



\*VG-342-2024-57957\*

Denton County  
Juli Luke  
County Clerk

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Instrument Number: 57957

Real Property Recordings

MISCELLANEOUS

Recorded On: June 03, 2024 10:43 AM

Number of Pages: 11

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" Examined and Charged as Follows: "

Total Recording: \$65.00

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\*\*\*\*\* THIS PAGE IS PART OF THE INSTRUMENT \*\*\*\*\*

Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

**File Information:**

Document Number: 57957

Receipt Number: 20240603000274

Recorded Date/Time: June 03, 2024 10:43 AM

User: Brandon H

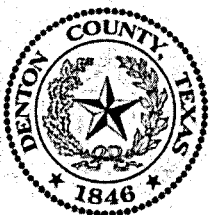
Station: Station 10

**Record and Return To:**

OAK BLUFF HOMEOWNERS ASSOCIATION

60 CEDAR LANE

CROSSROADS TX 76227



STATE OF TEXAS  
COUNTY OF DENTON

I hereby certify that this Instrument was FILED in the File Number sequence on the date/time printed hereon, and was duly RECORDED in the Official Records of Denton County, Texas.

Juli Luke  
County Clerk  
Denton County, TX

# Bylaws of OAK BLUFF HOMEOWNERS ASSOCIATION

## ARTICLE I Name and Location

The name of the property owner's Association is Oak Bluff Homeowner's Association. The principal office of the Association shall be located at Oak Bluff Homeowner's Association, Crossroads, Texas 76227, but meetings of members and Directors may be held at such places as may be designated by the Board of Directors.

## ARTICLE II Definitions

Section 1. "**Association**" shall mean and refer to Oak Bluff Homeowners Association, its successors and assigns.

Section 2. "**Common area**" shall mean all real property owned by the Association for the common use and enjoyment of the owners.

Section 3. "**Declarant**" shall mean and refer to the undersigned property owners of said Oak Bluff subdivision.

Section 4. "**Declaration**" shall mean and refer to the Covenants, Conditions, and Restrictions (CCRs) applicable to the subdivision and recorded on September 16, 1987 in the office of the county clerk of Denton County, Texas in Volume 2242, page 247.

Section 5. "**Lot**" shall mean and refer to any plot of land shown on the recorded subdivision plat with the exception of the common area.

Section 6. "**Member**" shall mean and refer to those persons entitled to membership in the Association as provided in the Declaration.

Section 7. "**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 part of the subdivision, including contract sellers, but excluding those holding title merely as security for the performance of an obligation.

Section 8. "**Subdivision**" shall mean and refer to that certain tract of real property described in the Declaration, and such additions thereto as may be brought within the jurisdiction of the Association pursuant to the provisions of the Declaration.

## ARTICLE III

### Meetings of Members

- Section 1. **Annual Meetings.** The first annual meeting of members shall be held within one (1) year from the date of formation of the Association. Subsequent annual meetings of members shall be held by the end of April each year thereafter.
- Section 2. **Special Meetings.** Special meetings of members shall be called at any time by the president or by the Board of Directors, or on written request of twenty (20%) percent of all members who are entitled to vote.
- Section 3. **Notice of Meeting.** Written notice of each meeting of members shall be given by, or at the direction of, the Secretary or other person authorized to call the meeting, by mailing a copy of such notice at least ten (10) but not more than fifty (50) days before such meeting to each member to vote thereat, 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 receiving notice. Such notice shall specify the day, hour, and place of the meeting.
- Section 4. **Quorum.** The presence at the meeting, in person or by proxy, of members entitled to cast a majority of the votes of the membership shall constitute a quorum for the authorization of any action, except as may otherwise be provided in the Declaration, the articles of incorporation, or these By-Laws. If a quorum is not present 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 is present.
- Section 5. **Proxies.** At all meetings of members, each member may vote in person or by proxy. All proxies shall be in writing, witnessed by a second member, and filed with either a member of the Board of Directors or any other member of the Association eligible to vote. Proxies shall be revocable, and the proxy of any owner shall automatically terminate on conveyance by him of his lot.
- Section 6. **Rules and Regulations.** The membership may adopt such rules and regulations for the conduct of their meetings and the management of the Association as they may deem proper, not inconsistent with laws or these By-Laws. In lieu of other rules and regulations the Roberts Rules of Order may be used as reference.

