

STATE OF TEXAS

21 07625

COUNTY OF LLANO

SANDY HARBOR ASSOCIATION, INC.

AFFADAVIT OF IT'S PRESIDENT

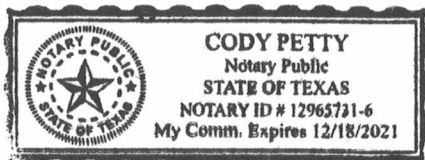
BEFORE ME, the undersigned authority on this day personally appeared Keith Woody, President of Sandy Harbor Property Owners Association, the undersigned affiant, who, being by me duly sworn, on oath stated:


1. My name is Keith Woody and I am President of the Sandy Harbor Property Owners Association.
2. I hereby certify that by virtue of a vote counted on July 24, 2021, new Bylaw Amendments were adopted by the Sandy Harbor Community to replace the current bylaws and amendments. The new bylaw amendments are set forth in Exhibit A, attached hereto and incorporated herein by reference.
3. I further certify that the vote for the bylaw amendments was carried out in accordance with the procedures set forth in Texas Property Code 211.004.



Keith Woody, Affiant

SUBSCRIBED AND SWORN TO BEFORE ME on this 3rd day of August, ~~2019~~ ²⁰²¹, to certify which witness my hand and official seal of office. This instrument was acknowledged before me on August 3rd, 2021 by Keith Woody.





Notary Public, State of Texas



**SANDY HARBOR
PROPERTY OWNER
ASSOCIATION BYLAWS**

Amended July 26, 2021

- Section 1: Introduction
- Section 2: Functions of the Association
- Section 3: Membership
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- Section 6: The Board of Directors
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Bylaws of Sandy Harbor Association, Inc.

Section 1: Introduction

- a. These Bylaws provide for the governance of Sandy Harbor Property Owner Association Inc., the home / lot owners of the Sandy Harbor Community located in Llano, County, Texas (the "Property")
- b. This Association is an incorporated nonprofit organization
- c. The Association is a legal entity governed by the Texas Business Organization Code. It is a domestic nonprofit organization subject to Chapter 22 of the Title 2 of the Code, The Nonprofit Corporation Law and Texas Property Code 202 and 209
- d. All present and future home / lot owners and all other persons who use or occupy the Property in any manner are subject to these Bylaws and other governing documents as recorded or to be recorded in the Real Property Records of Llano County, Texas. The mere acquisition of a lot / home will signify that these Bylaws and other governing documents are accepted, ratified and will be strictly followed.
- e. Sandy Harbor Property Owner Association Inc., acting through the Board, has the powers and duties necessary for the administration of the affairs of the Association and for the operation and maintenance of the property as may be required or permitted by governing documents and applicable law. The Association may do any and all things that are lawful and which are necessary, proper, or desirable in operating for the interests of its members, subject only to the limitation upon exercise of such powers as may be contained in applicable law or governing documents.

Section 2: Functions of the Association

- a. Sandy Harbor Property Owner Association, Inc. is formed for the purpose of protecting the personal and property rights of all members and their families and guests; for the purpose of promoting safety and welfare of all members, families, and guests.
- b. To properly carry out the purposes enumerated in Section a, the Association may, at the discretion of its Board of Directors, perform any or all the following activities:
 - (i) Handle the collection of the annual assessment for the maintenance funds, which assessment is a lien running with the land of each property owner
 - (ii) Administer and disburse the maintenance fund as well as other resources to provide for the maintenance and improvements of roads, streets, piers, parkways and other dedicated areas
 - (iii) Provide for the care of vacant, unimproved, and unkept lots by removing and destroying, when necessary, grass, weeds, rodents, snakes and other pests; and perform such other services in the judgement of the Board may be necessary and proper to protect the health and safety of the members and to keep the area neat, clean and in good order

- (iv) Enforce charges, restrictions, conditions, and covenants existing upon and created for the benefit of any property for which this Association renders service, and pay any and all expenses incident thereto, including court costs and attorney fees.
- (v) Negotiate and administer contracts for any of the services the Association renders, is authorized to render, or for which it is responsible; and for any function or service deemed by the Board to be in the best interest of a majority of members
- (vi) Perform such other functions as are deemed necessary and expedient to the promotion of the welfare of Sandy Harbor Subdivision property owners generally, including maintenance of architectural control to ensure conformance with restrictive covenants.
- (vii) Acquire, by donation, gift, purchase or other means, and own, hold, enjoy, lease, operate, convey, sell, transfer, mortgage or otherwise encumber, dedicate for public use, or otherwise dispose of real or personal property of any kind
- (viii) Provide the necessary financial support of the Association's operation through the mailing and accounting for the annual assessment on each lot, lots, home, or homes in the Sandy Harbor subdivision, Llano County, Texas
- (ix) The activities and services of the Association shall be available to all property owners in Sandy Harbor Subdivisions located in Llano County, Texas.

