

RIDGMAR CROSSROADS CONDOMINIUMS

Homeowners Association By-Laws



*6600 Plaza Parkway
Fort Worth, Texas*

SAFETY & SECURITY

In case of an emergency, call 911

Sprinkler problem or condo concern? Contact an HOA Board member or submit your query online at www.RidgmarCrossroads.org.

Report possible criminal activity

- Call 911 whenever you feel threatened
- Contact Fort Worth Police Dept. law enforcement (817) 392-4710 for routine help
- Consider joining *Neighborhood Watch* – Contact an HOA Board member or submit your query online at www.RidgmarCrossroads.org.

Emergency & disaster procedures

- Severe weather, tornadoes & flash floods – ***Turn around; don't drown!***
- Watches & warnings are broadcast on radio & TV – Know where to tune
- Get ready – Create a plan and stock supplies
- Create a communication plan – Be able to reach all your family members quickly
- Choose an out-of-town contact – Have a vital link when local services may be limited
- Consider special needs – Register with the local emergency management office

Bottom line: The best defense in any disaster is a strong offense. The *KnowWhat2Do* website (<http://www.knowwhat2do.com>) promotes emergency preparedness across North Central Texas. Visit the site to learn more about how to build a kit and make a plan... Then, practice it!

Non-emergencies: Dial 3-1-1 to make requests for city services, such as hazardous potholes, stray animals or traffic signal malfunctions... That's non-emergencies... Please!

Ridgmar Crossroads Condominiums, Inc.
Homeowners Association
By-laws

Introduction

The name of this association is the ***Ridgmar Crossroads Condominiums, Inc. Homeowners Association*** (abbreviated RCC HOA). The RCC HOA is a non-profit corporation established to manage this private, planned community. Additionally, this HOA is governed by a Board of Directors elected by HOA members according to the association's by-laws.

The principle office of this corporation, unless otherwise designated by the RCC HOA Board of Directors, shall be located at **6600 Plaza Parkway, Fort Worth, TX 76116**. Meetings of the HOA membership and directors may be held at such other places within Tarrant County in the State of Texas as chosen by the Board.

These are the ***By-laws of the RCC HOA***. They contain provisions concerning the operation of this development and the internal governance of the association. The by-laws are intended to cover matters such as officers, directors, regular and special meetings of directors and members and required notices pertaining to the same.

These by-laws are **NOT** a recorded document in the Tarrant County Clerk's Office and they're not enforceable as equitable servitudes as is the ***Declaration and Master Deed for the Ridgmar Crossroads Condominiums, Inc.*** and its amendments. For that reason, the RCC Declaration shall be the legal reference covering areas not otherwise found in the by-laws. These by-laws reflect all current Texas statutes related to property owner associations and not-for-profit corporations.

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ASSOCIATION MEMBERSHIP

Members – All owners of condominiums at Ridgmar Crossroads who are 18 years of age or older are eligible to be members of this corporation. All members of the RCC HOA may vote for and are eligible to be on the Board of Directors and serve as officers of the association. Board members must be current residents of the property.

HOA membership shall terminate without any formal HOA action whenever a person ceases to own a condominium. At the same time, such termination won't relieve or release any former owner from liabilities or obligations incurred while an HOA member.

MEETING REQUIREMENTS

Annual Meeting - The membership shall elect a Board of Directors at the annual meeting to be held in the community at a time designated by the acting president of the RCC HOA (ideally, November). The membership and Board of Directors shall be notified not less than 15 days before the date of the annual meeting. Notice shall be given to each member by electronic mail, printed hand delivery or postal service – whatever method will best meet the notification requirement. The notice will include the date, time and place of the meeting. The annual meeting shall be open to the public. Acknowledgement of receipt by an owner is appreciated by not required.

Regular Meetings – The RCC HOA Board of Directors will meet regularly on at least a quarterly basis. These meetings shall be open to the public and shall be publicly noticed by advising members of the scheduled date, time and place by the same methods used for annual notification. Again, acknowledgement of receipt by an owner is appreciated by not required.

Special Meetings – Special meetings of the membership may be called by or at the request of the RCC HOA president, any three directors, or by a petition of at least 8 members. These meetings shall be public and be publicly noticed at least 15 days in advance by the same procedures as outlined above. Members may not address any matter that isn't stated in the public notice as the purpose of the meeting.

