

AFFIDAVIT REGARDING AUTHENTICITY OF DOCUMENT

STATE OF TEXAS }
 }
COUNTY OF HARRIS }

KNOW ALL MEN BY THESE PRESENTS:

THAT the foregoing and attached document entitled "Bylaws of Songwood Civic Association" is a photocopy of an original document which was adopted in connection with the operation and administration of the Songwood Civic Association, a Texas Non-Profit Corporation, and all of the properties governed thereby. The original document which was signed by the Board of Directors of Songwood Civic Association has been lost or misplaced. The original document was duly and properly adopted by said Board of Directors, and the attached photocopy is kept in the ordinary course of business of Songwood Civic Association, and serves as the Association's official Bylaws. The attached item constitutes a supplement to the Association's "dedicatory instrument," as such term is defined within Section 202.001(1) of the Texas Property Code. The foregoing and attached document is hereby filed/recorded in compliance with the mandate of Section 202.006 of the Texas Property Code.

All facts recited and statements made herein are true, correct and in all respects accurate."

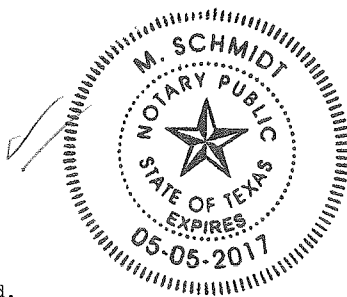


Debra Wilson, Authorized Agent for
Songwood Civic Association

SUBSCRIBED AND SWORN TO BEFORE ME on this the 27th day of October, 2015.



NOTARY PUBLIC - STATE OF TEXAS



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RP 096-23-1195

Notice

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SUPPLEMENT TO DEDICATORY INSTRUMENT

FOR

SONGWOOD CIVIC ASSOCIATION

STATE OF TEXAS }
 }
COUNTY OF HARRIS }

DOCUMENTS GOVERNING THE FOLLOWING SUBDIVISIONS:

SONGWOOD SUBDIVISION, Sections One (1), Two (2), Three (3), Four (4), Five (5) and Six (6), subdivisions in Harris County, Texas, covenants, restrictions and/or maps or plats of which are recorded in Volume 72, Page 14, Volume 90, Page 3, and Volume 94, Page 64, of the Map Records of Harris County, Texas; and

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FILED OF RECORD IN COMPLIANCE WITH SECTION 202.006 OF THE TEXAS PROPERTY CODE, AS PART OF THE DEDICATORY INSTRUMENTS GOVERNING THE ABOVE-DESCRIBED SUBDIVISIONS

RP 096-23-1196

**By Laws
of
Songwood Civic Association
(Amended March, 2012)**

Article I

The name of the Corporation is SONGWOOD CIVIC ASSOCIATION, a 501C-3 non-profit organization registered in the State of Texas, County of Harris, herein after referred to as the "Association". The principle address of the Corporation is P. O. Box 96188, Houston, Tx, 77213 in Harris County, but meetings of members and Directors may be held at such places within the State of Texas, County of Harris, as may be designated by the Board of Directors and approved by the membership present at a regular meeting.

The purpose of this non profit organization shall be to enforce the deed restrictions and promote civic interest and educational and social welfare of the Songwood community. The Association shall be non-sectarian and shall not endorse nor sponsor a candidate for political office.

Article II

Section 1. "Properties" shall mean and refer to that certain property or properties described in the Second Amended Declaration of Covenants, Conditions and Restrictions for Songwood .

Section 2. "Lot" shall mean and refer to any plot of land shown upon any recorded map of the properties.

Section 3. "Owner" shall mean and refer to every person or entity who is recorded owner of a property which is subject to assessment by the Association, including contract buyers, but not including those who rent or lease from an owner of record.

Section 4. "Member" shall mean and refer to an owner of property in Songwood as defined in Article II, Section 3 above.

Section 5. "Homeowner in good standing" shall refer to Songwood homeowners who are current on the payment of their Association dues and have no pending legal action between the homeowner and the Association.

Section 6. "Declaration" shall mean and refer to the Second Amended Declaration of Covenants, Conditions and Restrictions for all sections of Songwood . These Covenants, Conditions and Restrictions, also referred to as *Deed Restrictions* for Songwood.

Article III

Section 1. Each member is obligated to pay an annual assessment of fifteen (\$15.00) to the Association, as outlined in the Second Amended Declaration of Covenants, Conditions and Restrictions of Songwood of 1998. Any assessments that are not paid when due shall be delinquent. Statements shall be mailed on or before January 15th of each calendar year and shall be due no later than February 15th of the same year. An assessment shall be considered delinquent if not paid by February 15th of that year.

Section 2. Anyone owing delinquent assessments shall not be permitted to vote on any issue for a period of 30 days following the date which assessments are paid.

Section 3. In order to raise assessment fees a vote must be taken of members in attendance at the annual December meeting and a majority must be in favor. All homeowners of Songwood must be notified of the upcoming vote at least thirty (30) days in advance of the meeting at which the vote is taken.