Section 3: Membership

- a. The members of the association shall be all persons, or entities, who are owners of real property in Sandy Harbor subdivisions.
- b. A husband and wife, joint tenants, or tenants in common, or any entity owning property in Sandy Harbor subdivisions, shall be counted as only one member, regardless of the number of lots owned or the size of the assessment paid

Section 4: Meetings of Membership

- a. There shall be an annual meeting of the membership on a Saturday between May 1st and August 1st of each year, at a time and place designated by the Board of Directors, provided that the place shall be within a thirty-mile radius of Sandy Harbor Subdivisions
- b. It is the duty of the President to call a special meeting of the Association, or if directed to do so by a majority of the Board or by one or more petitions signed by owners of at least 10% of the lots / homes in the Sandy Harbor subdivisions. If the petition process is used, petitions may be in any form that is customary for the time. The Board may not require a specific form of petition, nor require that the petition be offered to every member of the Association. Signatures on the petitions need not be notarized or witnessed. An electronic or faxed petition is acceptable if the "signer's" identity is reasonably discernable.
 - (i) Within 30 days after receipt of a petition, the Board must give all members notice of the special meeting. If the Board fails or refuses to call the special meeting in a timely manner, an ad hoc committee, and its individual members,

can provide notice to the owners of every lot in accordance with these bylaws. The notice of any special meeting must state the time, place, and purpose of the meeting. No business, except the purpose stated in the notice of the meeting, may be transacted at a special meeting.

- c. A notice of any meeting of the membership shall be communicated to an owner of a lot / home at least 10 days prior to a meeting. Notice of meetings can take form of electronic distribution (email, website, text, social media), community Board, phone, or mailing, as deemed necessary of the Board. Notices will identify the type of meeting as annual or special and will state the general purpose of the meeting.
- d. The president, or any person designated by the Board, presides over meetings of the Association. The secretary keeps, or causes to be kept, the minutes of the meeting which would record all resolutions adopted and all transactions occurring at the meeting
- e. Unless the notice of the meeting states otherwise, or the assembly adopts a different agenda at the membership meeting, the order of business at the meetings of the association is as follows
 - (i) Determines the votes present by roll call or check-in procedure
 - (ii) Announcement of a quorum
 - (iii) Proof of notice of meeting
 - (iv) Approval of minutes of preceding meeting
 - (v) Reports
 - (vi) Election of directors (when required)
 - (vii) Unfinished or old business
 - (viii) New business
- f. All costs incurred for notice and conducting of a special meeting called by an aggregation of the membership other than the Board of Directors or its President, shall be borne by the members petitioning for such assembly. If such costs indeed exist, funds must be collected prior to notice by either the President or the Treasurer.
- g. Every member is entitled to receive notice of Membership meetings, to attend membership meetings, and to be counted towards a quorum.

Section 5: Voting at regular or special meetings

- a. Attendance of twenty-five (25) or greater members shall constitute a quorum. If attendance is twenty-four (24) members or less, a vote cannot be conducted. Members are counted prior to the start of the meeting, verified by Llano tax records, or other court supported documentation.
- b. At any meeting of the membership, the vote of a majority of votes entitled to be cast by the members present, or represented by proxy, shall be determined by the results of the vote and shall bind the association to the determination, subject to the Sections of Incorporation and to the law.
- c. At any meeting of the membership, the presence of each member and the existence of any proxy authorizations shall be filed with the Secretary or other association officer recording events.

- d. At the option of the Board of Directors, a mail ballot may be submitted to the membership in lieu of a special called meeting. A majority of the mail ballots voted on any question submitted, shall be the act of the members of the Association
- e. At regular and special meetings, the items to be voted on should include the election of Board Members, items not within the restrictions, and items that the Board deems critical to community input.

