retha Youell, Vice President; Scott Simpson, Secretary; Dave Ruff, Treasurer; and Martha Couch, At Large Member of Edelweiss Estates Homeowners' Association, Inc., a Texas nonprofit corporation, on behalf of said nonprofit corporation.

[Signature]



Notary Public, State of Texas

My commission expires: _____