

BYLAWS
OF
TRI-LAKE ESTATES PROPERTY OWNERS ASSOCIATION, INC.
(A Texas Non-Profit Corporation)

ARTICLE I
NAME AND LOCATION

- Section 1 The name of this corporation is the Tri-Lake Estates Property Owners Association, Inc., hereinafter referred to as the POA.
- Section 2 The principal office and place of business of the corporation is located at the Tri-Lake Clubhouse. The corporation may have such other offices as the Board of Directors may determine or as the affairs of the corporation may require from time to time.
- Section 3 The Corporation shall have and continuously maintain in the State of Texas, a registered office, and a registered agent whose office is identical with such registered office, as required by the State of Texas Non-Profit Corporation Act. The registered office may, but need not be identical with the principal office in the State of Texas, and the address of the registered office may be changed by the Board of Directors.
- Section 4 The period of its duration is perpetual.

ARTICLE II
THE CORPORATION

- Section 1 **PURPOSE**
The purposes for which the corporation is organized include:
- Enforcing, collecting and receipting the maintenance dues imposed on each lot in the Tri-Lake Estates subdivision
 - Managing, controlling and expending the funds collected
- Further, the corporation is charged with enforcing all the Covenants and Restrictions, the Articles of incorporation, these Bylaws, in that order, and other policies or rules of the corporation.
- In general, the corporation is organized to promote high standards of property maintenance, to protect the value and desirability of all property in the Tri-Lake Estates subdivision, for the safety, happiness, well-being and best interest of the community.
- Section 2 The Corporation is a Texas Non-Profit corporation.
- Section 3 These Bylaws and any future amendments of them are and shall subordinate to and in conformity with public law, the recorded maps/plats of Montgomery County, Texas, the Covenants and Restrictions, and the Articles of Incorporations.

ARTICLE III MEMBERSHIP

- Section 1 Every record owner of property in Tri-Lake Estates Subdivision is automatically a member of the POA. Only one member on recorded deed may vote.
- Section 2 All members (as described above) are subject to the Covenants and Restrictions, the Articles of Incorporation, and these Bylaws, in that order, and any other established policies, rules, and regulations of the POA.

ARTICLE IV MEMBER MEETINGS ANNUAL AND SPECIAL MEMBER MEETINGS

- Section 1 **ANNUAL MEMBER MEETING**
The annual meeting of the Members (as that term is defined in Article III of these Bylaws) shall be held at the Clubhouse of Tri-Lake Estates on the first Sunday of the month of March of each year, at 1:00 o'clock in the afternoon of that day. The meeting shall be held for the purpose of electing a Board of Directors (hereinafter referred to as the Board), and for the transaction of such other business as may come before the membership.
- If the Board fails to call for an annual meeting of the members, a committee of owners may call a special meeting to elect a Board of Directors. See TPC 209.014 for specifics.
- Section 2 **SPECIAL MEMBER MEETINGS**
Special meetings may be called at any time, either by a majority vote of the Board, or by written petition of at least ten percent (10%) of the members. The purpose of the meeting shall be stated in the meeting call and no business other than specified in the call for the meeting shall be transacted at any Special Meeting of the Members.
- Section 3 **Member Meeting Notice.**
Written notice of all annual and special Member meetings shall be given by the Secretary of the POA. The notice shall be mailed, sent electronically, or personally delivered at least ten (10) but not more than thirty (30) days before such meeting to each Member, addressed to the current address as it appears on the Corporate records, or to an address supplied by the Member to the Corporation for the purpose of notification. Such notice shall specify the date, hour and place of the meeting, and the nature of the business to be undertaken.
- Section 4 **Member Meeting Quorum**
The presence, IN PERSON, of ten percent (10%) of the Members (as that term is defined in Article III, Section 1 of these Bylaws) shall constitute a quorum for the transaction of business.

However, a lesser number may adjourn to some future time not less than fifteen (15) nor more than thirty (30) days later, and the Secretary shall give written notice at least ten (10) days prior to the meeting, to each member who was absent from the original meeting. The Members present at the second meeting, with no quorum requirement or lot representation requirement, shall conduct the business of the meeting.

