

# **BYLAWS OF QUAKER HEIGHTS HOMEOWNER'S ASSOCIATION**

## **ARTICLE I.**

**NAME AND LOCATION.** The name of the corporation is QUAKER HEIGHTS HOMEOWNER'S ASSOCIATION, hereinafter referred to as the "Association". The principal office of the corporation shall be located at 4407 79th Street, Lubbock, Texas but meetings of members and directors may be held at such places within the State of Texas, County of Lubbock, as may be designated by the Board of Directors.

## **ARTICLE II.**

### **DEFINITIONS.**

**Section 1.** "Association" shall mean and refer to Quaker Heights Homeowner's Association, its successors and assigns.

**Section 2.** "Properties" shall mean and refer to that certain real property described in the Restrictions, and such additions thereto as may hereafter be brought within the jurisdiction of the Association.

**Section 3.** "Common Area" shall mean all real property owned by the Association for the common use and enjoyment of the owners.

**Section 4.** "Lot" shall mean and refer to any plot of land shown upon any recorded subdivision map of the Properties with the exception of the Common Area and commercial reserves excluded from the scope of the Restrictions.

**Section 5.** "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any Lot which is a part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of any obligation.

**Section 6.** "Declarant" shall mean and refer to State Savings and Loan Association of Lubbock, its successors and assigns if such successors or assigns should acquire more than one undeveloped lot from the Declarant for the purpose of development.

**Section 7.** "Restrictions" shall mean and refer to the Restrictions applicable to the Properties recorded in the office of the County Clerk, Lubbock County, Texas, in Volume 1295, page 949, Deed Records, and any amendments thereafter or such other restrictions created by additional properties dedicated to the subdivision by the Developer.

**Section 8.** "Member" shall mean and refer to those persons entitled to membership as provided in the Restrictions and Articles of Incorporation.

## **ARTICLE III.**

### **MEETING OF MEMBERS.**

**Section 1. Annual Meetings.** The first annual meeting of the members shall be held on the 1st day of April, 1973, and subsequent meetings shall be held on the First (1st) Sunday in March of each year at 2:00 p.m.

**Section 2. Special Meetings.** Special meetings of the members may be called at any time by the President or Board of Directors, or upon written request of the members Who are entitled to vote one-fourth of all of the votes of the membership.

**Section 3. Notice of Meetings.** No written notice will be required for the Annual Meetings of the members. Written notice of each Special Meeting of the members shall be given by the Secretary or person authorized to call the meeting. Notice shall be mailed, postage pre-paid at least 15 days before such meeting to each member entitled to vote. Notice shall be addressed to the member's address last appearing on the books of the Association or supplied by such member to the Association for the purpose of notice. Such notice shall specify the place date, hour and purpose of the meeting.

**Section 4. Quorum.** The presence at the meeting of the members entitled to cast, or of proxies entitled to cast, one-tenth of the votes of the membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, Restrictions or these Bylaws. If, however, a quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have power to adjourn the meeting from time to time without notice of other than an announcement at the meeting until a quorum shall be present or represented.

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Section 5. Proxies. At all meeting, each member may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the member of his lot.

#### ARTICLE IV.

##### **BOARD OF DIRECTORS: SELECTION AND TERM OF OFFICE.**

Section 1. Number. The affairs of this Association shall be managed by a Board of five (5) Directors, who must be members of the Association.

Section 2. Term of Office. At the first annual meeting the members shall elect one director for a term of one year, two directors for a term of two years, and two directors for a term of three years; and at each annual meeting thereafter, the members shall elect directors as may be needed.

Section 3. Removal. Any director may be removed from the Board, with or without cause, by a majority vote of the members of the Association. In the event of death, resignation, or removal of a director, his successor shall be selected by the remaining members of the Board and shall serve for the unexpired term of his predecessor.

Section 4. Compensation. No director shall receive compensation for any service he may render to the Association as a director.

Section 5. Action Taken 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 the written approval and consent of all the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors.

#### ARTICLE V.

##### **NOMINATION AND ELECTION OF DIRECTORS.**

Section 1. Nomination. Nomination for election to the Board of Directors shall be made by a Nominating Committee. Nomination may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the members, to serve from the close of such annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among members.

#### ARTICLE VI.

##### **MEETING OF DIRECTORS.**

Section 1. Regular Meetings. Regular meeting of the Board of Directors shall be held quarterly without notice, at such place and hour as may be fixed from time to time by the Board. Should said meeting fall upon a legal holiday, then that meeting shall be held at the same time on the next day which is not a legal holiday.

Section 2. Special Meeting. Special meetings of the Board of Directors shall be held when called by the President of the Association, or by any two directors.

Section 3. Quorum. A majority of the number of directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

#### ARTICLE VII.

##### **POWERS AND DUTIES OF THE BOARD OF DIRECTORS.**

Section 1. Powers. The Board of Directors shall have power to:

(a) Adopt and publish rules and regulations governing use of the Common Area and facilities, and the personal conduct of the members and their guest thereon, and to establish penalties for infractions thereof;

(b) Suspend the voting rights and right to use of the recreational facilities of a member during any period in which such member shall be in default in the payment of any assessment levied by the Association. Such rights may also be suspended after notice and hearing, for a period not to exceed 60 days for infraction of published rules and regulations;

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(c) Exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these Bylaws or the Articles of Incorporation, or the Restriction;

(d) Declare the office of a member of the Board of Directors to be Vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board of Directors; and

(e) Employ a manger, an independent contractor or such other employees as they deem necessary, as to prescribe their duties.