Section 6: The Board of Directors

- a. The Association shall be managed by a Board of Directors consisting of (7) seven members duly elected to such Board.
- b. At the annual meeting of the membership in 2022, and on every even numbered year thereafter, four (4) Directors shall be elected to the Board by plurality of the vote of the membership voting to succeed those whose terms expire. Similarly, at the annual meeting of 2023, and on each odd numbered year thereafter, three (3) Directors shall be elected to the Board by plurality of the vote of the membership voting. A member may cast only one vote for any given nominee. In the event of a tie among nominees, the issue shall be resolved by the flip of a coin.
- c. Directors elected by the membership shall serve two years or until replaced by an elected successor.
- d. Directors must be in good standing in the community and all assessments must be paid and current as verified by the Association's Treasure
- e. If any Director shall fail to attend four consecutive Board meetings, this person may be removed from office by the remaining Directors.
- f. If a lot is owned by a legal entity, such as a partnership or association, any officer, partner, agent, or employee of that entity member is eligible to serve as a director and is deemed to be a member for the purposes of this section. If the relationship between the entity member and the director representing it terminates, that directorship will be deemed vacant.
- g. At any annual meeting of the Association or at any special meeting of the Association called for the purpose of removing a Director, any one or more of the directors may be removed with or without cause by membership representing a majority of the vote of the membership voting.
- h. The Board shall nominate to the membership the number of persons required to fill the positions to be elected from the slate presented by the Nominating Committee or from its own insight and shall inform the membership at least 30 days in advance of the election about the slate. The Board shall also advise the membership at the time that any member may nominate additional names for one or more of the available positions
- i. Ballots shall be provided at the annual membership meeting reflecting all nominees. The Secretary will be responsible for the collection and tabulation of the ballots. After tabulation, announcement will be made before the conclusion of the meeting.
- j. Any vacancies occurring on the Board of Directors prior to the expiration of the term shall be filled by majority vote of the remaining Directors.

Section 7: Board of Directors' Meetings

- a. Within ten (10) days after the annual meeting, the Directors will convene a business meeting for the purpose of electing officers. The time and place of the meeting will be fixed by the Board and announced to the Directors
- b. The Board will conduct its meetings at a location that is reasonably convenient for the greatest number of Directors, and at a place or facility that is sufficiently large to accommodate the number of owners that typically attend Board meetings as observers.
- c. Planning and / or Business meetings of the Board may be held at a time and place that the Board determines, from time to time, with a goal to achieve quarterly meetings with or without notice. Special meetings of the Board may be called, with notice, by the president or, if this person is absent or refuses to act, by the secretary, or by any two (2) Directors. In case of emergency, the Board may convene an emergency meeting for the purpose of dealing with the emergency after making a diligent attempt to notify each Director by any practical method.
- d. Notice is not required for planning and / or business meetings of the Board, provided all Directors have actual or constructive knowledge of the meeting date, time, and place. Notice of a planning and / or business meeting must be given at least one day in advance of the meeting. If notice is given, it may be by any method or combination of methods that is likely to impart the information to Directors.
- e. The Board will try to inform Association Membership of the time and place of each Board planning and / or business meeting. The information may be imparted by any method or combination of methods that is likely to be available or communicated to most if not all members in a timely manner, such as posting on the association website, dedicated social media sites, by broadcast email, signs posted at the Property, or by hand-delivered flyers.
- f. The President presides over planning and / or business meetings of the Board and the Secretary keeps, or causes to be kept, a summary level record of the topics and or decisions
- g. At a planning and / or business meeting of the Board, a majority of directors, five (5), constitutes a quorum for the transaction of business, and the acts of the majority of the Directors present at a meeting at which a quorum is present are the acts of the Board.
- h. Planning and / or business meetings of the Board are open to the Membership of the Association as observers only
- i. The Board may adjourn any Membership meeting and reconvene in executive session, subject to the following conditions:
 - (i) The nature of the business to be considered in executive session will first be announced in open session
 - (ii) No action may be taken, nor decision made in executive session, which is for discussion and informational purposes only
 - (iii) A need to confer with legal counsel, if present and required
 - (iv) At conclusion, the Board must return to the open meeting and announce the general nature of the business that was considered in executive session.
 - (v) The Board is not required to make or maintain minutes of executive sessions
- j. Members of the Board or any committee of the Association may participate in and hold meetings of the Board or committee by means of conference telephone or similar communications equipment by means of which all persons participating can hear each other

