

**CERTIFICATE OF RECORDING HOA DOCUMENTS
PURSUANT TO 202.006 TEXAS PROPERTY CODE**

Reata Ranch HOA Inc.

INSTRUMENTS ATTACHED FOR RECORDING:

1. Bylaws of Reata Ranch HOA Inc., dated February 20, 2023 (8 pages);
2. Certificate of Formation of Reata Ranch HOA Inc., filed in the Office of the Secretary of State of Texas on March 02, 2023 and effective 03/03/2023
3. Document Retention Policy for Reata Ranch HOA Inc.;
4. Open Records Production and Copying Policy for Reata Ranch HOA Inc..
5. Appointment of Restrictions Review Committee

PROPERTY DESCRIPTION: See Exhibit A, attached hereto and made a part hereof for all purposes.

POPULAR NAME OF DEVELOPMENT: Reata Ranch

DECLARATION TO WHICH SUBDIVISION IS SUBJECT:

NAME OF PROPERTY OWNERS ASSOCIATION:

Declarant of Covenants, Restrictions and Easements for Reata Ranch Homeowner's Association Inc.,
filed for record under Instrument No. 202008048 of the Official Public Records of Parker County, Texas.

CERTIFICATION & EXECUTION: I hereby certify that I have been instructed by the Board of Directors of Reata Ranch HOA Inc., a Texas property owners association, to execute this Certificate to effect the recording of the instruments attached hereto on behalf of the property owners association, for the purpose of complying with the requirements of Property Code Section 202.006.

Reata Ranch HOA Inc.

By: 

Printed Name: Richard Reeder

Title: President

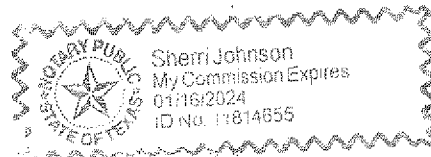
STATE OF TEXAS

COUNTY OF PARKER

This instrument was acknowledged before me on this 29 day of March, 2023, by Richard REEDER, President of Reata Ranch HOA Inc., a Texas non-profit corporation, on behalf of said corporation.



Notary Public, State of Texas



REATA RANCH HOA, INC BYLAWS

reataranchhoa.org

ARTICLE I

GENERAL PROVISIONS

- 1.1 Name and Location.** The name of the association is Reata Ranch HOA, Inc (the "Association.") The principal office of the Association shall be located at 1200 Advance Rd, Weatherford, TX 76088 (not a mailing address). Mailing address is PO Box 111, Weatherford, TX, 76088. Meetings of Members and Board of Directors may be held within the state of Texas, County of Parker, as may be designed by the Board of Directors.
- 1.2 Dissemination of Information.** All Members are informed and directed to the Reata Ranch HOA, Inc website reataranchhoa.org for meeting announcements, agenda, minutes and payment of annual dues and/or assessments.
- 1.3 Definitions.** The terms which are used in these Bylaws shall have the meanings set forth in the Association's Declaration of Covenants, Conditions, and Restrictions (CCRs).
- 1.4 Fiscal Year.** The fiscal year of the Association begins on the date of incorporation and each and every subsequent year shall begin on the 1st of January and end on the 31st of December.
- 1.5 Interpretation.** In the case of any conflict, the (1) provisions of state law, (2) the Association's CCRs, (3) Articles of Incorporation, and (3) these Bylaws shall prevail in that order.
- 1.6 Dues/Assessments.** Dues are to be paid via the website payment link. Dues are due by Jan 1 each year. They will be considered late on Jan 11. A late fee of \$100 may be assessed every 7th day thereafter until paid, in full (along with fee assessments), and will be considered delinquent and further action may take place as of Feb 1.
- 1.7 Members.** As defined in CCRs. All Lot owners. For voting and board service, in any capacity, Members must be in good standing (dues/assessments are current).
- 1.8 Communication.** For any reason to communicate with the HOA; (questions ,comments, suggestions, opinions, concerns, issues or complaints) Members should be sent using the "Contact" link on the website reataranchhoa.org. Communication can not be sent anonymously if Member would like the HOA to considered or take action.. Communication can be sent, and noted within the message, "sender to remain anonymous" and sender shall be kept confidential regarding the situation/circumstances so as to protect the sender from any potential neighbor(s) retaliation if regarding that type situation. HOA will be prudent in all communication it receives.