Action 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 written approval of all the directors. Any action so approved shall have the same effect as if taken at a meeting of the directors.

QUORUMS & VOTING

Board Quorum – Four members of the RCC HOA Board of Directors constitute a quorum for the transaction of business at any meeting of the Board. Affirmative votes are required for any action taken by the Board. A quorum is reached at all general membership meetings when at least 20 owners participate (in person, or by proxy). A majority vote of those in attendance is necessary to pass any actions at such meetings.

Adjourned Meetings – If an HOA meeting can't be organized due the lack of a quorum, the owners present (either in person or by proxy) may adjourn the meeting until a quorum can be obtained. The place of any subsequent meeting must remain as stated in the original notice.

Voting & Proxy – All members are entitled to vote and shall have the right to do so in person or by an agent authorized by a written proxy executed by the member filed with the secretary of the RCC HOA. Such proxy shall be valid only if executed in favor of another member and no proxy shall be valid after the expiration of eleven months from the date of its execution. Only one vote can be cast for each condominium owned.

Order of Business - The order of business at all meetings of the members shall be as follows:

1. Roll call and certifying proxies
2. Proof of notice of meeting or a waiver of such notice
3. Reading and approval of minutes from the preceding general membership meeting
4. Reports by the officers
5. Reports of any standing committees
6. Unfinished business
7. Election of directors (if applicable)
8. New business
9. Adjournment

Parliamentary Authority – *Roberts Rules of Order* will serve as the guideline for conducting business at any RCC HOA meet.

ELECTION VOTING RULES

Election Notice – A notice of vacancies for expired terms of office for the RCC HOA Board of Directors and a notice that an election shall be held shall be prepared and distributed by the Board and shall contain the following:

1. Whether the election is general or special
2. Date of the election
3. Location of the meeting where the election will be held

4. Time of election meeting
5. Seats or office to be filled
6. A statement describing voter qualifications

Nominations – Nominations for Board of directors shall be by open nomination from the floor at the annual or special membership meeting.

Ballots – Ballots will be on plain white paper with a space for writing in the nominee's name and a blank square for marking a vote next to the nominee's name.

Voting Procedures – Voting procedures will include:

1. The secretary shall check for the member's name on the master list of RCC HOA members. If the member's name appears on the list, that person is deemed qualified to vote.
2. A qualified voter shall give his or her name to the secretary and then write it on a blank list, or initial a membership roster.
3. In accordance with parliamentary procedure, voters shall mark the ballot next to the name of the nominees they wish to vote for.
4. Voting will be by secret ballot. Ballots will be marked in pen. After the ballot is marked, the voter will fold it and deposit it in a ballot box.

Tallying Procedures – Before counting the ballots, the secretary shall check to make sure the number of member's names signed on the membership roster is equal to the number of ballots in the ballot box. The ballot box shall be opened in public. The secretary, or a committee selected from the membership, shall tally the ballots. The treasurer will record the results.

Certifying the Election – The election shall be certified by the president and vice-president of the RCC HOA. Nominees receiving the greatest number of the votes cast shall be considered elected.

Example (Election of directors): If two seats are to be filled, the top two vote getters are the newly elected directors.

The secretary shall publicize the report of election results the day after the election results are known. That notice shall include:

1. That the election has been certified by the HOA president or vice-president,
2. The final results of the election and
3. A list of the names of the new directors.

BOARD OF DIRECTORS

HOA Directors – The total number of directors for the RCC HOA shall not exceed 7:

- 1 President
- 1 Vice-president
- 1 Treasurer
- 1 Secretary
- 3 At large directors

Directors must be members of the corporation, reside within the confines of the RCC HOA and act on good faith charge of all the owner/members.

Term of Office – The term of office for each director shall be three years from the time of his or her election at the annual meeting, or until his or her successor has been elected. All officers are elected by and from the directors for one-year terms.

Compensation – No directors shall receive compensation for any service she or he may render. However, any director may be reimbursed for actual expenses incurred in the performance of his or her duties.

Vacancies – Except as otherwise provided, any vacancies occurring on the RCC HOA Board of Directors, whether by resignation or removal, shall be filled by the majority vote of the remaining directors. In the event of the simultaneous resignation and/or removal of three or more directors, the membership shall hold new elections to fill those vacant positions on the Board. Those directors will serve for the remaining portion of the unexpired term. They can, by majority vote, elect any and all new officers as may be required.