- k. Any action required or permitted to be taken by the Board may be taken without a meeting, subject to the following requirement:
 - (i) A majority of Directors individually or collectively consent, orally, or in writing, each have the same force and effect as the unanimous approval of Directors at a meeting
- l. Generally, the Board has all the powers and duties necessary for the administration of the Association and for the operation and maintenance of the Property. Powers and duties include, but are not limited to the following:
 - (i) The Board, by majority vote, may from time-to-time designate standing or ad hoc committees to advise or assist the Board with its responsibilities. Appointment of a chair and committee members may provide for reports, termination, and other administrative matters from among membership. The Board may not appoint a committee to act in its place in managing the affairs of the Association
 - (ii) The Board may employ a manager or managing agent for the Association, at a compensation established by the Board, to perform duties and services authorized by the Board.
 - (iii) If an emergency exists for the purposes of local, state or national government or governmental entity declares a disaster or state of anticipation during, or in the aftermath of an emergency, the Officers and Directors may take or authorize any action they deem necessary or advisable to protect lives and property. A decision or action made in good faith under emergency conditions may not be used to impose liability on an Officer, Director, or agent of the Association.

Section 8: Board of Directors' Primary Responsibilities

- a. As representatives of the Membership of the Association, the Board of Directors shall establish the policies, criteria, and limitations within which the Officers shall administer the corporate affairs. Pursuant to these general accomplishments of the following duties, among others:
 - (i) Establish the operating budget within which the Officers shall administer the corporate affairs annually.
 - (ii) Study and approve or deny plans submitted by the Officers for the accomplishments of the Association
 - (iii) Supervise all officers in their performance of their duties and remove any officer from office, such removal may be made with or without cause.
 - (iv) Maintain, or provide for the maintaining of, complete records of all money received and expended, and make a full and complete report thereof to the membership at each regular or special meeting thereof. The said books and records shall be open to the inspection of the membership at reasonable hours.
 - (v) Keep for at least three years a complete record of all meetings of the Directors and the proceedings thereof. Such records to be open to the inspection of the membership at reasonable business hours.

- (vi) Perform such functions as specified as the responsibility of the Board in the Restrictions
 - (vii) Request of the membership the contribution of labor or other personal services which may help accomplish the goals of the Association without undue financial obligation.
- b. Every act and decision by a majority of the Directors present at any meeting, at which a quorum is present, shall be regarded as the act of the Board of Directors
 - c. The office of Director shall be non-compensatory, but the Board may authorize the reimbursement of actual expenses incurred by any Director under the instruction from the majority

Section 9: Officers of the Board of Directors

- a. The principal officers of the Association are the president, the vice president, the secretary, and the treasurer. The Board may appoint one or more vice presidents and other officers and assistant officers as it deems necessary.
- b. The officers are elected no less than annually by the directors at the organizational meeting of the Board and hold office at the pleasure of the Board.
- c. Officers shall serve for one-year terms
- d. No officer of the Association shall be compensated for his / her service as such. Actual expenses incurred by any officer or agent of the Association, at the direction of the Board of Directors, may be reimbursed.

Section 10: The President

- a. The office of President shall be co-incident with the office of Chairman of the Board.
- b. Shall preside over all meetings of the membership and of the Board.
Shall execute, on behalf of the Association, all contracts and other instruments of which have first been approved or authorized by the Board of Directors
- c. Shall serve as general manager of the Association and be responsible for the proper orientation thereof, subject to the limitations and restrictions of budget, policy, and criteria established by the Board of Directors
- d. Shall be an advisory, non-voting member of all committees and shall be notified of all meetings in advance to be available and shall be advised of the action of all committees.
- e. Sees that all orders / decisions / resolutions of the Board are carried into effect

Section 11: The Vice President

- a. In the absence or inability of the President to serve, shall preside at all meetings of the membership and of the Board
- b. In the absence or inability of the President to serve, shall have the power and authority, and perform all duties conferred by these Bylaws upon the President
- c. This person shall perform all such other duties and have such other authority as may be prescribed by the Board of Directors or as provided in these Bylaws

Section 12: The Secretary

- a. Shall keep a record of all meetings and proceedings of the Membership and Board of Directors
- b. Shall prepare and deliver notices of the meetings of the Membership and Board of Directors
- c. Shall keep appropriate records showing the Membership of the Association, together with their addresses as furnished by such members
- d. Shall perform all such other duties and have all such other authority as may be prescribed by the Board of Directors or as prescribed in these Bylaws