## ARTICLE IV

### Directors

- Section 1. **Number and qualifications.** The Board of Directors shall consist of at least 3 and not more than 7 persons which shall constitute the entire Board of Directors. The Directors must be members of the Association. The number of Directors may be changed by an amendment to the by-Laws or approval by a majority vote at the annual meeting of Association members.
- Section 2. **Manner of election.** Nomination for election to the Board of Directors shall be by volunteers from the Association. However, nominations may also be made from the floor at any annual meeting of the members. The Directors shall be elected at the annual meeting of members by a majority vote by secret ballot except as otherwise prescribed by statute.

Section 3. **Term of Office.** The term of office of each Director shall be until the next annual meeting of the members and until his successor has been duly elected and qualified.

Section 4. **Duties and Powers.**

- a. The Board of Directors shall have control and management of the affairs and business of the Association exercising on behalf of the Association all powers, duties, and authority vested in or delegated to the Association.
- b. The Directors shall in all cases act as a Board, regularly convened, and, in the transaction of business the act of a majority present at a meeting except as otherwise provided by law, the Declaration, or these By-Laws shall be the act of the Board, provided a quorum is present.
- c. The Directors may adopt such rules and regulations for the conduct of their meetings and the management of the Association as they may deem proper, not inconsistent with laws, the Declaration, or these By-Laws. In lieu of other rules and regulations the Roberts Rules of Order may be used as a reference.
- d. The Directors may employ a manager, independent contractors, such other employees as they deem necessary, and to prescribe their duties.
- e. Each year at the annual meeting, the Board of Directors of the Association shall fix the annual assessment against each lot. Written notice shall be sent to every owner subject thereto not less than ten (10) days nor more than fifty (50) days in advance of each assessment period.
- f. The Directors shall place a lien against any property for which assessments are not paid within ninety (90) days after the due date, or to bring an action at law against the owner personally obligated to pay the same.
- g. The Directors shall cause the common areas of the Association to be maintained.

Section 5. **Meetings.** The Board of Directors shall meet for the election or appointment of officers and for the transaction of any other business as soon as practical after the adjournment of the annual meeting of the members, and other regular meetings of the Board shall be held at such times as the Board may from time to time determine.

- a. Special meetings of the Board of Directors may be called by the President at any time, and he just, upon the written request of any two Directors, call a special meeting to be held not more than seven (7) days after the receipt of such request.
- b. Emergency meetings of the board may be called, without notice to the members, by the president. In case of emergency, the board may convene an emergency meeting for the purpose of dealing with the emergency. Every practical attempt must be made to notify each director by any practical method. The location or type of meeting must attempt to accommodate the participation of each director. For example, the use of video or teleconferencing.

Section 6. **Open Meetings.** Regular and special meetings of the board are open to members of the Association, subject to the following provisions to the extent permitted or required by applicable law:

- a. No audio or video recording of the meeting may be made, except by the board or with the board's prior express consent.
- b. Members who are not directors may not participate in board deliberations under any circumstances and may not participate in board discussions unless the board expressly authorizes at the meeting.
- c. Executive sessions are not open to members.
- d. The board may prohibit attendance by non-members, including representatives, proxies, agents, and attorneys of members.
- e. The board may prohibit attendance by any member who disrupts meetings or interferes with the conduct of board business.

Section 7. **Executive Session.** The board may adjourn any regular or special meetings of the board and reconvene in executive session, subject to the following conditions:

- a. The nature of business to be considered in executive session will first be announced in open session.
- b. The limited purposes for which the board may convene in executive session are:
  - i. To confer with the Association's legal counsel.
  - ii. To discuss litigation or resolution of claims with which the Association is threatened or involved.
  - iii. To discuss labor or personnel matters.
  - iv. To discuss a complaint from or an alleged violation by an owner when the board determines that public knowledge would be injurious to the owner.
  - v. To discuss matters of a particularly sensitive nature.
- c. The board is required to summarize and generalize the nature of the Executive session and include them in the meeting minutes..

Section 8. **Notice of Meetings.** Notice of each meeting of board shall be given by U.S. mail or electronic email to each member to the last known address or email address no less than 144 hours prior to the meeting. In addition, a notice of such a meeting will be posted on the message board at the entrance to the community.

Section 9. **Place of meetings.** The Board of Directors shall hold its meetings at the principal place of business of the Association or at such other place as may be designated in notice of any such meeting.