Section 5 Member Meeting Voting

Every Member (as that term is defined in Article III, Section I of these bylaws) is entitled to vote in all matters to be decided by a membership vote.

For purposes of voting, the presence in person, by proxy, or absentee ballot of persons representing fifty percent (50%) of the lots is required.

The voting rights of a Member may be cast or given:

- 1) in person or by proxy at a meeting of the POA
- 2) by absentee ballot
- 3) by electronic ballot sent by electronic mail or facsimile.

Any vote cast must be in writing and signed by the Member. Electronic votes constitute written and signed ballots. (209.0058b)

Proxy votes shall be allowed only on official proxy forms provided by the Board of Directors.

There shall be no secret ballots.

Ballot shall be in accordance with the SAMPLE BALLOT per ADDENDUM "A"

Absentee, electronic, and proxy ballots may not be counted if the Member attends any meeting to vote in person. Any vote cast at a meeting by the Member supersedes any vote submitted by absentee, electronic or proxy ballot.

Absentee and electronic ballots may not be counted on a final vote if the proposal is amended at the Member meeting and is different from the exact language on the absentee or electronic ballot.

Absentee ballots and electronic ballots sent to Members must include each proposed action, provide an opportunity to vote for or against the proposed action, and instructions for delivery of the completed absentee ballot, including the delivery location and the language as defined in TPC 209.0059. Absentee and electronic ballots must be received at least Twenty-four (24) hours before the meeting at which the voting will take place.

In each matter that is required to be decided by a vote of the POA membership, each lot is entitled to one (1) vote. A property owner owning more than one (1) lot, is entitled to cast multiple votes based on the total number of lots owned. Split or fractional votes are prohibited.

At all meetings of the Members all questions, the manner of deciding which is not specifically regulated by statute, shall be determined by a majority vote.

Section 6 Vote Tabulation

At least three (3) election officials shall be appointed by the Board, with one (1) designated as Election Judge.

A person who is a candidate in a POA election or who is otherwise subject to a POA vote, or a person related to that person within the third degree of consanguinity or affinity, may not tabulate or otherwise be given access to the ballots cast in the election or vote. In addition, any vote tabulator may not disclose to any other person how an individual voted.

Section 7 Vote Recount

A Member may, not later than the fifteenth (15th) day after the date of a meeting at which an election (or vote) was held, require a recount of votes in accordance with Section 209.0057 of The Texas Property Code and the recount will be at the member's expense.

ARTICLE V
ELECTIONS

Section 1 The election of officers of the POA shall be held at the Annual Meeting in March of each year. A nominating committee consisting of five (5) members shall be appointed by the Board at the December Board Meeting. The nominating committee shall submit a proposed slate of officers to the Board of Directors at the January Board meeting.

Section 2 Candidates for elective office may also be nominated from the floor at the election meeting.

Section 3 ELECTION PROCEDURES AT THE ELECTION MEETING
The Secretary, the Treasurer, and one other member, appointed by the Board at a previous regular or special meeting, shall register the attendees. Registration shall include the recording and verification of all proxies and votes. After verification and recording, all proxies shall be returned to the proxy holder. The Secretary will initial each ballot or proxy as to the number of votes per member.

ARTICLE VI
OFFICERS

Section 1 NUMBER
The Corporation shall have the following officers and directors whose powers shall be such as provided by these Bylaws:

President
First Vice President
Second Vice President
Secretary
Treasurer
First Director
Second Director

Section 2

DUTIES OF THE OFFICERS.

The duties and powers of the officers of the Corporation shall be as follows:

President

The President shall preside at meetings of the Board of Directors and Members.

The President shall be responsible for having a copy of Robert's Rule of Order Revised current edition at every meeting of Members and Directors.

The President shall present at each annual meeting of the Members and Directors a report of the condition of the business of the Corporation.

He shall cause to be called regular and special meetings of the Members and Directors in accordance with these Bylaws.

He shall appoint and remove, employ and discharge, and fix the compensation of all servants, agents, employees and clerks of the Corporation other than the duly elected officers, subject to the approval of the Board of Directors.

