

First Amended REATA RANCH HOA, INC BYLAWS

reataranchweatherford.org

ARTICLE I

GENERAL PROVISIONS

1.1 Name and Location. The name of the association is Reata Ranch HOA, Inc. (the "Association.") Mailing address is P.O. Box 4, Weatherford, TX, 76088. Meetings of Members and Board of Directors may be held within the state of Texas, County of Parker, as may be designated by the Board of Directors.

1.2 Dissemination of Information. All Members shall be notified of meetings and relevant HOA business through email addresses members provide to the HOA, and through the Reata Ranch HOA, Inc. website reataranchweatherford.org.

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 Conflict. In the case of any conflict, the (1) provisions of State Law, (2) Articles of Incorporation (3) Association's CCRs (4) Association Bylaws (5) adopted Rules & Policies shall prevail in that order.

1.6 Dues/Assessments. Dues or any fee assessment may be paid via the website payment link (includes a convenience fee), or by check Payable to Reata Ranch HOA or Cash and delivered to the Secretary/Treasurer. Annual dues are due by Jan 1 each year. They shall be considered late on Jan 11. A late fee as adopted the Reata Ranch Fee Schedule shall be assessed every seven (7) days thereafter until paid, in full, and shall be considered delinquent.

1.7 Members and Membership. As defined in CCRs.

1.8. Communication. Communication with the HOA (questions, comments, suggestions, opinions, concerns, issues or complaints) should be sent using the "Contact Us" link on the HOA's website reataranchweatherford.org. Communication cannot be sent anonymously if Member would like the HOA to consider 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. HOA shall be prudent in all communication it receives.

ARTICLE II

MEETINGS

2.1 Annual Member 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 to elect the board of directors, approve of the annual budget, update the members on previous and future community plans, make 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 reataranchweatherford.org website at least ten (10) days before the meeting. A virtual attendance option shall be made available.

2.2 Regular Board Meetings. A regular meeting of the board shall be held twice a year. Notice and agenda of such meetings shall be e-mailed to all Members and posted on the HOA website a minimum of ten (10) days prior to the meeting taking place. A virtual attendance option shall be made available for Members opting to attend. Minutes, once approved and adopted, shall be emailed to all Members and posted on HOA Website.

2.3 Executive Sessions. The board may adjourn a public, regular or special meeting of the board and convene in a confidential Executive Session consisting of only board members. Topics that may be discussed in closed executive sessions are listed in the Texas Property Code, Section 209.0051(c). If the board takes action, or approves any expenditure in an Executive Session, the action shall be summarized and added to the minutes in a way that does not breach the confidentiality of all persons involved.

2.4 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. Membership notice shall be given to Members of the Association via email and on the HOA website per timelines as defined in the Texas Property Code. Special meetings shall only be utilized to address specific, urgent or time-sensitive matters which should not be postponed until the next Regular Board Meeting.

2.5 Emergency Meetings. Emergency meetings may be called by the President or any other board members. Advance notice is waived due to the emergency nature of the situation. As defined in the Texas Property Code, emergency meeting minutes shall be provided to Members of the Association by email and posting on the HOA website. Emergency meetings shall only be utilized to address items such as natural disaster, urgent repairs or impending litigation.

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

2.7 Quorum for Board Meetings. Two Board Members of the Association shall constitute a quorum for meetings of the Board.

2.8 Quorum for Association Meetings. As defined in the Texas Property Code. A quorum is fifty-five percent (55%) of the association's members entitled to vote unless the CCR's specify otherwise.

2.9 Action of the Board. The action of the Board of Directors shall be adopted, if the required quorum is present at the time of the vote, unless otherwise required by law.

2.10 Action Without A Meeting. An action that is required or permitted to be taken by the Board of Directors or any committee under these Bylaws, the Articles, or the CCRs may be taken without a meeting only if written unanimous consent in lieu of a meeting is obtained.

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 three (3).