ARTICLE II

MEETING OF MEMBERS

2.1 Annual Meetings. The Association's annual meeting of the Members shall be held each year at such place and time as the Board of Directors may designate. The purpose of the annual meeting shall be for electing board directors, updating the members of previous and future community plans, making decisions regarding the association, and for any other association affairs that may come up. Notices of meetings shall be emailed to all Members of the Association and posted on the reataranchhoa.org website at least 10 days before the meeting.

2.2 Special Meetings. Special meetings of the Members may be called by the President, the Board of Directors, or written request of the majority of Members of the Association, at any time. The purpose of the meeting shall be stated in the call to the meeting and at least 3 days notice shall be given members via email and on website.

2.3 Eligibility to Vote. Members of the Association will be entitled to (1) vote, (2) hold elective or appointive office, and (3) serve on committees as may be established.

2.4 Quorum. Three Board Members of the Association shall constitute a quorum.

2.5 Proxies. Members of the Association may vote, in writing via email or by proxy, via email, in all meetings of Members. Every proxy shall be in writing, signed by the Member or his attorney-in-fact, and filed with the association secretary before the scheduled meeting. No proxy shall be valid effective for a period longer than 7 days at any one (1) time unless earlier revoked by the Member, except as otherwise provided by law.

ARTICLE III

BOARD OF DIRECTORS

3.1 Composition. The Association's Board of Directors shall be composed of the elected officers. The total number of directors to constitute the entire board shall be equal to, and not less than, 3. As used in these Bylaws, "entire board" means the total number of directors which the Association would have if there were no vacancies.

3.2 Powers. The Board of Directors shall have all the powers and rights necessary to administer the Association's affairs and to perform the Association's responsibilities and to exercise its rights as set forth in these Bylaws, the Association's CCRs and the Articles provided that such rights and powers are not inconsistent with the provisions of state laws and limited by the provisions of the Association's CCRs. In particular, but not limited to, the Board of Directors have the power to:

a) manage, control and restrict the use of the Common Areas of the community and the conduct of the Association Members and their guests (to include builders) by adopting and publishing rules and regulations, and establishing any monetary penalties to enforce any lack of compliance..

- b) suspend a Member's voting rights if a Member is in default of any assessment payment due and owing to the Association, or for lack of compliance with the Association's published rules and regulations;
- c) exercise all powers and duties not reserved to the Membership and authorized by these Bylaws, Articles of Incorporation or the CCRs;
- d) create a vacancy of the office of a Member of the Board of Directors in the event of a Board Member's 3 consecutive unexcused absences to the regular meetings of the Board of Directors; and
- e) employ and supervise managers, attorneys, independent contractors, or such other employees as the Board of Directors may deem necessary to perform its functions.

3.3 Duties. It shall be the Board of Directors' responsibility to:

- A. maintain a complete and detailed record of all the Association's transactions and acts and furnish said records to the Members (in good standing) when such records are requested in writing by Members who are entitled to vote;
- B. supervise the Association's officers, employees, and volunteers to ensure proper and ethical performance of the assigned duties;
- C. As for fully provided in the CCRs to:
 - 1. impose the contractual maintenance as per the CCRs and other assessments against each Lot/Home and the maintaining thereof
 - 2. send written notice of each assessment to all Members of the Association; Excluding dues as those are understood to be due annually, by January 1.
 - 3. issue, or to cause an appropriate officer to issue, upon demand by a Member disclosure packet pursuant to state law;
 - 4. maintain adequate liability and hazard insurance on all property owned by the Association;
 - 5. indemnify a past or present director, officer or committee Member of the Association to the extent such indemnity is required or permitted by state law, the Articles, the CCRs or these Bylaws;
 - 6. cause the Common Areas to be maintained.

3.4 Compensation. No director or officer shall receive compensation for their services. However, by resolution of the Board of Directors may be reimbursed for actual expenses incurred in the performance of their duties.

3.5 Removal of Directors. Any or all of the directors may be removed for cause (being absent from 3 consecutive meetings or due to inappropriate conduct) by vote of the Members or by action of the board. Directors may be removed without cause only by vote of the Eligible Members.

3.6 Resignation. A director may resign at any time by giving written notice to the Board of Directors and the resignation shall take effect upon receipt of said notice, unless stated otherwise.

ARTICLE IV

MEETING OF BOARD OF DIRECTORS

4.1 Regular Meeting. A regular meeting of the board shall be held each month. Notice of such meetings shall be posted on the HOA website a minimum of 10 days prior to the meeting taking place. Agenda shall also be posted.