He shall sign and make all contracts and agreements in the name of the Corporation, including those of purchase and hire, as directed by the Board.

He shall see that the books, reports, statements and certificates required by the statutes are properly kept, made and filed according to the law and our Records RETENTION, INSPECTION & PRODUCTION POLICIES, ADDENDUM "B"

First Vice President

During the absence or inability of the President to render and perform his duties or exercise his powers, as set forth in these Bylaws or in the statutes under which this Corporation is organized, the same shall be performed and exercised by the 1st Vice President; and when so acting, he shall have all the powers and be subject to all the responsibilities hereby given to or imposed upon such President.

Second Vice President

The Second Vice President shall be the chairman of the Architectural Control Committee in accordance with Article VIII, Standing Committees.

During the absence or inability of both the President and the First Vice President to render and perform their duties or exercise their powers, as set forth in these Bylaws or in the statutes under which this Corporation is organized, the same shall be performed and exercised by the Second Vice President; and when so acting, he shall have all the powers and be subject to all the responsibilities hereby given to or imposed upon such President and First Vice President, if a quorum of five(5) are present.

Secretary

The Secretary shall keep the minutes of the meetings of the Board of Directors and of the Members in appropriate books.

He shall give and serve all notices of the Corporation.

He shall be custodian of the records and of the seal, and affix the latter when required.

He shall keep and maintain a complete and current roll of the Membership of the Corporation, so as to show at all times the location and identifying numbers of the lots in and comprising Tri Lake Estates, the time of purchase and transfer thereof, the names of the owners thereof, alphabetically arranged, their places of residence and post office addresses, the number and identifying numbers of lots owned by each, and the time at which each owner became such owner; and he shall keep such Roll of Membership open to inspection at reasonable hours to any Member, and permit such Member to make extracts from said roll to the extent and as prescribed by law, our RECORDS RETENTION, INSPECTION & PRODUCTION POLICIES, ADDENDUM "B".

He shall sign all deeds and bills of sale.

He shall present to the Board at their stated meeting all communications addressed to him officially by the President or any officer or Member of the Corporation.

He shall attend to all correspondence and perform all duties incident to the office of Secretary.

Treasurer

The Treasurer shall have the care and custody of and be responsible for all the funds and negotiable assets of the Corporation, and deposit all such funds in the name of the Corporation in such bank or banks, trust company or trust companies or safe deposit vaults as the Board may designate.

He shall co-sign, make and endorse in the name of the Corporation, all checks, drafts, warrants and orders for the payment of money, and pay out and dispose of same and execute receipts therefore, under the direction of the President or the Board. In the event a lien must be filed, the Treasurer shall contact an attorney with Board approval.

He shall exhibit at all reasonable times his books and accounts to any Director or member of the Corporation, upon application and according to the guidelines provided in RECORDS RETENTION, INSPECTION & PRODUCTION POLICIES, ADDENDUM "B".

He shall render a statement of the condition of the finances of the Corporation at each regular meeting of the Board, and at such other times as shall be required of him, and a full financial report at the annual meeting of the members.

The outgoing Treasurer shall file a tax return with the IRS for the previous year.

He shall keep at the office of the Corporation, or at his own residence, at the discretion of the Treasurer, correct books of account of all its business and transactions and such other books of account as the Board of Directors may require.

He shall do and perform all duties pertaining to the office of Treasurer.

He shall turn over to the Board of Directors at the annual March meeting an audited report of the books of the Corporation and all records in accordance with our RECORDS RETENTION, INSPECTION & PRODUCTION POLICIES, ADDENDUM "B".

First Director

The First Director shall be the Chairman of the Lakes and Dams Committee in accordance with Article VIII, Section 3, of Standing Committees.

Second Director

The Second Director shall be chairman of the Maintenance Committee in accordance with Article VIII, Section 4, of Standing Committees.

Section 3 **BOND**

The Treasurer shall, if required by the Board, give to the Company such security for the faithful discharge of his duties as the Board may direct.

Section 4 **COMPENSATION OF OFFICERS.**

The officers shall receive no salary or compensation.

