

**BYLAWS****OF****KARAUGH COMMUNITY ASSOCIATION, INC.****Article I – Name**

The name of the association is the Karaugh Community Association, Inc. hereinafter referred to as the Association.

Article II – Purpose

The Association was formed in accordance with the Karaugh Subdivision Restrictions for the purpose of following and enforcing said restrictions and promoting the welfare of the Karaugh Subdivision.

Article III – Members

The word "Member", wherever used in these Bylaws, shall be deemed to mean the owners of each lot in Karaugh Subdivision. The owners of each lot shall be entitled to one (1) vote on an undeveloped lot or Two (2) votes on a lot with a home. No member shall be entitled to vote while delinquent in the payment of any Association or Maintenance fund charges, fines or assessments. At all meetings of members, each member may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary. Every proxy shall be revocable, and no proxy shall be valid after eleven (11) months from the date of its execution.

Article IV – Meetings

Section 1 - Annual Meeting: There shall be an Annual Meeting of this Association which requires 6 days advanced notice as designated by the Board. The Secretary or President will provide written notice to all members of the date, time, and place of the Annual Meeting. All budget changes must be voted upon during properly held meetings.

Section 2 - Special Meetings may be called by the following persons and in the following manner:

- a. The President may call a meeting of the full membership of the Association by written 14-day notice stating the purpose of the meeting.
- b. It shall be the duty of the President to call a meeting of the full membership of the Association whenever requested to do so in writing by three (3) members of the Board or five (5) members of the Association stating the purpose of the meeting.
- c. The Architectural Control Committee may call a special meeting with the board to resolve homeowners' issues within 72 hours.

Section 3 - Quorum: For all purposes of the Association where the membership is to act, a quorum shall consist of two thirds of qualified voting members of the Association present at the meeting.

Section 4 - Organization: The President of the Association, and in the event of his/her absence, the Vice President of the Association, shall call meetings to order and shall act as Chairman of such meetings. In the absence of the President and the Vice President of the Association, the members present may appoint a chairman. The Secretary of the Association shall act as Secretary of all meetings, but in the absence of the Secretary, the presiding officer may appoint any person to act as Secretary of the meeting.

Section 5 - Robert's Rules of Order Revised: Shall determine the conduct of business in all meetings of the Association, its governing bodies and committees, except where inconsistent with these Bylaws.

Article V - Board of Directors

Section 1 - The business and common areas of the Association shall be managed and controlled by the Board of Directors, and subject to the restrictions imposed by law, or by these bylaws, the Board of Directors may exercise all the powers of the Association.

Section 2 - Election of Board Members: The Board of Directors shall be nominated and elected at each annual meeting. The board shall consist of members plus four Officers. The Directors shall be elected for a one (1) year term, commencing immediately after the annual meeting.

Section 3 - Meetings: Meetings of the Board of Directors shall be held at such time and place as shall be designated by the President. Meetings shall not necessarily be held on a regular basis.

Section 4 - Quorum: The simple majority of the directors then in office shall constitute a quorum for the transaction of business.

Section 5 - Order of Business: At meetings of the Board of Directors, business shall be transacted in such order as from time to time the Board of Directors may determine. At all meetings of the Board of Directors, the President shall preside, and in the absence of the President, the Vice President shall act as Chairman. The Secretary of the Association shall act as Secretary of all meetings of the Board of Directors.

Section 6 - Vacancies: All unexpired terms or vacancies occurring on the Board between Annual Meetings shall be filled by appointment by the Board.

Article VI – Officers

Section 1 - Titles: The officers of the Association shall be President, Vice President, Secretary, and Treasurer. All officers shall be members of the Board of Directors. Officers of the Association must reside in the Karaugh subdivision.

Section 2 - Election of Officers: The Officers shall be nominated and elected at each annual meeting. The Officers shall be elected for one (1) year terms commencing immediately after the annual meeting.

Section 3 - Duties of the President: The President shall also be the Chairman of the Board of Directors. The President shall, subject to the majority of the Board, have and exercise general supervision over the business and affairs of the Association.

Section 4 - Duties of the Vice President: In the absence of the President, he shall perform the duties and exercise the powers of the President, and he shall do and perform such other duties as may from time to time be assigned to him/her by the Board of Directors.

Section 5 - Duties of the Treasurer: The Treasurer shall have custody of all funds of the Association which may come into his hands; whenever required by the Board he/she shall render a statement of his accounts; he/she shall enter regularly, in the books of the Association to be kept by him/her for that purpose, full and accurate accounts of all monies received and disbursed by him/her and he/she shall perform all duties incident to the office of Treasurer, subject to the control of the Board. The books and complete financial statement shall at all times be open to inspection of the President and the Board or any other members of the Association. The treasurer stepping down from this position will maintain oversight to ensure transparency.