Article IV

Section 1. Monthly Meetings - The monthly meetings of the members shall be held on the first Thursday of each month at such hour and place as the membership may declare. Notice of change of place, time or date of meeting must be given at least 30 days prior to the meeting.

Section 2. Special Meetings - A special meeting of the members may be called at any time by the President or by the board of directors. Any member may make a request to the board to call a special meeting under circumstances deemed urgent by the board. Business conducted at a special meeting must be limited to the single issue that was the purpose for the special meeting.

Section 3. Regular meetings shall generally follow this order of business:
1. Call to order (roll call of officers), 2. Reading and approval of minutes. 3. Reading and accepting the Treasurers report. 4. Report of Committees. 5. Unfinished business.
6. New business. 7. Announcements and comments. 8. Adjournment. 9. Refreshments.
The President may alter such order of business as deemed necessary.

Article V

Section 1. The Board of Directors - The Board of Directors of the Association shall be Songwood resident homeowners in good standing and shall consist of: President, Vice President, Secretary, Treasurer, three (3) Trustees and the Immediate Past President who shall hold a non-voting, ex-officio position. The duties of the board are as follows:

President - Shall preside at all meetings of the organization and shall be ex-officio member of all committees. He/She shall call together the other officers of the Association before each regular meeting for a business meeting. He/She shall serve as an ex-officio member of the Board of Directors the next year following his/her service. Shall co-sign checks for expenditures. All checks require two signatures.

Vice President - Shall preside at meetings in the absence of the President. He/she shall assist all other officers in the performance of their duties as shall be needed. The Vice President shall keep a record of homeowners along with the Treasurer. Shall co-sign checks for expenditures in the absence of the President or Treasurer..

Secretary - Shall keep an accurate record of all meetings of the Association. He/she shall read and share all correspondence of this organization with the Board. He/she shall answer all correspondence for this organization with approval from the Board or President or Vice President. He/she shall make available, copies of the By-laws and Deed Restrictions of the Association at the meetings and as needed.

Treasurer - Shall receive and deposit all monies of the Association and shall disburse such funds as directed by the Civic Association. He/she shall sign all checks, keep proper books of accounts, keep accurate books and records of fiscal affairs of the Association and give an itemized oral and written report at each monthly meeting. He/she shall make all affairs of the Civic Association financial records available for inspection by members of the Association at regular meetings and during reasonable hours.

Trustees - Shall serve as a grievance committee which will investigate and counsel residents of Songwood concerning enforcement of the deed restrictions.

The Board of Directors shall each month, prior to the regular meeting, hold a business meeting to transact necessary business and outline the agenda for the regular meeting. Board meetings are open for attendance by any Association member, however non board members may not be present during the closed session of the meeting. The Board of Directors shall approve the plans of all standing committees. At the regular meeting the Board of Directors shall present the treasurer's report and the reading of the minutes from the previous meeting, both to be approved or accepted by the majority of members in attendance. The President shall appoint an audit committee of two members at the December meeting, who shall audit the financial books and give a report at the January meeting.

Section 2. Election - Officers shall be elected at the regular meeting in November of each year, to take office in January. There will be an election committee appointed by the President at the September meeting. Election procedure is outlined in Article VII.

Section 3. Term - No person shall be elected to the same office for more than two consecutive terms. The term of office shall be one year beginning January 1st and ending December 31st. Term limitation for all board members is 4 years. No person shall hold an office on the board for more than 4 consecutive years. Eligibility for re-election requires a lapse of one year after serving 4 consecutive years on the board in any position. The out going President may not hold an elected office on the board for a period of one year other than serving as ex-officio.

Section 4. Any officer or director may be removed from office by a majority vote of members present, such vote to be taken at two consecutive meetings.

Section 5. Any officer failing to attend two consecutive board meetings OR two consecutive regular monthly meetings without a valid excuse shall be automatically removed

from office and his/her successor elected to serve the remaining term by majority vote of the members present. The members present at a regular meeting will judge whether the reason is valid, to be decided by majority vote. The person elected to serve the remaining term shall not have that time counted against their own term limits as outlined in Section 3. Any vacancy due to resignation shall be filled in the same manner.

Section 6. No Board member shall receive compensation for any services he/she may render to the Association. However, any member may be reimbursed for his actual expenses incurred in the performance of his duties with prior approval of the membership.

Section 7. Attendance - Anyone seeking to run for any position on the board must have attended no less than six (6) of the previous twelve (12) regular monthly Civic Association meetings, verifiable by the official meeting sign in sheets.

Article VI.

Section 1. Special committees may be established or abolished at any time by the President and approved by vote of the members at a regular meeting. All committees shall have a chairperson selected by members of that committee.

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Section 2. Standing committees shall be:

Architectural Committee - Which shall perform their duties as outlined in the Deed Restrictions.

Hospitality Committee - Shall provide refreshments at each regular meeting.