**ARTICLE VII
BOARD OF DIRECTORS**

Section 1 **NUMBER**

The Board of Directors shall consist of seven (7) who shall be Members as defined in Article III of these Bylaws. The officers and directors shall be elected by the membership at the annual meeting and constitute the Board of Directors. The officers and directors shall be residents of the State of Texas and citizens of the United States and over the age of twenty-one (21) years. No Member convicted of a felony or crime involving moral turpitude is eligible to serve on the Board of Directors.

Section 2 **TERM OF OFFICE**

The term of office of each Director shall be one year and thereafter until his or her successor has been elected, commencing at the close of the March annual meeting each year.

Section 3 DUTIES OF THE BOARD OF DIRECTORS

The Board shall have the control and general management of the affairs and business of the Corporation. Such Directors shall in all matters act as a Board, regularly convened, by a majority, and they may adopt such rules and regulations for the conduct of their meetings and the management of the Corporation, as they may deem convenient and proper, not inconsistent with the public law, the Covenants and Restrictions, the Articles of Incorporation, and these Bylaws. No Board member shall speak for the Board unless approved by a majority of the Board and recorded in the minutes.

It shall be incumbent upon the Board to provide a facility and procedure whereby members may register requests and complaints.

Section 4 The Board of Directors shall meet monthly at 2:00 p.m. on the first Sunday of each month at the Clubhouse, or at the discretion of the Board, at a greater or lesser interval. If a National Holiday coincides with the regular meeting weekend, then the meeting shall automatically rescheduled for the first following Sunday. The members' meeting shall follow immediately upon adjournment of the Board meeting if there are members present for such purpose.

Section 5 SPECIAL BOARD OF DIRECTORS MEETINGS

Special meetings of the Board may be called by the President at any time, and shall be called by the President or Secretary upon the request of any Director.

Section 6 NOTICE OF BOARD OF DIRECTORS MEETINGS

Notice of the regular monthly meeting shall be deemed given by these Bylaws. Notice of all other meetings of the Board of Directors shall be given to each Director in person, or by telephone, by mail or electronic mail, it being the intent and purpose of this provision that each Director shall receive actual and timely notice of the calling of any special meeting, the time and place thereof, and the purpose of such meeting.

A sign indicating day and time and place of the regular or special Board of Directors meeting shall be posted at the corner of Tri Lake Rd and Lazy Lane a minimum of 72 hours prior to the meeting.

Section 7 BOARD MEETINGS WITHOUT NOTICE

The Board of Directors, by any method of communication, may meet without prior notice to members, if each Director may hear and be heard by every other Director.

The Board may meet without prior notice to the members in the event of an unforeseen emergency or urgent necessity that requires immediate Board action. Any action taken without notice to the members must be summarized orally, including any real or expected expenditures, and documented in the minutes of the next regular or special Board meeting. Please see TPC 209.0051(h) for other important guidelines regarding meetings without notice.

Section 8 OPEN BOARD MEETINGS AND EXECUTIVE SESSION

Regular and special Board of Director meetings shall be open to Members, subject to the right of the Board to adjourn a meeting and reconvene in a closed executive session to consider actions involving personnel, pending or threatened litigation, contract negotiations, enforcement action, confidential communications with the POA attorney, matters involving the invasion of privacy of individual owners, or matters that are to remain confidential by request of the affected parties and agreement of the Board. Following any executive session, any decision made shall be summarized orally and placed in the minutes, in general terms, without breaching the privacy of individual owners, violating any privilege or disclosing information that was to remain confidential at the request of the affected parties. The oral summary shall include a general explanation of any expenditures approved in the executive session.

Section 9 QUORUM

At any meeting of the Board of Directors, five Board members shall constitute a quorum for the transaction of business. In the event of a quorum not being present, a lesser number may adjourn the meeting to some future time when a quorum can be present, not more than ten (10) days later.

Section 10 VOTING

At all meetings of the Board, each Director is to have one (1) vote. 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 these Bylaws.