Section 10. **Quorum.** At any meeting of the Board of Directors, the presence of a simple majority of the Board shall be necessary to constitute a quorum for the transaction of business. However, should a quorum not be present, a lesser number may adjourn the meeting to some further time, not more than seven (7) days later.

Section 11. **Voting.** At all meetings of the Board of Directors, each Director shall have one vote irrespective of the number of lots the member may own. Directors may not participate by proxy in meetings of the board



- Section 12. **Vacancies.** Any vacancy occurring in the Board of Directors by death, resignation, or otherwise, shall be filled promptly by a majority vote of the remaining Directors at a special meeting which shall be called for that purpose within thirty (30) days after the occurrence of the vacancy. The Director thus chosen shall hold office for the unexpired term of their predecessor and the election and qualification of his successor.
- Section 13. **Removal of Directors.** Any Director may be removed either with or without cause, at any time, by a vote of the majority of the members who were entitled to vote for the election of the Director sought to be removed, at any special meeting called for that purpose, or at the annual meeting. Except as otherwise prescribed by statute, a Director may be removed for cause by a vote of a majority of the entire Board.
- Section 14. **Resignation.** Any Director may resign his office at any time, such resignation to be made in writing and to take effect immediately without acceptance.

## ARTICLE V

### Officers

- Section 1. **Officers and Qualifications.** The officers of the Association shall be a President, one or more Vice Presidents, a Secretary, a Treasurer, who shall at all times be members of the Board of Directors, and such other officers as the Board of Directors may determine.
- Section 2. **Election.** All officers of the Association shall be elected annually by the Board of Directors at its meeting held immediately after the annual meeting of members.
- Section 3. **Term of Office.** All officers shall hold office until their successors have been duly elected and have qualified or until removed as hereinafter provided.
- Section 4. **Removal of Officers.** Any officer may be removed either with or without cause by the vote of the majority of the Board of Directors.
- Section 5. **Vacancies.** If the office of the President, Vice President, Secretary, or Treasurer, or any other officer becomes vacant by reason of death, resignation, or removal, the Board of Directors shall, either at regular meetings or at a meeting specially called for that purpose, promptly elect a successor who shall hold office for the unexpired term, and until his successor is elected.
- Section 6. **Duties of Officers.** The duties and powers of the officers of the Association shall be as follows and as shall hereafter be by resolution of the Board of Directors:
- Section 7. **President**
- a. The President shall preside at all meetings of the Board of Directors.
  - b. He shall present at the annual meeting of the members a report of the condition of the business of the Association.

- c. He shall cause to be called a regular and special meetings of the members and Directors in accordance with the requirements of the statute and of the By-Laws
- d. He shall sign and execute all contracts in the name of the Association, and all notes, drafts, or other orders for the payment of money.
- e. He shall cause all books, reports, statements, and certificates to be properly kept and filed as required by law.
- f. He shall enforce these By-Laws and perform all the duties incident to the office, and which are required by law, and, generally, he shall supervise and control the business and affairs of the Association.

**Section 8. Vice President**

- a. During the absence in incapacity of the President, the Vice President(s) in order of seniority of election shall perform the duties of the President, and when so acting he shall have all the powers and be subject to all the responsibilities of the office of President and shall perform such duties and functions as the Board may prescribe.

**Section 9. Secretary**

- a. The Secretary shall keep the minutes of the meeting of the Board of Directors and the members in appropriate books.
- b. He shall attend to the giving of notice of special meetings of the Board of Directors and of all the meetings of the members of the Association.
- c. He shall be custodian of the records and seal of the Association and shall affix the seal to Association papers when required.
- d. He shall keep at the principal office of the Association, or at such other place as may be designated, a book or record containing the names, alphabetically arranged, of all persons who are members of the Association, showing their places of residence, the lots they own, and the dates when they respectively became the owners thereof. He shall keep such book or record and the minutes of the proceedings of its members open daily for the usual business hours, for inspection, within the limits prescribed by law, by any person duly authorized to inspect such records. At the request of the person entitled to an inspection thereof, he shall prepare and make available a current list of the officers and Directors of the Association and their resident addresses.
- e. He shall attend to all correspondence and present to the Board of Directors at its meetings all official communications received by them.
- f. He shall perform all the duties incident to the office of Secretary of the Association.