4.2 Special Meetings. Special meetings may be called by the president and shall be called upon the written request of 2 members of the Board of Directors. The purpose of the meeting shall be stated in the call and at least 3 days written notice shall be given.

4.3 Quorum of Directors. A majority of the members of the entire board shall constitute a quorum.

4.4 Action of the Board. The act of the Board of Directors shall be valid, if the required quorum is present at the time of the vote, unless otherwise required by law.

4.5 Notice of Meetings. Regular meetings of the board may be held without notice at such time and place, within the Texas state, as it may from time to time determine.

4.6 Action Without A Meeting. An action that is required or permitted to be taken by the Board of Directors or the committee under these Bylaws, the Articles or the CCRs may be taken without a meeting, only if the action is approved in writing and a resolution is adopted authorizing the action, signed by the approving Quorum. The written consents and resolution shall be filed with the minutes of the proceedings and Association's records.

ARTICLE V

OFFICERS AND THEIR DUTIES

5.1 Officers. The officers of the Association shall be the president, a vice-president, a secretary and a treasurer. Secretary and Treasurer may be held by one individual.

5.2 Term of Office. Officers shall assume their duties at the close of the meeting at which they are elected. Officers shall serve for a minimum term of at least one year, and thereafter until their successors are elected and sworn in office at the annual meeting.

5.3 Vacancy in Office. A vacancy in any office except President shall be filled by the Board of Directors.

5.4 Removal and Resignation. Any officer elected or appointed by the board may be removed by the board with cause, being absent from 3 consecutive meetings or in appropriate conduct. In any event of the death, resignation or removal of an officer, the board in its discretion may elect or appoint a successor to fill the unexpired term.

5.5 Duties. Officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these Bylaws.

A. **President.** The president shall be the chief executive officer of the corporation and shall preside at all by meetings of the Members and of the board to ensure that all orders and resolutions of the board are carried into effect.

B. **Vice-Presidents.** During the absence or disability of the President, the Vice-President shall have all the powers and functions of the President and perform such duties as the board shall prescribe.

C. **Secretary.** The Secretary shall:

1. attend all meetings of the Association;
2. record all votes and minutes of all proceedings in a book to be kept for that purpose;
3. give or cause to be given notice of all meetings of Members and of special meetings of the board;
4. keep in safe custody the seal of the corporation and affix it to any instrument when authorized by the board;
5. be responsible for preparing and making available a list of Association Members entitled to vote, indicating the names and addresses at each membership meeting;
6. maintain all the Association documents and records in a proper and safe manner as required by state law; and
7. perform such other duties as may be prescribed by the board.
8. position of secretary may also include that of the treasurer to become Secretary/Treasurer if Treasurer position is not filled

D. **Treasurer.** The Treasurer shall:

1. have the custody of the Association funds and securities;
2. maintain complete and accurate accounts of receipts and disbursements in the Association books;
3. deposit all money and other valuables in the name and to the credit of the Association in such depositories as may be designated by the board;
4. disburse the funds of the Association as may be ordered or authorized by the board and preserve proper vouchers for such disbursements;
5. Prepare, or cause to be prepared, the annual benefit report;
6. render to the President and board at the regular meetings of the board, or whenever they require it, an account of all his transactions as Treasurer and of the financial condition of the Association;
7. render a full financial report at the annual meeting of the Members if so requested;
8. be furnished by all Association officers and agents at his request, with such reports and statements as he may require as to all financial transactions of the Association; and
9. perform such other duties as are given to him by these Bylaws or as from time to time are assigned to him by the board or the President.

5.6 **Elections.** The officers elect shall be sworn in at the annual meeting.

5.7 **Election Procedures.** Elections of officers shall take place annually and officers elect are sworn in at the annual meeting in January.

5.8. Election Process. "Members", are those in good standing. Members have the opportunity in the election process. Members will be notified of board officer positions. All proceedings are done via email. Members may nominate themselves or other members for any positions and voting on those nominees to be elected. All voting shall be in writing (via email) directly from said member(s) and as per the CCRs. Secretary shall keep a confidential record of all with final results emailed to all members by Dec 31st. Nominations and voting shall take place in Nov/Dec, annually. Secretary shall oversee the election process.

5.9 Election of Board President. Board president may only be elected by the Members. In the event of a vacancy of this position, VP shall assume the role until election process may occur immediately or annually whichever may occur sooner.