Section 6 - Duties of the Secretary: The Secretary shall keep the minutes of all meetings of the members and the Board of Directors in books provided for this purpose. The Secretary shall keep records from which a list of members are compiled and presented to the Board as required. The Secretary shall have charge of such other books and papers as the Board may direct and shall perform all the duties incident to the office of Secretary, subject to the control of the Board. In the absence of the Secretary, minutes of any meetings may be kept by secretary pro tem, appointed for that purpose by the presiding officer.

Article VII - Financial Management

Section 1 - Contracts. The Board of Directors, except as in these bylaws otherwise provided, may authorize any office or officers, agent or agents, in the name of and on behalf of the Association to enter into any contract or execute and deliver any instrument, and such authority may be general or confined to specific instances; and, unless so authorized by the Board of Directors or expressly authorized by the bylaws, no officer or agent or employee shall have any power or authority to bind the Association by any contract or engagement or to pledge its credit or to render it liable pecuniary for any purpose or to any amount. Service contracts for more than \$50,000 require solicitation of bids under an established bidding process determined by the association.

Section 2 - Loans: No loan shall be contracted on behalf of the Association, and no negotiable papers shall be issued in its name unless authorized by the vote of a simple majority of the members of the Association.

Section 3 - Checks and Drafts: All checks, drafts, and other orders for the payment of money out of the funds of the Association and all notes or other evidence of indebtedness of the Association shall be signed on behalf of the Association and in such manner as shall from time to time be determined by resolution of the membership at the annual meeting. Checks written above the agreed upon maximum shall require two signatures from the officers.

Section 4 - Depositories: All funds of the Association not otherwise employed shall be deposited from time to time to the credit of the Association in such banks as the Treasurer may select.

Section 5 - Accounts: All funds of the Association shall be maintained in one account heretofore known as the Karaugh Maintenance Fund.

Section 6 - Fiscal Year: The fiscal year of the Association shall be January 1 through December 31 of each year.

The Budget: The Board of Directors shall formulate and adopt a budget for the current fiscal year prior to the annual meeting. All budget changes must now be voted upon in open sessions during annual meetings.

- a. All regular and/or predictable expenses that have been delineated in the budget, said budget having been adopted by the Board of Directors may be paid by the Treasurer without further authorization from the Board.
- b. Items for which costs have not been established, or any non-predictable expense not itemized in the budget, shall be authorized by the Board.

Article VIII – Resignations

Any director or officer may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein, or, if no time be specified, at the time of its receipt by the President or Secretary. The acceptance of the resignation shall not be necessary to make it effective, unless expressly so provided in the resignation.

Article IX – Amendments

These bylaws may be supplemented, altered, amended or repealed by the affirmative vote of a majority of the members of the Association.

Article X – Committees

Section 1 - There shall be, in addition to such committees as the Board shall determine, the following standing committees, with such duties as the Board may designate. The members of such committees shall be appointed by the Board of Directors:

- a. Architectural Control Committee (3) Checking the community for violations of the architectural guidelines HOA has imposed; enforcing the standards written in the governing documents in a consistent and fair manner; evaluating the existing guidelines and proposing changes to the board; making recommendations to the HOA board; and educating homeowners on the architectural guidelines and the application/approval process.
- b. Lake Control Committee. (4) Comprised of the four homeowners directly on the lake. Initiate, investigate, and recommend policies and actions for maintaining and improving the health and preservation of the lake and shoreline including water quality testing, erosion and sediment control measures and aquatic vegetation control and needed repairs.

Article XI- Nominating Officers and Directors

At least sixty (60) days before the Annual Meeting, the members will be notified of the nominations for the upcoming year. The nomination form, whether electronic or in hardcopy will list the present names and positions with an adjacent space for the member to insert the following year's nomination. If a member desires to submit a nomination, it is incumbent upon the member to submit their nominations within twenty-five (25) days of the annual meeting. The Secretary shall within fifteen (15) days of the Annual Meeting present to the membership by mail the nominations of candidates for each Officer and Director position.