Removal of Directors – Any director may be removed by a majority of the members who vote on such an issue. Just cause need not be established. Such actions may be taken whenever, in the members' judgement, the action is in the best interest of RCC HOA and the corporation will be better served by doing so.

Powers – The RCC HOA Board of Directors shall have the power to:

1. Exercise for the RCC HOA all powers, duties and authority vested in or delegated to the HOA and not reserved to the membership.
2. Keep in good order, condition and repair all common areas and items of common personal property in the best interest of all owners.
3. Adopt and publish rules and regulations governing the use of common property and facilities; personal conducts of the members and their guests; and to establish penalties for infractions.
4. Enforce the provision of the by-laws and to seek damages from any owner for violation of the RCC HOA rules and guidelines.
5. Upon reasonable notice, enter any condominium in connection with maintenance or construction benefiting the safety and security of all HOA members.

6. Suspend the voting rights and right to use of common areas by members during any period when a member's in default. Such rights may also be suspended after notice and a hearing for a period not to exceed 60 days for infraction of published rules and regulations.
7. Declare the office of a Board member to be vacant in the event such a member shall be absent from three consecutive meetings of the Board.
8. Borrow funds to pay operational costs and related expenses as the Board sees fit.

Duties – It shall be the duty of the RCC HOA Board of Directors to:

1. Keep all books and records in accordance with good accounting procedures.
2. Prepare a common expense budget for the property at least annually.
3. Have all records audited annually by an individual outside the HOA.
4. Make all records available to each owner upon request (assessing applicable administrative fees), or as posted on the HOA website for member download.
5. Pay out of the maintenance fund the following:
 - a. Taxes and assessments charged against the project's common elements
 - b. Exterior maintenance, painting, gardening and care of the common areas
 - c. Maintenance of utility systems in all common areas
 - d. Maintenance of an individual condominium when it's in the HOA's best interest and the owner refuses to do so
 - e. Legal and accounting services as required
 - f. Insurance coverage as required by law
 - g. Other expenses as deemed appropriate by the Board
6. Keep complete records of all its acts and corporate affairs and to present a statement of the same to the members, or at any special meeting when such a statement is requested in writing by at least 8 members entitled to vote.
7. Supervise all officers, agents, employees and contractors of the HOA, seeing their duties are properly performed.
8. Fix the amount of the annual owner assessment at least 30 days in advance of each annual assessment period.
9. Send a written notice of each assessment to every owner at least 30 days in advance of each assessment period.
10. Foreclose the lien against any property for which the assessment isn't paid within 30 days after the due date, or bring actions against the owner personally obligated to pay the same.
11. Issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be applied by the Board for the issuance of a certificate. If a certificate states an assessment has been paid, such a certificate shall serve as conclusive evidence of payment.
12. Procure and maintain adequate insurance on the property owned by the association, as provided in the Declaration and Master Deed (as amended).
13. Cause all officers having fiscal responsibilities to be bonded, as required by the declaration and deed.

14. Cause the RCC HOA to carry out all of its duties and obligations under the declaration.

HOA OFFICERS

Selection of Officers - The RCC HOA Board of Directors shall elect from among themselves the following officers: president, vice-president, secretary and treasurer. This shall be the first order of business of the first meeting of the Board following the election of directors at the annual or special meeting.

President – The president is the principal executive office of the HOA and shall, in general, supervise and control all of the business and affairs of the corporation. He or she shall preside at all meetings of the Board and have all the powers and duties usually vested in an association president. He or she shall sign contracts or other instruments, which the Board has authorized to be executed. The president shall co-sign – with the treasurer – all checks and promissory notes.

Vice-President – In the absence of the president, or in the event of his or her inability or refusal to act, the vice-president will perform the duties of the president. When so acting, the vice-president will have all the powers of and be subject to all the restrictions upon the president.

Secretary – The secretary shall, at a minimum:

1. Keep a journal of proceedings of the RCC HOA. This will include recording all votes at meetings of the association. The secretary will provide for the electronic recording of meetings of the corporation and see they're posted to the HOA website for ready member access.
2. Compile and keep up to date a complete list of HOA members, with address and current contact information to be posted in a secure section of the website.
3. Provide for the standardization and maintenance of all forms, books and records of the HOA.
4. Make all records available to owners and other lawfully entitled persons upon request.