ARTICLE VI

COMMITTEES

The Board of Directors may designate from among its members committees, each consisting of 1 or more directors, by resolution adopted by a majority of the entire board or as per the CCRs. Each such committee shall serve at the pleasure of the board.

ARTICLE VII

BOOKS AND RECORDS

The Association's books, records and documents shall at all times, during reasonable business hours, be subject to inspection by any Member, in good standing, at the principal office of the Association, where copies may be purchased at a reasonable cost. Furthermore, all outgoing officers, directors, employees or committee members must relinquish all official documents, records, and any materials and property of the Association in his or her possession or under his or her control to the newly elected members within 7 days after the election.

ARTICLE VIII

AMENDMENTS

8.1 Amendment. These Bylaws may be amended, at a regular or special meeting of the Members, by a vote of a majority of a quorum of Members present in person or by proxy.

8.2 Conflict. In the case of any conflict between these Bylaws and the CCRs the CCRs shall control. If any conflict exists between the Articles and these Bylaws, the Articles shall control. The law shall always prevail.

8.3 Effective Date. Amendments to these Bylaws are effective upon their approval in the manner set forth above, unless a later effective date is specified therein.

8.4 Termination. The Association may be dissolved only as provided in the Articles of Incorporation. The Association shall be dissolved upon termination of the CCRs as provided therein. Upon a dissolution of the Association, obligations of the Association are deemed automatically assumed by the Owners, in addition to any direct obligations of the Owners may have to the Association pursuant to the CCRs.

ARTICLE IX**2023 REATA RANCH HOA, INC BOARD OFFICER ACKNOWLEDGEMENT**

IN WITNESS WHEREOF, we, being all of the Directors of the Association have hereunto set our hands to the Reata Ranch HOA, Inc 20th day of February, 2023.

Signature of Reata Ranch HOA, Inc Board of Directors: Printed Name:

DocuSigned by: <u>Richard Reeder</u> 0805886643644A1...	, President	Richard Reeder
11C1C318FE214D7... DocuSigned by: <u>[Signature]</u> 3CA379705E9E429...	, Vice President	Tim Spicer
DocuSigned by: <u>Rebekah Tackett</u> 3CA379705E9E429...	, Secretary.	Rebekah Tackett
DocuSigned by: <u>[Signature]</u> 107546A5F2AC43E...	, Treasurer	Julie Carter

CERTIFICATION

I the undersigned, to hereby certify:

THAT I am the duly elected and acting Secretary of Reata Ranch HOA, Inc

THAT the foregoing Bylaws constitute the original Bylaws of the Association, as duly adopted at a meeting of the Board of Directors thereof, held on the 20th of February, 2023

IN WITNESS WHEREOF, I have hereunto subscribed my name this 20th of February, 2023

DocuSigned by:
Rebekah Tackett
3CA379705E9E429...

Rebekah Tackett, Reata Ranch HOA, Inc Secretary

Reata Ranch HOA Inc.

DOCUMENT RETENTION POLICY

SUBDIVISION: REATA RANCH

ASSOCIATION: Reata Ranch HOA Inc.

The Board of Directors of Reata Ranch HOA Inc., a Texas non-profit corporation and a Texas property owners association as defined by Prop. Code Chapter 209, has resolved that it is in the best interests of the Association to adopt this Policy, and has instructed the undersigned to execute and effect recording of this instrument on behalf of the Association.

PURPOSE. The purpose of this Policy is to comply with the minimum requirements of Prop. Code Sec. 209.005(m) enacted by the 82nd Texas Legislature as House Bill 2761, effective January 1, 2012, which requires a property owners' association composed of more than 14 lots to adopt and comply with a document retention policy.

EFFECTIVE DATE. This Policy is adopted by the Board of Directors to be effective on March 29, 2023.

DOCUMENT RETENTION REQUIREMENTS. At a minimum, the Association will retain the documents required by Prop. Code Sec. 209.005(m), for the periods of stated required by Prop. Code Sec. 209.005(m), which as of the Effective Date consist of the documents identified on Exhibit "B" hereto.

CONSTRUCTION. The Policy may not be constructed to prevent the Board of Directors from adopting, amending, and restating, from time to time, one or more additional administrative policies pertaining to the retention of documents, records, and information of the Association, including, without limitation, policies relating to the storage and destruction of the items identified on Exhibit "B", and policies pertaining to the retention, storage, and destruction of other types of documents, records, and information of the Association. This provision may not be construed as a duty of the Board of Directors to adopt such additional administrative policies.