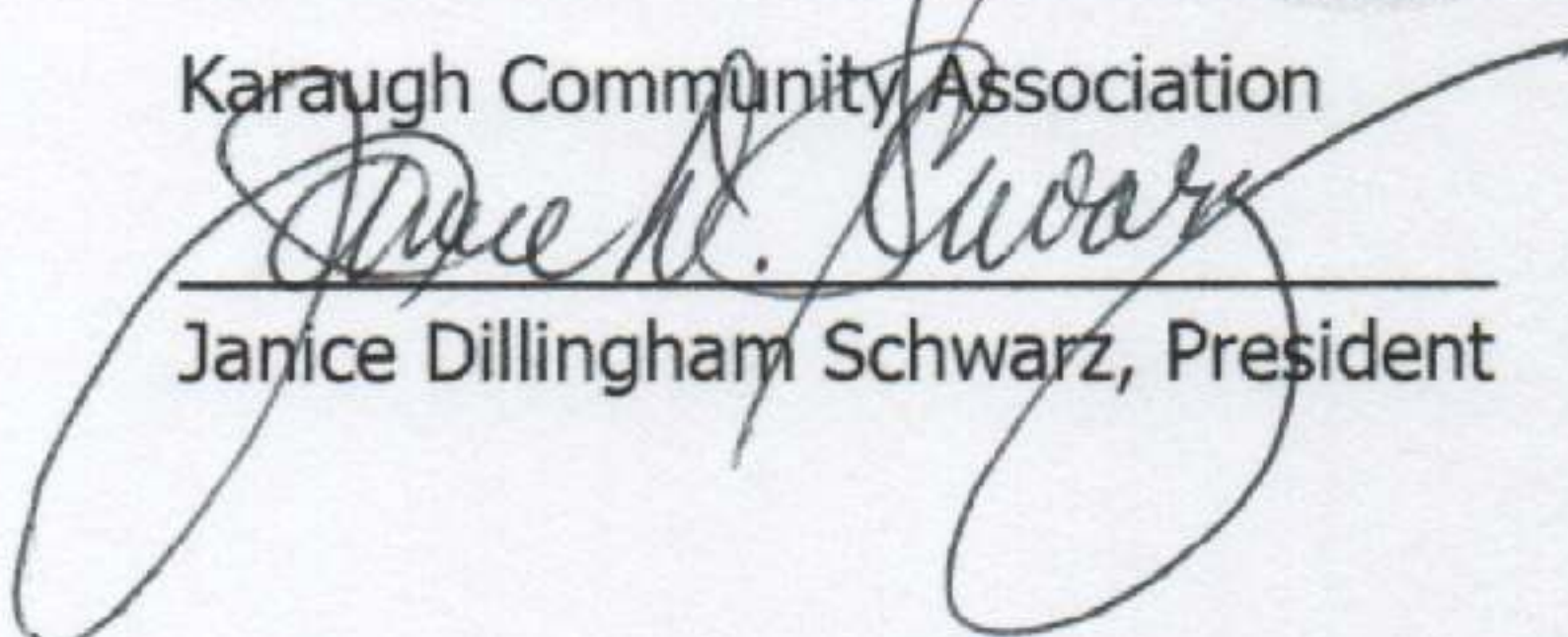
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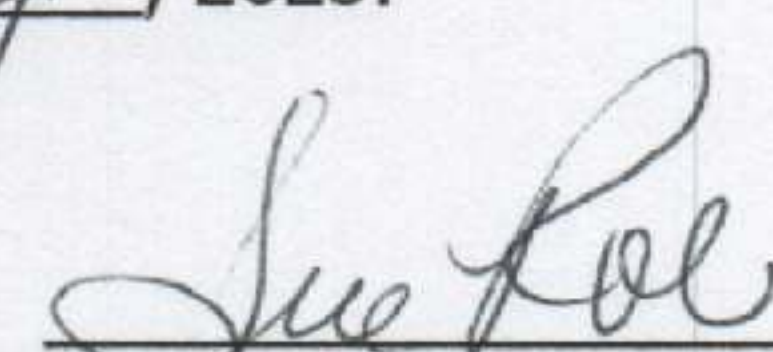
Revised: March 22, 2007

Revised: December, 2022

Executed this the 9th day of February, 2023.

Karaugh Community Association


Janice Dillingham Schwarz, President


Sue Roe, Secretary

STATE OF TEXAS

COUNTY OF Fort Bend County

This instrument was acknowledged before me on 2/9/2023 (date) by Anna Quary Sue Roe (name or names of person or persons acknowledging).

Colleen Fox

Notary Public

Printed Name: Colleen Fox



My Commission Expires:

2/8/2026

RETURNED AT COUNTER TO:
JANICE SCHWARTZ
27123 N. KARAUGH DR
RICHMOND TX 77406

FILED AND RECORDED
OFFICIAL PUBLIC RECORDS

Laura Richard
Laura Richard, County Clerk
Fort Bend County Texas
February 15, 2023 01:47:01 PM

FEE: \$32.00 EL **2023013707**