Treasurer – The treasurer shall, at a minimum:

1. Manage, deposit and invest all funds of the RCC HOA as directed by the Board.
2. Disburse money for all HOA obligations.
3. Keep regular books or accounts of all corporate financial transactions.
4. Provide for financial reports or audits as directed by the HOA Board.

Special Appointments – The Board may elect other officers as the affairs of the HOA may require, each of whom shall hold office for such period, have such authority and

perform such duties as the RCC HOA Board of Directors may, from time to time, determine.

CONTRACTS, CHECKS, DEPOSITS & FUNDS FINANCES

Contracts – The RCC HOA Board of Directors, at the direction of the membership, may authorize any officer or agent of the corporation, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the association. Such authority may also be general or confined to specific instances as authorized by the Board.

Checks & Draft Signing– All checks, drafts, or orders for payment of money, notes, or other evidence of indebtedness issued in the name of the RCC HOA and in such a manner as determined from time to time by the Board, shall be signed by the treasurer and countersigned by either the president or vice-president of the corporation.

Deposits – All funds of the RCC HOA shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board may select.

Gifts – The RCC HOA Board of Directors may accept on behalf of the corporation any contribution, gift, bequest, or device for any special purpose for the HOA.

Grants - No grant monies from the State of Texas, federal or other governmental entity shall be applied for without the majority vote approving such application at a meeting of the members of the RCC HOA.

Dues – Dues may or may not be assessed by the RCC HOA Board of Directors, but may not exceed increases in the national annual cost of living index without majority member approval.

Fiscal Year – The fiscal year of the RCC HOA shall begin on the first day of July and end on the last day of June the following year.

IN CONCLUSION

Declaration & Master Deed – All provisions contained the RCC HOA Declaration & Master Deed with regard to rights, powers and duties of the association, it's members and the Board are incorporated into these by-laws by this reference, with the same effect as if such provisions were fully set forth herein.

Committees – The RCC HOA Board of Directors shall appoint committees as specifically provided for in the declaration and these by-laws. In addition, the Board shall appoint other committees as deemed necessary in carrying out its purposes.

Indemnification – The RCC HOA shall indemnify any person made a party to any action, suit or proceeding – civil or criminal – due to the fact she or he is or was a Board member, employee or contractor of the corporation. This is an indemnity against expenses – including attorneys’ fees – actually incurred in connection with the defense of the action or appeal of it.

This right of indemnification doesn’t apply to matters where an HOA member is adjudged liable for negligence or misconduct in the performance of any duty to the association. The right to indemnification conferred by this section doesn’t restrict the power of the RCC HOA to make any other indemnification permitted by Texas statutes.

Contracts or other commitments made by Board members on behalf of the HOA shall have no personal responsibility on any such contract or commitment.

Books & Records

The RCC HOA shall keep correct and complete records of financial transactions and accounts. It shall also keep minutes of the proceedings of its Board. Any member, or his or her agent or attorney, may inspect all books and records of the corporation for any purpose at any reasonable time.

Parliamentary Rules – *Roberts Rules of Order* shall govern the conduct of all association proceedings when not in conflict with Texas law, the RCC HOA Declaration & Master Deed, these by-laws, or a ruling made by the person presiding over the proceeding.

No Waiver of Rights – The omission or failure of the HOA or any owner to enforce the Declaration, By-laws, Handbook, or other guidelines won’t be deemed a waiver and the Board will have the right to enforce those rules.

Conflicts – If there are conflicts or inconsistencies between the provisions of Texas law, the RCC HOA Declaration & Master Deed, or these by-laws, then the provisions of Texas law, the RCC HOA Declaration & Master Deed and these by-laws (in that order) shall prevail.

Amending the By-laws

The by-laws may be amended by an affirmative vote of 20 voting members at an annual meeting. No amendment shall be effective unless approved by 51 percent of the owners present (either in person or by proxy). The text of the proposed amendment must be included in the public notice announcing the time, date and place of the annual meeting.

Adoption of By-laws

This is to certify that the above by-laws were adopted by the Board of Directors at a meeting on the ____ of _____, 2015.

President, RCC HOA

Vice-President, RCC HOA

Secretary, RCC HOA

Treasurer, RCC HOA