

BY-LAWS
OF
SHERWOOD FOREST WEST HOMEOWNERS ASSOCIATION, INC.

ARTICLE I

NAME AND LOCATION

The name of the corporation is Sherwood Forest West Homeowners Association, Inc. hereinafter referred to as the "Association". The principal offices of the corporation shall be located at the office of Kirkwood Development, Inc., Post Office Box 428, Alief, Texas, but meetings of members and directors may be held at such places within the State of Texas, County of Galveston, as may be designated by the Board of Directors.

ARTICLE II

DEFINITIONS

Section 1. "Association" shall mean and refer to Sherwood Forest West Homeowners Association, its successors and assigns.

Section 2. "Properties" shall mean and refer to that certain property described in the Declaration of Covenants, Conditions and Restrictions for Sherwood Forest West, Section One, a subdivision in Galveston County, Texas, and such additions thereto as may hereafter be brought within the jurisdiction of the Association.

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

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

Section 5. "Declarant" shall mean and refer to Kirkwood Development, Inc. the Declarant in the Declaration.

Section 6. "Declaration" shall mean and refer to the Declaration of Covenants, Conditions and Restrictions for Sherwood Forest West, Section One.

Section 7. "Member" shall mean and refer to those persons entitled to membership as provided in the Articles of Incorporation of the Association.

ARTICLE III

MEETING OF MEMBERS

Section 1. ANNUAL MEETINGS. The regular annual meeting of the members of the Association shall be held during the month of April at a date selected by the Board of Directors at a location within the City Limits of Dickinson, TX. Notification of this Annual Meeting will be by mail to each Homeowner at least 15 days prior to the meeting. **(Amended 4-19-06)**

Section 2. SPECIAL MEETINGS. Special meetings of the members may be called at any time by the President or by the Board of Directors, or upon written request of the members who are entitled to vote one-fourth (1/4) of all the votes of the membership.

Section 3. NOTICE OF MEETINGS. Written notice of each special meeting of the members shall be given by, or at the direction of, the secretary or any person or persons authorized to call a meeting, by mailing a copy of such notice, postage paid, at least 15 days before such meeting to each member entitled to vote thereafter, addressed to the member's address last appearing on the books of the Association, or supplied by such member to the Association for the purpose of notice. Such notice shall specify the place, day and hour of the meeting, and the purpose of the meeting. Notice of annual meetings shall not be required, but may be given in like manner.

Section 4. QUORUM. The presence at the meeting of members entitled to cast, or of proxies entitled to cast, one tenth (1/10) of the votes of each class of membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these By-Laws. If, however, such quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforementioned shall be present or be presented.

Section 5. PROXIES. 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 shall automatically cease upon conveyance by the member of his lot. All proxies must be on a form approved by the Board of Directors, issued and signed by the Secretary of the Association no less than 24 hours prior to the specific meeting where such proxy will be used. **(Amended 4-19-06)**

ARTICLE IV

BOARD OF DIRECTORS

Section 1. BOARD OF DIRECTORS. The affairs of this Association shall be managed by a board of not less than three (3) Directors, who need not be members of the Association.

The number of directors may be increased or decreased from time to time by Amendment to the By-Laws in accordance with Article XII.

Amended 4/18/1990 To increase the Board of Directors to five members with 3 members terms expiring one year and 2 the next. Terms are for one year.

Section 2. TERM OF OFFICE. The initial directors for the Association set forth in the Article of Incorporation shall hold office until the 1979 annual meeting. At the annual meeting of 1979 the members shall elect one director for a term of one year, two directors for a term of two years; at each annual meeting thereafter, the members shall elect that number of directors equal to the number of directors whose term expire at such time.

Section 3. NOMINATION. Nomination for election to the Board of Directors shall be made by a Nomination committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more members of the Association. The Nominating committee shall be appointed by the Board of Directors prior to each annual meeting of the members to serve from the close of such annual meeting until the close of the next annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among members or non-members.

Section 4. ELECTION. Election to the Board of Directors shall be by secret written ballot. At such election the members of their proxies may cast, in respect of each vacancy, as many votes as they are entitled to cast under the provisions of the Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting shall not be permitted.

Section 5. REMOVAL. Any director may be removed from the Board with or without cause, by a majority vote of the members of the Association. In the event of death, resignation or removal of a director, his successor shall be selected by the remaining members of the board and shall serve for the unexpired term of his predecessor.

Section 6. COMPENSATION. No director shall receive compensation for any service he may render to the Association; provided, however, any director may be reimbursed for his actual expenses incurred in the performance of his duties.

Section 7. ACTION TAKEN WITHOUT A MEETING. The directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all of the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors.

