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BYLAWS OF LAKE COMANCHE  
PROPERTY OWNERS ASSOCIATION**

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**BYLAWS OF LAKE COMANCHE  
PROPERTY OWNERS ASSOCIATION**

**ARTICLE I  
OFFICE**

The principal office of the corporation in the State of Texas shall be located in Comanche, Comanche County. The corporation may have such offices, either within or without the State of Texas, as the Board of Directors may determine or as the affairs of the corporation may require from time to time.

**ARTICLE II  
MEMBERS' MEETINGS AND VOTING**

**SECTION 1. Voting.** Action requiring a vote by the members that the Association may take at any annual, regular or special meeting of members may take place one of three ways: a) Written ballot cast in person at the meeting. b) By written proxy at the meeting. c) By written ballot mailed or faxed/emailed back and received prior to the meeting. The Association shall deliver a written ballot to every member entitled to vote at the same time as Notice of the meeting is given which states that the ballot must be received before or during the meeting in order to be counted. Written ballots shall provide for the name of the member voting, set forth each proposed action and provide an opportunity to vote for or against each proposed action.

**SECTION 2. Proxies.** A member may vote the member's vote through proxy by signing an appointment form appointing a proxy to vote or otherwise act for the member.

**SECTION 3. Quorum.** Members present in person or represented by proxy at a meeting holding ten percent (10%) of the votes entitled to be cast shall constitute a quorum. The acts approved by a majority of the members present at a meeting at which a quorum is present shall constitute the acts of the members except when approval by a greater number of members is required herein or by the Declaration of Covenants, Conditions and Restrictions (hereinafter referred to as the "Declaration"). With regard to amending the Declarations, a quorum of twenty-five percent (25%) of the members entitled to vote shall be required at a meeting for that purpose.

**SECTION 4. Notice of Meetings.** The Association shall notify members of the date, time and place of each annual, regular or special members' meeting at least fifteen (15) days, but not more than sixty (60) days before the meeting date, by written or emailed notice. In the case of a special meeting, the purpose for which the meeting is called shall also be stated in the

notice. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the member at his/her address as it appears on the books of the Corporation, with postage thereon prepaid.

**SECTION 5. Annual Meeting.** The annual meeting of the members shall be held the first Saturday of April each year provided however, that should said day fall upon a legal holiday, then any such annual meeting of the members shall be held at the same time and place on the next the next succeeding Saturday which is not a legal holiday.

**SECTION 6. Special Meetings.** Special Meetings of the members, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the President or by the Board of Directors, and shall be called by the President at the request of the members representing fifteen percent (15%) of the members entitled to vote.

**SECTION 7. Place of Meetings.** The Board of Directors may designate any place, within the State of Texas, as the place of meeting for any annual or for any special meeting.

### **ARTICLE III**

#### **BOARD OF DIRECTORS**

**SECTION 1. Powers.** Subject to the limitations of the Articles of Incorporation, the Declaration and these Bylaws, the affairs of the corporation shall be exercised and managed by its Board of Directors. The Directors are vested with and shall have the following powers, to wit:

A. To select, appoint and remove all officers, agents, employees of the Association, to prescribe such powers and duties for them as may be consistent with law, the Articles of Incorporation and these Bylaws, to fix their compensation and to require from them security for faithful service when deemed advisable by the Board.

B. To conduct, manage and control the affairs and business of the Association

C. To change the principal office for the transaction of the business of the Association from one location to another and to adopt and use a corporate seal.

D. To borrow money and to incur indebtedness for the purposes of the Association and to cause to be executed and delivered, in the Association's name, promissory notes, bonds, contracts, deeds of trust, mortgages, pledges or other evidence of debt and security therefore.

E. To fix and levy annual assessments upon the members of the Association to determine and fix the due date for the payment of such assessments and the date upon which the same shall become delinquent provided, however, that such assessments shall be fixed and levied only to provide for the payment of the expenses of the Association and of taxes and

assessments upon real or personal property owned, controlled, or occupied by the Association as general common elements, or for labor rendered or materials or supplies used and consumed, or equipment and appliances furnished for the maintenance, improvement or development of such general common elements for the general benefit and welfare of its members. Should any member fail to pay such assessments before delinquency, the Board of Directors, in its discretion, is authorized to enforce the payment of such delinquent assessments as provided in the Declaration.

F. To enforce the provisions of the Bylaws or other agreements of the Association.

G. To maintain liability and general property insurance on common area and roadways and any other policy or policies of insurance as the Board of Directors deem necessary in furthering the purposes of and protecting the interest of the Association and its members.

H. To contract for and pay maintenance, materials, supplies and services relating to the operation of the development, including legal and accounting services. To contract and pay for improvements and common expenses.