APPLICABILITY. Pursuant to SECTION 6 (b) of House Bill 2761, this Policy applies only with respect to books and records of the Association generated on or after January 1, 2012, the effective date of the law enacted by House Bill 2761.

PUBLIC RECORDING. In case the administrative Policy is construed to be a “dedicatory instrument” within the meaning of Prop. Code Sec. 202.001 (1), it will be publicly recorded in Ellis County, Texas, pursuant to Prop. Code Sec. 202.006(b). All amendments, restatements, and supplements to this Policy must also be publicly recorded in Ellis County, Texas, unless and until State law clarifies that public recording of administrative policies, such as this Policy, is not required. This provision and the act of recording may not be construed as an assertion by the Association that this Policy, which is administrative in nature, is a “dedicatory instrument.”

By signing below, the undersigned certifies that the Board of Directors of Reata Ranch HOA Inc., adopted this Policy and instructed the undersigned to execute this Policy and effect its recording on behalf of the Association.

SIGNED on the _____ day of 4/4/2023, 2023.

REATA RANCH HOA, INC.

DocuSigned by:
By: Rebekah Tackett
3CA379705E9E429...
Name Printed: Rebekah Tackett
Title: Secretary

Reata Ranch HOA Inc.**OPEN RECORDS PRODUCTION AND COPYING POLICY**

SUBDIVISION: Reata Ranch (See Exhibit "A" hereto)

ASSOCIATION: Reata Ranch HOA Inc.

PURPOSE: The purpose of this Policy is to comply with the requirement of Texas Property Code Section 209.005(i).

POLICY: Except for information deemed confidential by law or court order, the Property Owners Association will make its books and records open to and reasonably available for examination by an owner of property in the Subdivision or a person designated in a writing signed by the owner as the owner's agent, attorney, or certified public accountant, in accordance with Texas Property Code section 209.005, at no cost. Owners are also entitled to obtain copies of information in the Property Owners Association's books and records at no charge.

SIGNED on the 28 day of March, 2023

REATA RANCH HOA Inc.

DocuSigned by:

By:

Richard Reeder

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Name Printed: Richard Reeder

Title:

President

APPOINTMENT OF RESTRICTIONS REVIEW COMMITTEE

THIS APPOINTMENT OF RESTRICTIONS REVIEW COMMITTEE is made effective as of March 02, 2023, by Reata Ranch HOA Inc. Board of Directors pursuant to Article V of the Declaration of Covenants, Restrictions and Easements for Reata Ranch dated January 1, 2017 and filed for record on March 24, 2020 in Instrument No. 202008048 in the Official Public Records of Parker County, Texas.

WHEREAS, restrictions review of Reata Ranch residential development (the "Development") shall be supervised by an Restrictions Review Committee (the "Committee") composed of three (3) or more individuals selected and appointed by the Board of Directions of Reata Ranch HOA.

WHEREAS, the Committee shall use its best efforts to promote and ensure a high level of quality, harmony and conformity throughout the Development.

WHEREFORE, PREMISES CONSIDERED, the Board of Directors of Reata Ranch HOA Inc. hereby appoints the following individuals to serve on the Committee:

Names:Address:

Tim Spicer

206 Reata Ranch, Weatherford, TX 76088

Scott Baumgartner

215 Reata Ranch, Weatherford, TX 76088

Albert Pagan

105 Del Rio Ct., Weatherford, TX 76087

IN WITNESS WHEREOF, we, being all of the Directors of the Association have hereunto set our hands this 28th day of March, 2023

Signature of Reata Ranch HOA Inc. Board of Directors:

DocuSigned by:

Richard Reeder, President

Richard Reeder

DocuSigned by:

Tim Spicer, Vice President

Tim Spicer

DocuSigned by:

Rebekah Tackett, Secretary

Rebekah Tackett

DocuSigned by:

Julie Carter, Treasurer

Julie Carter

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**Reata Ranch HOA, Inc. Board of
Directors:**


Richard Reeder, President


Tim Spicer, Vice President


Rebekah Tackett, Secretary


Julie Carter, Treasurer

FILED AND RECORDED

OFFICIAL PUBLIC RECORDS



Lila Deakle

202309314

04/14/2023 10:35:40 AM

Fee: \$78.00

Lila Deakle, County Clerk

Parker County, Texas

CERTIFICAT