Section 11 VACANCIES

Vacancies on the Board occurring between annual meetings shall be filled for the unexpired portion of the term by a majority vote of at least four (4) Directors remaining without undue delay at the next regular Board meeting or a Special meeting called for that purpose.

Section 12 REMOVAL OF DIRECTORS

Any officer or Director elected or appointed by the Board of Directors may be removed by a majority vote of the Board whenever in its judgment; the best interest of the organization would be served thereby.

Any Director who shall be absent from three (3) consecutive regularly scheduled Board meetings shall be deemed to have voluntarily resigned from the Board of Directors. Action shall be taken at the said third meeting, to replace the Director.

ARTICLE VIII COMMITTEES

Section 1 The Board of Directors shall appoint three standing committees, as follows:

- 1) Architectural Control Committee
- 2) Lakes and Dams Committee
- 3) Maintenance Committee

The Board of Directors may also appoint ad hoc committees they deem necessary to carry out the purpose of the Corporation. The Board shall specify the purpose of each committee and each committee shall limit its activities to its stated purpose.

All committees may be made up of Board members or appointed by the Board from the membership. The qualifications of committee members are the same as the qualifications of the Board of Directors, as set forth in these Bylaws.

Vacancies shall be filled in the same manner as vacancies for the Board are filled.

Committees may serve consecutive terms ("term" meaning one year) if asked to do so by a majority of the incoming Board of Directors. Any Board or Committee member must recuse themselves from any issue in which the member has a personal interest.

All committees are responsible to the Board of Directors: the elected representatives of the POA and their actions must be approved by the Board.

Committee members may be removed by a majority vote the Board of Directors.

Section 2 **ARCHITECTURAL CONTROL COMMITTEE (ACC)**

The ACC shall be composed of three (3) people: the Second Vice President, as Chairman, and two other members of his or her choice, with Board approval. One or more members shall remain from the previous year.

This committee is responsible for all building activity in the subdivision, including but not limited to, dwellings, garages, outbuildings, porches, fences, walls, etc. Members must submit the plans (or copy thereof) of the proposed construction including location, materials, specifications, etc. to the committee at least thirty (30) days prior to commencement, for their review.

The decision of the ACC shall be made within thirty (30) days after receipt by the committee of all information required. The decision shall be in writing and if the decision is not to approve a proposed improvement, the reasons shall be stated.

The ACC shall report in writing to the Board all final action of the ACC and the Board shall keep a permanent record of such reported action. Every lot owner shall have the right to appeal the decision of the ACC to the Board of Directors.

Variances may be authorized on an individual basis with Board approval.

The Board of Directors may, from time to time, change, supplement or amend architectural guidelines for the purpose of providing an outline of minimum standards for proposed improvements and complying with current public law.

No action or failure to act by the ACC shall constitute a waiver or estoppels with respect to future action by the ACC.

Section 3 **LAKES AND DAMS COMMITTEE**

The Lakes and Dams Committee shall be composed of three (3) persons: First Director, as Chairman, and two other members of his or her choice, with Board approval.

This committee is responsible for the basic care of the lakes, dams and piers.

The Lakes and Dams Committee, with Board agreement, must approve any pier construction, and are the only persons authorized to use a motor boat when conducting Tri Lake maintenance and the only persons authorized to put anything into the lakes or take anything out. Fish excepted, but no immature fish.

Any proposed work or expenses must be approved by the Board prior to the work being done.

Section 4 **MAINTENANCE COMMITTEE**

The Maintenance Committee shall be composed of three (3) persons: Second Director, as Chairman, and two (2) other members of his or her choice, with Board approval.

This committee is responsible for advising the Board when any repairs or cleaning are needed and seeing that it is done.

Any proposed work or expenses must be approved by the Board prior to the work being done.

ARTICLE IX RULES OF ORDER FOR MEETINGS AND ORDER OF BUSINESS AT MEETINGS

Section 1 **MEMBER'S MEETINGS**

Robert's Rule of Order shall be followed at all meetings of the members.