**Section 10. Treasurer**

- a. The Treasurer shall have the care and custody of and be responsible for all the funds and securities of the Association and shall deposit such funds and securities in the name of the Association in such banks or safe deposit companies as the Board of Directors may designate.
- b. He shall make, sign, and endorse in the name of the Association all checks, drafts, notes and other orders for the payment of money, and pay out and dispose of such under the direction of the President of the Board of Directors.

- c. He shall keep at the principal office of the Association, or at such other place as may be designated, accurate books of account of all its business and transactions and shall at all reasonable hours exhibit books and accounts to any Director upon application at the office of the Association during business hours.
- d. He shall render a report of the condition of the finances of the Association at each regular meeting of the Board of Directors and at such other times as shall be required of him, and he shall make a full financial report at the annual meeting of the members.
- e. He shall further perform all duties incident to the office of the Treasurer of the Association.
- f. If required by the Board of Directors, he shall give such bond as it shall determine appropriate for the faithful performance of the duties. .

## ARTICLE VI

### Committees

The Board of Directors may appoint such committees as it may deem appropriate in the performance of its duties.

## ARTICLE VII

### Assessments

As morefully provided in the declaration,each member is obligatedto pay to the Association annual and special assessments. Any assessments which are not paid when due are considered delinquent. If an assessment is not paid within thirty (30) days after the due date, the assessments shall bear interest up to the highest legal rate as set by the Board of Directors from the date of delinquency until paid, and the Association may bring an action at law against the owner personally obligated to pay the same, or may place lien against his property. Interest, costs, and reasonable attorney's fees of any such action shall be added to the amount of any assessment due. No owner may waive or otherwise escape liability for assessments by nonuse of the common area or abandonment of his lot.



## ARTICLE VIII

### Books and Records Inspection

Section 1. **Inspection of Books and Records.** Books and records of the Association will be made available for inspection and copying pursuant to applicable law.

- a. **Copies.** A member, at the member's expense, may obtain photocopies of books and records for which the board grants the right of inspection. The board has the right to retain possession of the original books and records, to make copies requested by the member, and to charge the member a reasonable fee for copying.
- b. **Member's Agent.** A member's inspection of the books and records may be assisted or performed by the member's agent, accountant, or attorney.
- c. **Records of Attorneys and Accountants.** The files and records of an attorney or accountant who performs services for the Association are not records of the Association, are not subject to inspection by members, and are not subject to production in legal proceedings.

## ARTICLE IX

### Bills, Notes, Contract, Debt, etc

Section 1. **Execution.** All bills payable, notes, checks, drafts, warrants, or other negotiable instruments of the Association shall be made in the name of the association and shall be signed by such officer or officers as the Board of Directors shall from time to time by resolution direct. No officer or agent of the Association, either singly or jointly with others, shall have the power to make any bill payable, note, check, draft or warrant, or other negotiable instrument, or endorse the same in the name of the Association, or contract or cause to be contracted any debt or liability in the name and on behalf of the Association except as herein expressly prescribed and provided.

Section 2. **Contracts.** No member or agent other than the President of the Association has the power to make or cause any contract or debt binding on the Association. The President may only do so with a passing vote of the Board of Directors, or entire membership, unless otherwise prescribed by statute or law.

Section 3. **Debt.** No member or agent other than the President of the Association may forgive or cause to be forgiven a debt owed to the Association. The President may only do so with a passing vote of the board, or entire membership, unless otherwise prescribed by statute or law.

## ARTICLE X

### Amendments

**Manner of Amending.** The By-Laws may be altered, amended, repealed, or added to by the affirmative vote of the majority of the Board of Directors.

## ARTICLE XI

### Fiscal Year

The fiscal year of the Association shall commence on January 1.

## OAK BLUFF HOMEOWNERS ASSOCIATION

By: William Sharp

Signature: W Sharp

Title: President

Date: 6-3-24

IN WITNESS WHEREOF, the Oak Bluff Homeowners Association files this By-Laws dedicatory instrument to be executed by its duly authorized agent as of the date first above written.

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS 3 DAY OF June, 2024.

[Signature]

Notary Public in and for the State of Texas

My commission expires: 11/01/2025

AFTER RECORDING, RETURN TO:  
Oak Bluff Homeowners Association  
P.O. Box 187  
Cross Roads, TX 76227