Yard of the Month Committee - To choose Yard of the Month each month from May through October.

Membership Committee - Shall be responsible for printing and mailing of dues assessment invoices each January and shall oversee the dues payment records and any dues collection activities.

Bereavement Committee - Shall be responsible for acknowledging the passing of any resident of Songwood by sending a sympathy card on behalf of the Association, making a report at the monthly meeting and placing an announcement in the newsletter.

Newsletter Committee - Shall be a committee of at least two residents for the purpose of publishing, printing and distributing the newsletter each month. A draft of the newsletter shall be reviewed by the President or Vice President before publishing. All advertisements shall be pre approved by a majority of the committee.

Article VII.

Section 1. The election of officers shall take place at the November meeting. An Election Committee shall be appointed by the President at the September meeting. Persons serving on the election committee may not run for office. The Election Committee shall

consist of three members. A committee chairperson shall be appointed by the members of the committee and that chairperson is to report directly to the President. The duties of the Election Committee shall be as follows:

1. To maintain a list of all interested candidates for election.
2. To ensure that there is at least one qualified candidate for each office on the ballot.
3. To verify all candidates as eligible and to inform those interested of the duties and requirements of the office.
4. Printing the ballots and having them at the meeting on election night along with a ballot box and voting numbers.
5. To over see the counting of the ballots and announcement of winners.

Section 2. Anyone interested in running for office must contact the election committee members to have their name placed on the ballot no later than October 25th. Candidates must specify one office that they are running for. No candidate shall run for more than one office. There will be no nominations from the floor (exception: nominations will be taken from the floor at a regular meeting to fill a vacancy during the year.). Ballots will be pre-printed with candidates names. No two members of the same household shall serve on the board at the same time. These bylaws shall allow for the membership to dispense with balloting and elect by acclamation or unanimous consent if every position on the ballot is uncontested.

Section 3. The ballots shall be a single sheet listing all positions and candidates (see attached sample ballot). The Trustee position shall list all Trustee candidates in one category. Voters will check their three choices in the Trustee category. The top three candidates receiving the most votes shall be the three trustees.

Section 4. Members shall be entitled to one vote for each lot for which they pay maintenance assessments. When more than one person holds interest in any lot, all such persons shall be considered members. The vote for their lot shall be exercised as they among themselves determine, but in no event shall more than one vote be cast with respect to any lot. There shall be no proxy voting or absentee voting. However, voters are free to leave after casting their vote.

Section 5. On the evening of voting, the voting procedure shall be as follows:

1. Check in at door with valid picture ID and be verified as an eligible voter.
2. Receive voting number. Voting numbers are to be given in sequential order starting with number 1.
3. Proceed to voting area when your voting number is called.
4. Exchange your voting number for a pre-printed ballot from the election official.
5. Complete your ballot in the voting area and drop your ballot in the ballot box and return to the meeting area.
6. Only the person voting, the election official and anyone specifically requested by the election official, shall be in the voting area during vote.

Section 6 Election Official: An election official shall be chosen by the election committee and shall be a person from outside the Songwood Subdivision to oversee the distribution of the ballots, the casting of the votes and the counting of the ballots on election

night. The election official should be a person with knowledge of voting procedures and have no interest or involvement in the Songwood community. The duty of the election official shall be as follows:

1. Receive the pre-printed ballots from the election committee on election night.
2. Distribute ballots to voters one at a time as voters enter a private, predesignated area such as a voting room or booth. The election official shall collect the voting number that was given at the door and exchange it for one ballot per number. The election official shall stamp each ballot prior to handing it out. This will certify the ballot as original.
3. Keep control over completed ballots at all times.
4. Oversee counting of the votes along with the election committee.
5. Officially certify the winners and oversee announcement of winners at the end of the meeting.

Article VIII.

The financial records of the Association shall be available for viewing by any member at the regular meetings and by appointment with the Treasurer during reasonable hours. The financial records of the Association are not to be distributed to or viewed by any person or entity outside of the Association, with the exception of tax services, mortgage companies and title companies who seek information concerning the sale of a home. The membership committee and the election committee shall also have access to these records in performance of their duties of the Association. The membership information, including ownership information and dues payment status shall be available to all board members for the purpose of checks and balances.

Article IX

Conflict - in the case of any conflict between the Articles of Incorporation, as governed by the State of Texas, and these bi-laws, the Articles shall rule. Any conflict between the Declarations (Deed Restrictions) and these bi-laws, the Declarations shall rule. Any procedure not covered by these bi-laws shall be governed by Robert's Rules of Order.

These bi-laws may be amended at any regular meeting by a majority of the members provided the proposed changes have been read at the previous meeting, but no more often than once per year.

RECORDER'S MEMORANDUM:

At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.

FILED

2015 NOV 17 AM 10:03

Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

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.
THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time
stamped hereon by me, and was duly RECORDED, in the Official Public Records of Real Property of Harris
County, Texas.

NOV 17 2015



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS

RP 096-23-960 31