Section 2 **ORDER OF BUSINESS AT ANNUAL AND SPECIAL MEMBER MEETINGS**

The Order of business at annual and special meetings shall be as follows:
(voter/proxy verification precedes meeting)

- 1) Registration of attendance by members
- 2) Call to order
- 3) Proof of notice of meeting
- 4) Reading of minutes of preceding annual and/or special meeting
- 5) Reports of officers
- 6) Reports of Committees
- 7) Appointment of election officials
- 8) Unfinished business
- 9) New business
- 10) Election of officers and Directors, and other matters
- 11) Adjournment

- Section 3 BOARD OF DIRECTOR MEETINGS
 Robert's Rule of Order shall be followed at all meetings of the Board of Directors.
- Section 4 ORDER OF BUSINESS AT MONTHLY BOARD OF DIRECTORS MEETINGS
 The Order of Business at monthly Board Meetings shall be as follows:
- 1) Call meeting to order
 - 2) Reading and approval of previous month's meeting
 - 3) Treasurer's Report
 - 4) Reports of standing committees
 Architectural Control (ACC)
 Lakes and Dams
 Maintenance
 - 5) Reports of ad hoc committees
 - 6) Unfinished business
 - 7) New business
 - 8) Adjournment
 - 9) Member meeting if desired

ARTICLE X DUES AND OTHER ASSESSMENTS

All members of the POA shall pay maintenance dues for the purpose of financially supporting the POA. The annual maintenance dues are assessed on each lot owned and are to be paid by January 1st of each year. Advance payments are acceptable.

A payment plan (see ADDENDUM "C") will be available upon written request to the Treasurer for Members delinquent in their dues or other assessments.

Payments made after March 31st (without a request for a payment plan) will have a one-time late fee of \$20.00 added to the member's account.

Dues for new members shall be prorated and calculated from the first full month of membership.

Any change of the maintenance dues must be determined by a membership vote at either the Annual members meeting or a Special meeting called for that purpose and conducted between January 1 and March 31. Any approved dues change becomes effective the following year.

In the event an unusual expense or repair arises which requires additional funds, the Board of Directors may call for a special member meeting according to the procedures outlined in the Covenants and Restrictions Part Four.

ARTICLE XI
BILLS, NOTES, ETC.

Only the President and Treasurer, jointly, may sign bills payable, notes, checks or other negotiable instruments of the Corporation. No other officer or agent(s) of the POA may authorize debt or liability assumption in the name of the Corporation.

All funds of the Corporation shall be deposited to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest or device for the general purposes or for any special purpose of the Corporation.

ARTICLE XII
FISCAL YEAR

The fiscal year of the Corporation shall begin on the first day of January and end on the last day of December in each year. This may be changed by a $\frac{3}{4}$ vote of the Board of Directors.

ARTICLE XIII
SEVERABILITY

Invalidation of any one of these Articles or Sections by judgment or other court order shall not affect any of the other provisions, which shall remain in full force and effect.

Failure to enforce any of these provisions by the Board of Directors does not nullify the other provisions.

ARTICLE XIV
AMENDMENTS

These Bylaws may be altered, amended, or repealed and new Bylaws adopted by an affirmative vote of five (5) of the seven (7) elected Board members, without any previous notice

ADDENDUM "A"

BALLOT

Tri Lake Estates Owners Association, Inc. Absentee/In Person/Proxy Ballot

The 2013 Annual Meeting of the members of Tri Lake Property Owners Association, Inc. will be held on March 3, 2013 at 1:00 P.M. in the Tri-Lake Clubhouse, Montgomery, TX.

Entitled to _____ Number of Lots (votes) _____ Initialed by Secretary _____

ABSENTEE/IN PERSON BALLOT

"By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your vote will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote prevail" 209.00592 of the Texas Property Code

Circle the names of the candidates you wish to vote for, or write in a candidate's name, making sure you have voted for one person for each position except for two Directors. If you wish you may name a proxy to vote for on any items you have not filled out. This proxy person may be the Board of Directors or any other property owner.

