

BY-LAWS
GREEN TEE TERRACE HOMEOWNERS ASSOCIATION OF PEARLAND TEXAS
AS AMENDED JUNE 2017

Article 1

Section 1. Name:

The name of this organization shall be known as Green Tee Terrace Homeowners Association of Pearland, Texas, County of Harris. The logo is recorded by the state of Texas.

Section 2. Membership:

Homeowners and residents are eligible for membership in the Green Tee Terrace Homeowners Association.

Section 3. Annual Dues:

- A. Membership dues are \$130, due by January 31 of each year.
- B. The Board of Directors shall establish the amount of annual dues.
- C. Paid dues shall entitle each household to one vote by attendance or by proxy.

Section 4. Territory:

The territory of this association shall include all home sites, streets and easements, as shown on the recorded survey of Green Tee Terrace Subdivision, with the exception of Sections 6 and 8.

Section 5. Purpose:

The Green Tee Terrace Homeowners' Association is dedicated to providing our neighbors with a sense of community while maintaining the organization and communication needed to ensure the safety and beauty of our neighborhood.

Section 6. Managing Body of the Association:

The Board of Directors is responsible for the management of the Association. The by-laws will provide the qualifications, matter of selection, duties, terms and other matters relating to the Board of Directors.

Section 7. Fiscal Year:

The association's fiscal year shall begin on January 1 and end on December 31 of each year.

Section 8. Election of Officers:

- A. The nominating committee shall be chaired by a member of the Board of Directors and shall consist of two other members of the association.
- B. Further nominations may be made from the floor at the time of the annual meeting.
- C. The election shall be by secret ballot when there is more than one candidate running for office.
- E. Association Elected Officers shall be elected and installed for the following year at the annual meeting in November. Outgoing officers shall provide incoming officers with all information to ensure a smooth transition.
- D. Each Elected Officer shall serve for a period of one (1) and not more than four (4) consecutive years in the same office and shall carry out the duties of that office.
- E. Resignation of an Elected Officer. An officer may resign anytime by giving written notice to another Elected Officer of the association.
- F. Replacement of an Elected Officer. After the resignation or removal of an Elected Officer, the Board of Directors shall nominate and vote upon a replacement to fill the vacant position for the balance of the term of the removed or resigned officer.

Section 9. Members Meetings:

- A. General meetings shall be held quarterly. The November meeting will be the annual meeting.
- B. Special meetings may be called by the President, two or more Elected Officers, or by a petition executed by no less than twenty (20) members of the association. Written or printed notice of any special meeting of the members must be delivered to each member no less than three (3), no more than thirty (30) days before the date of the meeting. The notice will state the place, day, and time of the meeting, who called it, and the purpose for the called meeting. Only the business for which such meeting is called may transact at a special meeting.
- C. Ten (10) voting members shall constitute a quorum at any General Meeting.

D. All meetings must have a prepared agenda, and the President may impose a time limit on each member's discussion.

Article II

Section 1. Board of Directors:

A. The Board of Directors shall consist of four Elected Officers and all committee chairs.

B. Each Director must be a resident within the territory described in Article 1, Section 4 and must be a member of the Association in good standing at the time of service.

C. Fifty percent (50%) or more of the number of Elected Officers constitutes a quorum for transacting business at any Board of Directors meeting.

D. The Board of Directors shall appoint committee chairs.

E. Term of service. Each Director will serve for a term of one year and no more than four years consecutively.

F. Vacancies. The Board of Directors may fill any vacancy that occurs.

G. Regular meetings. The Board of Directors will provide a time and a place for all general meetings.

H. Special meetings. Special Board of Directors meetings may be called by, or at the request of, the President or any two Directors. The person or persons calling a special meeting will inform the Secretary of the issue to be addressed. The secretary will give notice to the Board of Directors.

I. Notice. Written or printed notice of any special meeting of the Board of Directors will be delivered to each Director. The notice will state the place, day, time of the meeting, who called it, and the purpose for the meeting.

J. Duties of Directors. Directors will discharge their duties in accordance with the best interest of the Association.

K. Delegation of duties. Directors may select committee members and delegate duties and responsibilities to them.

L. Proxies. A director may vote by proxy.

M. **Compensation. Directors may not receive salaries for their services as directors. Contracts or transactions between directors, officers, or board members who have a financial interest in the matter are not void or voidable solely for that reason.**

N. Removing Directors. The board may vote to remove a director at any time for good cause. Good cause for removal of a director includes the unexcused failure to attend

three consecutive board meetings. A meeting to consider removing a Director may be called and notice given following the procedure provided in the bylaws for a special meeting of the Board of Directors. The notice of the meeting will state the issue of possibly removing the Director and the proposed cause for removal. At the meeting, the director may present evidence of why he or she should not be removed and may be represented by an attorney. In addition, the remaining Board of Directors will consider possible arrangements for resolving the problem that is in the mutual interest of the association and the director. The Director may be removed by the affirmative vote of the majority of the Board of Directors.