Section 13: The Treasurer

- a. Shall keep and maintain, and provide for, full and complete records of all matters with respect to the financial affairs of the Association. Such records shall always show the ownership of each and every lot / home within the addition and the address of the owner. The records shall also show all payments of maintenance charges, the date, by whom made, the lot involved, and such other and further information as may be directed from time to time by the Board of Directors. Such records shall also disclose all disbursements, which shall be supported and substantiated by proper vouchers and other appropriate evidence.
- b. Shall prepare for the Board of Directors, as requested by the Directors, a full and complete analysis and report in proper form of the financial condition of the Association and present such reports to the Directors and the Membership at the regular meetings.
- c. This person shall deposit, or cause to be deposited, all money and other valuable effects received by the Association in the name and to the credit of the Association as directed by the Board of Directors.
- d. Shall make regular business deposits and disbursements. He / she may be directed to do so by the President or by the Board of Directors.
- e. Shall perform such other duties and have such other authority as may be prescribed by the Board of Directors or as provided in these Bylaws

Section 14: Restrictions

- a. One of the primary purposes of the Association to enforce the building and protective restrictions, the existence of such restrictions and the amendment provisions is recognized.
- b. The amendment of the building and protective restrictions shall be performed in accordance with the procedure set out in the record of such restrictions. A change in that procedure may only be consummated through a resolution handled pursuant to the specified procedure.

Section 15: Conflict of Interests

- a. If a contract or transaction is fair to the Association, it is not disallowed merely because an officer, director, or member of the Association has a financial interest in the transaction provided that:
 - (i) the "interested" officer, director, or member fully and accurately discloses the nature of his interest to the Board in a manner that is timely for the Board's consideration of the contract or transaction

- (ii) the “interested” officer, director, or member does not participate in the vote to approve the contract or transaction, although the “interested” officer, director, or member may be counted towards a quorum at the meeting
- (iii) Nothing in this section may be construed to prevent the Board from adopting policies and procedures that are more stringent than the requirements of this section, or applicable law

Section 16: Separate Liability

- a. The Association is a legal entity separate from its members for the purposes of determining and enforcing rights, duties, and liabilities in contract and tort. Members, directors, and officers of the Association are not personally and individually liable for the Association’s breach of a contract or for the Association’s tort or omission merely because they are members, directors, or officers of the Association. A member has the right to assert a claim against the Association, and the Association has a right to assert a claim against a member.
- b. A Director will discharge the Director’s duties in good faith, with ordinary care, and in a manner the director reasonably believes to be in the best interest of the Association
- c. An Officer or Director is not liable to the Association, its members, or another person for taken action or not taken action as a director if the Director acted in compliance with the above-stated standard for discharging duties. A person seeking to establish liability of an Officer or Director must prove that the officer or director did not act
 - (i) In good faith
 - (ii) With ordinary care
 - (iii) And in a manner the officer or director reasonably believed to be in the best interests of the Association

Section 17: Request for Hearing

- a. To request a hearing, an owner must submit a written request within 30 days after receiving the Association’s written notice. Within 10 days after receiving the owners request for a hearing, and at least 10 days before the hearing date, the Association will give the owner notice of the date, time and place of the hearing. If the Association or the owner requests a postponement of the hearing, the hearing will be postponed for up to 10 days. Additional postponements may be granted by agreement of both parties.
 - (i) Pending the hearing, the Board may continue to exercise the Association’s other rights and remedies for the violation, as if the declared violation were valid. The owner’s request for a hearing suspends only the action described in the Association’s written notice.
 - (ii) The hearing may be held with or without the presence of the owner or the owner’s representative
 - (iii) The minutes of a hearing must contain a statement of the results of the hearing and the amount of fine or charge, if any, imposed or abatement or suspension action, if any, authorized. A copy of the notice and request for hearing should be placed within the minutes of the hearing. If the owner appears at the hearing, the notice requirement will be deemed satisfied.

Section 18: Reimbursement of Expenses and Legal Fees

- a. The Board may levy and collect individual assessments for reimbursement of reasonable fees and expenses, including without limitation legal fees, incurred by the Association to enforce the restrictions, including the collection of delinquent assessments, subject to the following conditions:
 - (i) The association must give the owner written notice that the owner will be liable for the reimbursement of any such fees and expenses incurred by the association if the delinquency or violation continues after a date that is stated in the notice. The notice requirement does not apply to legal fees incurred by the association in connection with the association's counterclaim in a lawsuit to which an owner is a plaintiff
 - (ii) By written request, an owner may obtain from the association copies of any invoices for charges, including legal fees, for which the association seeks reimbursement

Section 19: Imposition of Fine

- a. The Board may levy fine amounts, supported by the restrictions, on a case-by-case basis.
 - a. The Board may not be entitled to collect a fine from an owner to whom it has not given notice and an opportunity to be heard. The association may not charge interest on unpaid fines. The association may not foreclose its assessment lien on a debt that is solely of fines.