President	Bob White	or _____	write-in
1 st Vice President	Jack Smith	or _____	write-in
	Barbara Johnson		
2 nd Vice President	Tom Black	or _____	write-in
	Joey Spence		
Secretary	Ann Smith	or _____	write-in
Treasurer	Carol Day	or _____	write-in
Director (Choose 2)	Michelle Willis	or _____	write-in
	Mark Wayne		
	Larry Parker	or _____	write-in

In order for your Absentee/In Person Ballot to be valid, you must Sign where indicated below.

Property Owner's Signature _____ Printed Name _____ Date _____

I am the owner of Lot(s) _____, Section _____ and Lot(s) _____, Section _____ in Tri Lake Estates.

If you are unable to attend the meeting, please send your signed Absentee Ballot to Tri Lake Property Owners Association at P. O. Box 613, Montgomery, TX 77356

PROXY

I am the owner of Lot(s) _____, Section _____ and Lot(s) _____, Section _____ in Tri Lake Estates and I am entitled to _____ votes. I hereby revoke all previous proxies executed by me and I hereby appoint (circle one) to vote on any above matters.

The Board of Directors or POA member

In order for your Proxy Ballot to be valid, you Must Sign where indicated below.

Property Owner's Signature _____ Printed Name _____ Date _____

Signature of Proxy Holder or President of Board of Directors _____ Date _____

Assignment of Proxy: **(Please check only one selection)**

_____ My proxy holder is hereby authorized to vote as he/she sees fit on all issues that may arise at the meeting.

_____ This proxy is for the sole purpose of establishing a quorum of owners. I abstain from casting a vote for the

Board of Directors or for any other matters that may come before the meeting
If you are unable to attend the meeting, please send your signed proxy to the Board of Directors at P. O. Box 613, Montgomery, TX 77356, or to a member of your choice. Proxy holders are required to be at the meeting thirty minutes early so the proxy can be verified and recorded before other members assemble for sign in.

ADDENDUM "B"

RECORDS RETENTION, INSPECTION& PRODUCTION.POLICIES

Tri Lake Estates Owners Association, in compliance with the Texas Property Code Chapter 209.005(1)

&209.005(m) establishes and adopts the following policies regarding RECORDS RETENTION, INSPECTION

& PRODUCTION.

RECORDS RETENTION

The Tri- Lake POA must keep the following records and documents at the Tri-Lake Clubhouse.

- (1) Financial books and records 7 years
- (2) Accounts records of current owners 5 years
- (3) Account records of former owners shall be retained as a courtesy to that former owner for 1 year after they no longer have an ownership interest in the property.
- (4) Minutes of owner meetings and board meetings 7 years
- (5) Copies of committee reports 7 years
- (6) Tax returns and audits records 7 years
- (7) Names and addresses of all members entitled to vote
- (8) Articles of Incorporation and any amendments permanently
- (9) Bylaws and any amendments permanently
- (10) Deed Restrictions for Sections I, II and III and any amendments Permanently
- (11) Ballots from elections and member votes for 1 year after the date of the meeting at which the votes were taken, or for votes taken by written consent, for 1 year after the election or vote results were announced.
- (12) Contracts for terms of at least 1 year or more than 4 years after the expiration of the contract term. If a warranty is expressly provided in the contract, the contract shall be retained for a period of 5 years after the warranty expires.
- (13) Decisions of the Architectural Control Committee (ACC) or the Board regarding applications, variances, waivers or related matters associated with any individual properties shall be retained for 7 years from the decision date.

The above records and documents shall be kept at the Tri-Lake Clubhouse.

RECORDS INSPECTION & PRODUCTION

1. Any member, his/her agent or attorney may inspect all the above records of Tri-Lake POA for any purpose at any reasonable time. The request must be in writing, delivered by Certified Mail with return receipt requested to Tri-Lake PO Box.
2. The request must identify the records requested and indicate whether the person wants to inspect the records or have the POA forward copies at the expense of the owner. The POA must notify the requesting owner in writing of the estimated cost. This cost must be paid prior to the duplicating of the documents and any additional will be invoiced, due net 30days.

The POA must reply within ten (10) business days of receiving the request. If the POA is unable to produce the information requested within ten (10) business days, the POA must provide the requestor written notice that they are unable to meet the requirements and provide a date by which the information will be sent or made available for inspection, but not later than fifteen (15) business days after the date of the response from the POA.