Article III

Section 1. President:

- A. The President shall preside at all meetings of the association.
- B. The President shall preside at all meetings of the Board of Directors.
- C. The President shall supervise the execution of the programs adopted by the Board of Directors.
- D. The President shall not vote except in the case of a tie.
- E. The President may appoint temporary committees at the request of the Board of Directors or of the membership present at any regular or special meeting.

Section 2. Vice President:

- A. The Vice President shall assist the President in the discharge of his duties.
- B. The Vice President shall occupy the chair in the absence of the President or upon his or her request.
- C. When performing the duties of the President, the Vice President shall have all the powers of and be subject to all the restrictions of the President.

Section 3. Secretary:

- A. The Secretary shall keep a true and direct record of all the proceedings and minutes of the association and Board of Directors.
- B. The Secretary shall receive all communications and conduct all correspondence of the Association, except for those specifically delegated to other positions.

Section 4. Treasurer:

- A. The Treasurer shall receive and deposit all monies and sign all checks for disbursement. The Treasurer shall maintain accurate books of account for all receipts and disbursements and shall present a financial report at each meeting.
- B. The treasurer shall present a proposed budget for the association's next fiscal year at the annual general meeting for association members.
- C. An annual audit will be performed by an outside entity.

Section 5. Standing Committees and Chairs:

The Association shall have the following standing committees:

A. MEMBERSHIP COMMITTEE SHALL:

- Conduct an annual membership drive.
- Maintain an up-to-date membership list, including names, addresses, emails, and telephone numbers of all members in good standing.
- Provide a membership packet, including all by-laws and deed restrictions, to all new homeowners and residents.

B. ARCHITECTURAL - DEED RESTRICTIONS COMMITTEE SHALL:

- Receive notice of suspected violations, investigate such, and deem appropriate action as set forth in the by-laws and deed restrictions.
- If a violation is deemed present, the committee will discuss and review the violation with the violating party and attempt to resolve the issue.
- Should the violation continue, the committee shall give written notice. If no response is received within ten (10) days, the committee shall consider referral of the matter to an attorney.
- The committee shall report to the Board of Directors with the results and recommendations of the attorney regarding legal proceedings.
- Maintain accurate information for future reference.

C. MAINTENANCE AND BEAUTIFICATION COMMITTEE SHALL:

- Take responsibility for maintenance of subdivision entrances and other matters pertaining to the general appearance of the subdivision.
- Choose Yard of the Month and Winners of Christmas Lighting & Decorating Festivities.

D. SAFETY COMMITTEE SHALL:

- Pursue any projects pertaining to the safety of the residents (security, flood control, traffic control, etc.).
- Work closely with the projects committee to ensure no overlapping of job duties.
- Work closely with our security officer to keep residents updated on incidents within the neighborhood and surrounding areas.
- Send a monthly security report to all residents with an email on file. (Work with the publicity chair to get this out with the monthly email blast.)

E. PUBLICATION COMMITTEE SHALL:

- Take responsibility for all publications, specifically a Quarterly Newsletter and a possible E-Newsletter.
- Set deadlines for committee chairs.
- Sell ads to cover cost of publication.
- Set specific pricing and sizing for ads.
- Take responsibility for sending email blasts as needed.

F. POLITICAL ACTION COMMITTEE SHALL:

- Encourage participation of residents in the elective process in a strictly non-partisan manner unless specifically instructed otherwise by a majority vote of the membership.

G. SOCIAL COMMITTEE SHALL:

- Assume responsibility for organizing all social events sponsored by Green Tee Terrace Homeowners' Association.
- Receive input from homeowner surveys and other means for recommendations and preferences of GT homeowners.
- Initiate donations from our surrounding community to help cover costs of events.

H. WEBSITE COMMITTEE SHALL:

- Contact each committee chair and board member MONTHLY for any updates or announcements needed and format the information from each for the website. Keep the GTTHA website current and assume responsibility for meeting with our

website manager on a monthly basis for updates to the website. Email will work in most instances.

Article IV

Section 1. Bylaws:

- A. These bylaws may be amended at any general or special meeting.
- B. In all points of order not covered by these bylaws, Robert's Rules of Order should act as a guide.

Article V

Any action taken in the name of Green Tee Terrace Homeowners' Association, other than those specifically authorized by the bylaws, must be transacted only at the authorization of a majority of the Board of Directors.

**Elected Officers – The four (4) elected positions - President, Vice President, Secretary and Treasurer.*

*** Board of Directors – All committee chairs and Elected Officers.*

Signatures of By-Laws Committee 2017:

Angie Clawson

Date

Gail Grohman

Date

Diane Lister

Date