I. Directors need not be residents of the State of Texas.

**SECTION 2. Election, Number, Tenure and Qualifications.** Directors shall be elected annually by the members of the Association at the annual meeting. The number of Directors shall be three (3), with a maximum of five (5) Directors in the future upon decision of the then acting Board of Directors. Each Director shall hold office until the next annual meeting and until his or her successor shall have been elected and qualified.

**SECTION 3. Special Meetings.** Special Meetings of the Board of Directors may be called by, or at the request of the President or any two (2) Directors. The person or persons authorized to call special meetings of the Board may fix any place as the place for holding any special meeting of the Board called by them.

**SECTION 4. Notice.** Notice of any special meeting of the Board of Directors shall be given at least ten (10) days prior thereto by written/emailed notice delivered personally or sent by mail or email to each Director at his or her address as shown on the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the press purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any

regular annual meeting or any special meeting of the Board need b specified in the notice of the waiver of notice of such meeting, unless specifically required by law or by these Bylaws, in the event they are amended.

**SECTION 5. Quorum.** A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board, but if less than a majority of the Directors is present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

**SECTION 6. Manner of Acting.** The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these Bylaws.

**SECTION 7. Vacancies.** Any vacancy occurring in the Board of Directors before the end of the vacating Director's term, may be filled by the affirmative vote of a majority of the remaining directors, though less than a quorum of the Board of Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office. Any vacancy created by reason of an increase in the number of Directors shall be filled by a vote of the members as set forth in Article II for these Bylaws.

**SECTION 8. Compensation.** Directors shall not receive any stated salary or any form of payment for their services.

**SECTION 9. Informal Action by Directors.** Any action required by law to be taken at a meeting of Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all the Directors.

## **ARTICLE IV**

### **OFFICERS**

**SECTION 1. Officers.** The officers of the corporation shall be President, Vice President, Secretary and Treasurer and such other officers as may be elected in accordance with the provisions of this Article. Any two or more offices may be held by the same person, except the offices of President and Secretary.

**SECTION 2. Election and Term of Office.** The officers of the corporation shall be elected annually by the Board of Directors. If the election of officers shall not be held at such meeting such election shall be held as soon as thereafter as conveniently maybe. New offices may be created and filed at any meeting of the Board of Directors. Each officer shall hold office until his successor shall have been duly elected and shall have qualified.

**SECTION 3. Removal.** Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgement the best interests of the cooperation would be served thereby.

**SECTION 4. Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification or otherwise, maybe filled by the Board of Directors for the un-expired portion of the term.

**SECTION 5. President.** The president shall be the principal executive officer of the Association and shall in general supervise and control all of the business and affairs of the Association. He/she shall preside at all meetings of the members of the Board of Directors. He/she may sign, with the Secretary or any other proper officer of the corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by the statute to some other officer or agent of the corporation and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

**SECTION 6. Vice President.** In the absence of the President or in event of his inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President shall perform such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

**SECTION 7. Treasurer.** If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety as the Board of Directors shall determine. He or she shall have charge and custody of and be responsible for all funds of the Association; receive and give receipts for money due and payable to the Association from any source whatsoever, and deposit all such money in the name of the Association in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article VI of these Bylaws and in general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Board of Directors.

**SECTION 8. Secretary.** The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors in one or more books provided for that purpose: a) see that all notices are duly given in accordance with the provisions of these Bylaws or as required

by law; b) be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these Bylaws; c) keep a register of the post office address of each member which shall be furnished to the Secretary by such members; and d) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or the Board of Directors.

## **ARTICLE V COMMITTEES**

**SECTION 1. Committees of Directors.** The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more committees, each of which shall consist of one (1) or more Director, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors in the management of the Association, except that no such committee shall have the authority of the Board of Directors, in reference to amending, altering, or repealing Bylaws, electing, appointing or removing any member of any such committee or any Director or officer of the Association, amending the Articles of Incorporation, restating Articles of Incorporation, adopting a plan of merger or adopting a plan of consolidation with another Association or corporation, authorizing the sale, lease, exchange or mortgage of or substantially all of the property and assets of the Association, authorizing the voluntary dissolution of the Association or revoking proceedings therefore, adopting a plan for the distribution of the assets of the Association, or amending, altering or repealing any resolution of the Board of Directors which in its terms provides that it shall not be amended, altered or repealed by such committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon it by him or her by law.

**SECTION 2. Other Committees.** Other committees not having and exercising the authority of the Board of Directors in the management of the Association may be appointed in such manner as may be designed by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be members of the Association, and the President of the Association shall appoint the members thereof. Any member thereof may be removed by the



person or persons authorized to appoint such member wherever in their judgement the best interests of the Association shall be served by such removal.