4. If an inspection is requested, the inspection shall take place at a mutually agreed upon time during normal business hours. The requesting party shall identify the books and records to be copied and forwarded.
5. Without the written approval of the owner or a court order, the POA will not allow inspection or copying of any records that identify the violation history of individual owner's, an owner's personal financial information, which would include records of payment or nonpayment of amounts due the POA.
6. The POA hereby adopts the following charges for the compilation , production or reproduction of books and records requested by the Owner or the Owner's Representative, which cost include all reasonable costs of materials, labor and expenses(Prices may change at any time due to inflation cost).

Labor for locating, compiling and reproducing records	\$15.00 per hour
Copies: (8 ½" x 11" and 8 ½" x 14")	\$0.10 per page
Copies: Oversize paper (11" x 17")	\$0.50 per page
Specialty papers (blue print & maps)	Actual cost
Mileages	IRS Standard Rate

Miscellaneous: Actual costs for including costs for labels, folders, boxes, postage/shipping, etc office supplies.

Business days as mentioned in the above statements, means a day other than a Saturday Sunday or State/Federal holidays.

ADDENDUM "C"
Tri Lake Estates Property Owners Association, Inc.
Alternate Payment Plan Policy

The Tri Lake Estates Property Owner's Association, in compliance with the Texas Property Code Chapter 209.0062, establishes and adopts the following policy regarding an Alternative Payment Plan:

1. Members are entitled to make partial payments for delinquent amounts owed to the POA under a Payment Plan in compliance with this policy. However, the POA has no obligation to accept a Payment Plan from any Member who has defaulted on the terms of a Payment Plan within the last two (2) years. The Board of Directors shall use its discretion as to whether to allow any additional payment plan.
2. All Payment Plans must be in writing using the Payment Plan form provided by the Treasurer of the Board of Directors, and approved by the Board of Directors. The Payment Plan must include monthly payments. The total of all the monthly payments must equal the Member's current balance plus any administrative fees, plus estimated accrued interest. Members must request a payment plan option in writing before one will be developed.
3. No partial payments will be accepted without an approved written Payment Plan agreement.
4. Payment Plans shall be no shorter than three (3) months or longer than eighteen (18) months.
5. For the duration of an approved Payment Plan, and as long as the payments are timely, the POA will not charge additional late fees or other monetary penalties. However, the POA may charge an administrative fee and interest as agreed upon in the Payment Plan Form.
6. The Payment Plan becomes effective upon:
 - a) receipt of a completed and signed Payment Plan Form; and
 - b) receipt of the first payment according to the Payment Plan; and
 - c) approval of The Board of Directors
7. If a Member requests a payment plan that will extend into the next assessment period, the Member is required to pay future assessments by the due date in addition to the payment specified in their Payment Plan.
8. If a Member defaults on the terms of the Payment Plan, the plan is voided and the POA will give written notice to the Member of the voided Payment Plan. A Payment Plan is considered in default if the Member:
 - a) fails to return the signed Payment Plan Form with the initial payment; or
 - b) misses a scheduled payment; or
 - c) makes a payment for less than the agreed upon amount; or
 - d) fails to pay a future assessment by the due date stipulated in the Payment Plan which spans additional assessment periods.

The Board of Directors may waive default if the Member makes up the missed or short payment on the next regular payment of the plan. However, the Board of Directors has no obligation to provide notice to the Member of a missed or short payment.

The Board of Directors may agree, on a case-by-case basis, to reinstate a voided Payment Plan once during the original duration of the Payment Plan, if all the missed payments are made up at the time the Member submits a written request for reinstatement.

9. If a Payment Plan is voided, the full amount remaining is due immediately. The Board of Directors will proceed with the process for collecting the amount owed using all remedies available under the laws and Associations' Declarations.
10. The Board of Directors, on a case-by case basis, may accept a Member's request for more than one Payment Plan to be executed in sequence to assist the Member in paying the amount owed. The individual Plans may not exceed eighteen (18) months.

ADDENDUM "B"