ARTICLE V

MEETINGS OF DIRECTORS

Section 1. REGULAR MEETINGS. Regular meetings of the Board of Directors shall be held as determined by the Board but not less than quarterly, at such place and hour as may determined by resolution of the Board. **(Amended 4-19-06)**

Section 2. SPECIAL MEETINGS. Special meetings of the Board of Directors shall be held when called by any Board Member with endorsement of a majority of the Board after not less than three (3) days notice to every director. The notice may be waived if approved by all Directors prior to the special meeting. **(Amended 4-19-06)**

Section 3. QUORUM. A majority of the number of directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

ARTICLE VI

POWERS AND DUTIES OF THE BOARD OF DIRECTORS

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

- (a) Suspend the voting rights and right to the use of any facilities or services provided by the Association of a member during any period in which such member shall be in default in the payment of any assessment levied by the Association. Such rights may also be suspended after notice and hearing, for a period not to exceed 60 days for infraction of published rules and regulations;
- (b) Exercise for the Association all powers, duties, and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these By-Laws the Articles of Incorporation, or the Declaration;
- (c) Declare the office of a member of the Board of Directors to be vacated in the event such member shall be absent from three (3) consecutive regular meetings of the Board of Directors; and
- (d) Employ a manager, an independent contractor, or such employees as they deem necessary, and to prescribe their duties and the terms of employment or services.

Section 2. DUTIES. It shall be the duty of the Board of Directors to:

- (a) Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting of the members, or at any special meeting when such statement is requested in writing by one-fourth (1/4) of the Class A members who are entitled to vote;
- (b) Supervise all officers, agents and employees of this Association, and to see that their duties are properly performed;

- (c) To fix the amount of the annual assessment against properties subject to the jurisdiction of the Association and to take such actions as it deems appropriate to collect such assessments and to enforce the liens given to secure payment thereof.
- (d) Issue, or cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;
- (e) Procure and maintain such liability and hazard insurance as it may deem appropriate on any property or facilities owned by the Association;
- (f) Cause any officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate.
- (g) Administer the duties of the Architectural Control Committee as described in the Covenant, Article IV. **(Amended 4-19-06)**

ARTICLE VII

OFFICERS AND THEIR DUTIES

Section 1. ENUMERATION OF OFFICERS. The officers of this Association shall be a president, who shall be at all times a member of the Board of Directors; a vice-president; a secretary; and a treasurer, and such other officers as the board may from time to time by resolution create.

Section 2. ELECTION OF OFFICERS. The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the members.

Section 3. TERM. The officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless he shall sooner resign, or shall be removed, or otherwise disqualified to serve.

Section 4. SPECIAL APPOINTMENTS. The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

Section 5. RESIGNATION AND REMOVAL. Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time by giving written notice to the Board, the president, or the secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, the acceptance of such resignation shall not be necessary to make it effective.

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

Section 7. MULTIPLE OFFICES. No person shall simultaneously hold more than one office except the office of Vice-President, Secretary, Treasurer, and/or special offices created pursuant to Section 4 of this Article.

Section 8. DUTIES. The Officers of the Board are elected by the Board to administer the affairs of the Board and follow the Duties as outlined in the By Laws. No Director is granted or will assume added authority in carrying out the affairs of the Association due to selection for an Officer position on the Board. The duties of the officers of the Association are as follows: **(Amended 4-19-06)**

PRESIDENT

(a) The President shall preside at all meetings of the Board of Directors and of the Association; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks and promissory notes.

VICE-PRESIDENT

(b) The Vice-President shall act in the place and stead of the President in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board.

SECRETARY

(c) The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the members; keep appropriate current records showing the members of the Association together with their addresses; and shall perform such other duties as required by the Board.

TREASURER

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

Section 9, Board Spokesman. No board Member will undertake to speak for the Board or the Association in any public forum whatsoever without explicit approval of a majority of the Board. **(Amended 4-19-06)**

ARTICLE VIII

COMMITTEES

The Board of Directors shall appoint committees as deemed appropriate in carrying out its purpose. **(Amended 4-19-06)**

ARTICLE IX

ASSESSMENTS

As more fully provided in the Declaration, each member is obligated to pay to the Association certain annual and special assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessment which is not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, the assessment shall bear interest from the date of delinquency at the rate of ten percent (10%) per annum, and the Association may bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the property, and interest, costs, and reasonable attorney's fees of any such action shall be added to the amount of such assessment. No Owner may waive or otherwise escape liability for the assessments provided for herein by non-use of any of the facilities or services provided by the association or by abandonment of his Lot.

ARTICLE XI

COPRPORATE SEAL

The Association shall have a seal in circular form having within its circumference the name of the Association and the word "Texas".

ARTICLE XII

AMENDMENTS

Section 1. AMENDMENTS. These By-Laws may be amended, at a regular or special meeting of the members, by vote of a majority of a quorum of members present in person or by proxy. Notification of a meeting to amend the By Laws will be per the guidelines of Article III Section 3 Notice of Meetings and proposed By-law amendments shall be made available prior to the called regular or special meeting of the members upon request. **(Amended 4-19-06)**

Section 2. CONFLICT. In the case of any conflict between the Articles of Incorporation and these By-Laws, the Articles shall control; in the case of any conflict between the Declaration and these By-Laws, the Declaration shall control.

ARTICLE XIII

MISCELLANEOUS

The fiscal year of the Association shall begin on the first day of January and end on the 31st day of December of every year, except that the first fiscal year shall begin the date of incorporation.