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 of Incorporation provided that such rights and powers are not inconsistent with the provisions of state laws. 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 a fee schedule to enforce any lack of compliance; and
- B. exercise all powers and duties not reserved to the Membership and authorized by these Bylaws, Articles of Incorporation or the CCRs; and
- C. create a vacancy of the office of a Member of the Board of Directors in the event of a Board Member's two (2) consecutive unexcused absences to the regular meetings of the Board of Directors; and
- D. 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 when such records are requested in writing by Members who are entitled to vote; and
- B. supervise the Association's officers, employees, and volunteers to ensure proper and ethical performance of the assigned duties; and
- 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; and
 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, per the CCRs; and
 3. issue, or to cause an appropriate officer to issue, upon demand by a Member disclosure packet pursuant to state law; and
 4. maintain adequate liability and hazard insurance on all property owned by the Association; and
 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; and
 6. cause the Common Areas to be maintained.

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

3.5 Removal of Officers or Directors. The Texas Property Code shall follow regarding the removal of any Office or Director. In 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.

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

OFFICERS AND THEIR DUTIES

4.1 Officers. The officers of the Association shall be the President, Vice-President, and Secretary/Treasurer.

4.2 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 (1) year, and thereafter until their successors are elected and sworn in office at the annual meeting.

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

4.4 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-President.** 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/Treasurer.** The Secretary/Treasurer shall:

1. attend all meetings of the Association; and
2. record all votes and minutes of all proceedings in a book to be kept for that purpose; and
3. give or cause to be given notice of all meetings of Members and of special meetings of the board; and
4. keep in safe custody the seal of the corporation and affix it to any instrument when authorized by the board; and
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; and
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 and request assistance from other board members in carrying out said duties; and
8. have the custody of the Association funds and securities; and
9. maintain complete and accurate accounts of receipts and disbursements in the Association books; and
10. 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; and
11. disburse the funds of the Association as may be ordered or authorized by the board and preserve proper vouchers for such disbursements; and
12. prepare, or cause to be prepared, the annual benefit report and any required tax returns; and
13. 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; and
14. render a full financial report at the annual meeting of the Members if so requested; and
15. be furnished by all Association officers and agents by request, with such reports and statements as may require as to all financial transactions of the Association; and

4.5 Election Procedures. Elections of board members shall take place annually and officers elect are sworn in at the annual meeting.

4.6 Election Process. The election of Board Members shall be consistent with the Texas Property Code. Members shall be notified in writing of board officer positions. 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 or ballot service) directly from said member(s) and as per the CCRs. Secretary/Treasurer shall keep a confidential record of all votes, with final results emailed to all members no later than Dec 31st.

4.7 Election of Board President. Board President may only be elected by the Members. In the event of a vacancy of this position, Vice President shall assume the role until election process may occur.

ARTICLE V

COMMITTEES

The Board of Directors may designate committees comprised of Members of the HOA to perform special functions by resolution adopted by a majority of the entire board or as per the CCRs. Such committee(s) shall serve at the pleasure of the board.

ARTICLE VI

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 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 seven (7) days after the election.

ARTICLE VII

AMENDMENTS

7.1 Amendment. These Bylaws may be amended by a vote of a majority of a quorum of Members. Voting shall be conducted electronically via email and amendments shall become effective at the next Annual Member Meeting and/or Board Meeting where they shall be adopted.

7.2 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 Membership, in addition to any direct obligations of the Membership/Members may have to the Association pursuant to the CCRs.

2025 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 19th day of December, 2025.

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

_____, President Richard Reeder

_____, Vice President Tim Spicer

_____, Secretary/Treasurer

Julie E. Carter (Interim)

C E R T I F I C A T I O N

I, the undersigned, do hereby certify:

THAT I am the duly acting Secretary/Treasurer of Reata Ranch HOA, Inc

THAT the foregoing Bylaws constitute the First Amended Bylaws of the Association, as duly voted upon and adopted at a meeting of the Membership and Board of Directors thereof, held on the 19th of December, 2025.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 19th of December, 2025.

Julie E. Carter, Reata Ranch HOA, Inc Secretary/Treasurer (Interim)