Section 20: Obligations of the owners

- a. Any owner intending to sell or convey his lot / home, or any interest therein must give written notice to the association of his / her / its intention, together with
 - (i) The address or legal description of the lot / house being conveyed
 - (ii) The name and address of the intended purchaser
 - (iii) If utilized, the name and address of the title company or designated attorney for the transaction
 - (iv) Name and number of the real estate agents, if any, representing the seller and purchaser
 - (v) Scheduled date of the closing
- b. Any person, on becoming an owner of a lot / home, must furnish to the Board evidence of ownership in the lot / home, which will be utilized for the association's records. The association may refuse to recognize a person as a member until this requirement is met.
- c. Within 30 days after acquiring an ownership in a lot / home, the owner must provide the association with the owner's mailing address, email address, telephone number and driver's license number. An owner must notify the association within 30 days after he / she / it has notice of change of any information required by this section.
- d. The owner or several co-owners of a lot / home must register and maintain one mailing address to be used by the Association for the mailing of notices, demands, and all other communications. If an owner fails to maintain a current mailing address with the association, the address of the owner's lot is deemed to be the mailing address.
- e. All owners are obligated to pay the assessments imposed by the association, as defined in its restrictions.

- f. Each owner will comply with the provisions and terms of the restrictions, and any amendments thereto

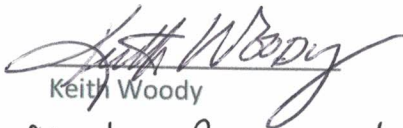
Section 21: Information Available to Members

- a. Membership information to be maintained by the association is like what is typically available to the public on the website of the appraisal district, and may not be considered confidential, private, or protected information as between the association and its members. Each owner, by acquiring ownership interest in a lot or home, acknowledges that the owner's contact information is a record of the association and available to all members of the association

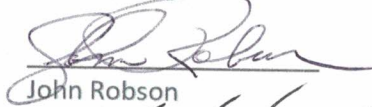
Section 22: The Bylaws

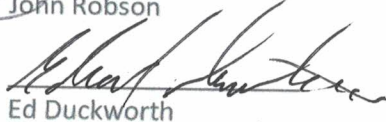
- a. These Bylaws, as amended, are duly and legally adopted by the Membership on the date herein set forth, as evidenced by the signature of each Board Director hereto.
- b. These Bylaws may be amended, changed or repealed by a majority of the votes cast by Membership at any regular or special meeting. The Revisions shall be within the scope and prerogatives authorized by the Sections of Association and the law.

These Bylaws are duly adopted as the bylaws of Sandy Harbor Association Inc. this 24 day of July, 2021.


Keith Woody


Chris Baumgardner

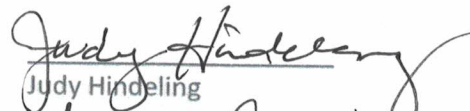

John Robson

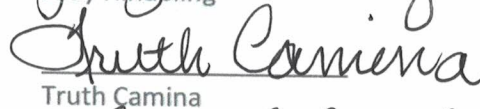

Ed Duckworth

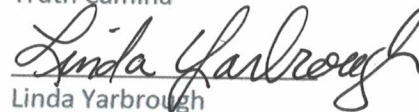

Glen Sanders


Melissa Migilore


Linda Crosby


Judy Hindeling


Truth Camina


Linda Yarbrough


Charles Wingate



STATE OF TEXAS
COUNTY OF LLANO

FILED AND RECORDED AT 1:50 O'CLOCK P M. ON
THE 6 DAY OF AUGUST A.D. 2021.

I hereby certify that this instrument was FILED on the date and at the time stamped hereon
by me and was duly RECORDED in the Official Public Records of Llano County, Texas.

INSTRUMENT NO:



Marci Hadeler

21 07625 ✓

COUNTY CLERK, LLANO CO., TEXAS

BY LTatsch, DEPUTY

NO OF PAGES: 14