**SECTION 3. Term of Office.** Each member of a committee shall continue as such until the next annual meeting of the members of the Association and until his or her successor is appointed, unless the committee shall sooner be terminated or unless such member be removed from such committee, or unless such member cease to qualify as a member thereof.

**SECTION 4. Chairman.** One member of each committee shall be appointed chairman by the person or persons authorized to appoint the members thereof.

**SECTION 5. Vacancies.** Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

**SECTION 6. Quorum.** Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

**SECTION 7. Rules.** Each committee may adopt rules for its own government not inconsistent with these Bylaws or with the rules adopted by the Board of Directors.

## ARTICLE VI

### CONTRACTS, CHECKS, DEPOSITS AND FUNDS

**SECTION 1. Contracts.** The Board of Directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances.

**SECTION 2. Checks, Drafts, etc.** All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issues in the name of the Association, shall be signed by two officers for eh Association, and such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by eh Secretary or Treasurer and countersigned by the President or Vice President of the Association.

**SECTION 3. Deposits.** All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies or other depositories as the Board of Directors may select.

**ARTICLE VII  
ANNUAL BUDGET**

A budget setting forth an estimate of anticipated basic expenses shall be prepared by the Board of Directors and distributed to members not less than thirty (30) days prior to the start of the fiscal year as set forth in the Declaration. Basic expenses shall mean the estimate aggregate amount of expenses, as set forth in the budget, to be incurred by the Association during the calendar year to insure, operate, administer and manage Association matters, maintain and/or improve the lake known as Lake Comanche and its appurtenances, the roadways, gates, fences, culverts, and cattle guards involving such roadways, water wells and any other such common areas so designated as an Association function and to provide for reserves to ensure when due, the cost of capital expenditures relating to any such purposes.

**ARTICLE VIII  
ANNUAL REPORT**

The Board of Directors shall distribute to all the members, within sixty (60) days after the fiscal year end, an annual report consisting of: a) balance sheet showing an accounting of all monies received by the Association and disbursed during the year; b) an estimated annual budget for the upcoming year on which the regular assessments are based; and c) any other documents as determined by the Board of Directors.

**ARTICLE IX  
RENTAL AND SALES**

**SECTION 1. Rentals.** When a member rents or leases his or her property within the development, he or she shall provide the renter/lessor with a copy of the Association's Bylaws and CCR's and shall include in the rental or lease agreement, a provision that the renter/lessor shall abide by the terms set forth in the documents. The member also shall supply a copy of the rental or lease agreement to the Board of Directors.

**SECTION 2. Sales.** When a lot is sold, the selling Parcel Owner (member) or his or her agent, shall supply the buyer with a copy of the Association's Bylaws, Articles of Incorporation and CCR's.

**ARTICLE X  
CONSTRUCTION**

Nothing contained in these Bylaws shall in any way be construed as altering, amending, or modifying the CCR's (and any Amendments thereto). Such Declaration and these Bylaws shall always be construed to further the harmonious, beneficial, cooperative and proper use and conduct of the property. If there is any inconsistency of conflict between these Bylaws and such Declaration, the provision of the Declaration shall control. All words and terms used in these Bylaws which are also in the Declaration shall have the same meaning as provided for such words and terms in the Declaration.

**ARTICLE XI  
BOOKS AND RECORDS**

The Association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board of Directors and committees having any of the authority of the Board of Directors. All books and records of the Association may be inspected by the members for any proper purpose at a reasonable time upon written request.

**ARTICLE XII  
FISCAL YEAR**

The fiscal year of the Association shall begin on the first day of January and end on the last day of December in each year.

**ARTICLE XIII  
WAIVER OF NOTICE**

Whenever any notice is required to be given under the provisions for Texas non-profit corporations or under the provisions of the Articles of Incorporation or the Bylaws of the Association, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

**ARTICLE XIV**  
**AMENDMENTS TO BYLAWS**

The Board of Directors may adopt, amend or repeal any of these Bylaws, except only by a vote of the members, as provided in Article II, may the following ByLaws be amended or changed:

A. The provisions of Article II, Sections 1, 2, 3, 4 and 6, relating to meetings and voting 12of the members.

B. The provisions of Article III, Sections 2, 7 and 8, relating to the election of Directors, filling vacancies of the Board, and compensation to Directors.

C. The provisions of Article VI, Section 2, relating to checks, drafts, etc.

D. The provisions of Article VII, regarding the Annual Budget

E. The provisions set forth in Article VIII relating the the Annual Report

F. The provisions of Article XI, relating to books and records.

*Fully executed/signed version of these Bylaws and/or CCRS can be obtained from the Board of Directors. These Bylaws and the CCRs are also maintained in the County Court House. Document was signed May 30, 2002.*