**Section 2. Duties.** It shall be the duty of the Board of Directors to:

(a) Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting of the members or at an special meeting when such statement is requested in writing by one-fourth (1/4) of the members who are entitled to vote;

(b) Supervise all officers, agents and employees of this Association, and to see that their duties are properly performed;

(c) As more fully provided in the Restrictions, to:

(1) Fix the amount of the annual assessment against each Lot at least thirty (30) days in advance of each annual assessment period;

(2) Send written notice of each assessment to every owner subject thereto at least thirty (30) days in advance of each annual assessment period;

(3) Foreclose the lien against any property for which assessments are not paid within thirty (30) days after the due date or to bring an action at law against the owner personally obligated to pay the same, if in the judgment of the Association it is necessary.

(d) Issue, or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board before the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;

(e) To procure and maintain adequate liability and hazard insurance on the property owned by the Association;

(f) To cause all officers or employees having fiscal responsibilities to be bonded, as the Board my deem appropriate;

(g) To cause the Common Area to be maintained.

## **ARTICLE VIII.**

### **OFFICERS AND THEIR DUTIES.**

**Section 1. Enumeration of Offices.** The officers of this Association shall be a president and vice president, who shall at all times be members of the Board of Directors, a secretary, a treasurer, and such other officers as the Board, from time to time, by resolution create.

**Section 2. Election of Officers.** The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the members.

**Section 3. Term.** The officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless he shall sooner resign, be removed, or otherwise be disqualified to serve.

**Section 4. Special Appointments.** The Board my elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

**Section 5. Resignation and Removal.** Any officer may be removed from office, with or without cause, by the Board. Any officer may resign at any time giving written notice to the Board, the President or the Secretary. Such resignation shall take effect on the date of receipt or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 6. Vacancies.** A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

**Section 7. Multiple Offices.** The offices of Secretary and Treasurer may be held by the same person. No person shall simultaneously hold more than one of any of the other offices, except in the case of Special Offices created pursuant to Section 4 of the Article.

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Section 8. Duties. The duties of the officers are as follows:

(a) President. The president shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks and promissory notes.

(b) Vice President. The vice president shall act in the place and stead of the president in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board.

(c) Secretary. The secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board of Directors and of the members; serve notice of meetings of the Board and of the members; keep appropriate records showing the members of the Association together with their addresses; and perform such other duties as required by the Board.

(d) Treasurer. The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of account; cause a report of the Association's books to be made by a public accountant at the completion of each fiscal year; and shall prepare an annual audit and budget and a statement of income and expenditures.

#### **ARTICLE IX.**

COMMITTEES. The Association shall appoint a Nominating Committee, as provided in these Bylaws. In addition the Board of Directors shall appoint other committees as deemed appropriate in carrying out its purposes.

#### **ARTICLE X.**

BOOKS AND RECORDS. The books, records and papers of the Association including annual audit of books, annual budget and Statement of income and expenditures shall at all times, during reasonable business hours, be subject to inspection by any member. The Articles of Incorporation, Bylaws of the Association, and Restrictive Covenants shall be available for inspection by any member at the principal office of the Association.

#### **ARTICLE XI.**

REMEDIES FOR NON-PAYMENT OF ASSESSMENT. As more fully provided in the Restrictions, each member is obligated to pay to the Association annual and special assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, the assessment shall bear interest from the date of delinquency at the rate of ten (10%) percent per annum, and the Association may bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the property, and interest, costs, and reasonable attorney's fees of any such action shall be added to the amount of such assessment. No owner may waive or otherwise escape liability for the assessments provided for herein by non-use of the Common Area or abandonment of his lot.

#### **ARTICLE XII.**

##### AMENDMENTS.

Section 1. 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.

Section 2. In the case of any conflict between the Articles of Incorporation and these Bylaws the Articles shall control; and in the case of any conflict between the Restrictions of these Bylaws, the Restrictions shall control.

#### **ARTICLE XIII.**

FISCAL YEAR. The fiscal year of the Association shall begin on the first day of January, and end on the 31st day of December of every year, except that the first fiscal year shall begin on the date of incorporation.

IN WITNESS WHEREOF, we, being all of the directors of Quaker Heights Homeowner's Association, have hereunto our hands this 15th day of January, 1973.

Roy A. Middleton  
Donald Tapp  
Quinn Brackett

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# QUAKER HEIGHTS HOMEOWNERS ASSOCIATION

## POOL TAGS

Each homeowner is entitled to one tag for each member of the family. These tags are necessary for pool privileges. Pool tags are \$15.00 each. For a daily guest fee of \$5.00, residents may bring one guest for each pool tag purchased.

Please list the members of your household and also the birthdays of the children. Only permanent residents of Quaker Heights may have tags. Any person listed on the Texas DPS Registered Sex Offender Database is not eligible to purchase a pool tag.

**Pool tags are nontransferable.** Therefore, use of tags by individuals not listed below is prohibited. Persons using tags not assigned to them will have their pool privileges revoked.

### **NO TAG - NO SWIMMING**

	<u>NAMES</u>	<u>BIRTHDAY</u>	<u>TAG #</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Each person listed above now resides in my household. I have paid my assessment to current status.

**I HAVE READ AND UNDERSTAND THE QHHA POOL RULES.**

Signed \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Amount submitted with application \_\_\_\_\_

**DELEGATION OF USE TO THE  
QUAKER HEIGHTS HOMEOWNER'S ASSOCIATION  
COMMON AREAS**

Quaker Heights Homeowner's Association owns certain "common areas", meaning all real property owned by the association for the common use and enjoyment of the members of the Quaker Heights Homeowner's Association including, but not limited to, the swimming pool, tennis courts, playground, and clubhouse, more commonly known as the "Quaker Heights Pool Area."

Any record owner of a fee simple title to any lot in the Quaker Heights Homeowner's Association may delegate his right of enjoyment to the common area to his tenants or contract purchasers who reside on his property.

By the execution thereof the undersigned owner or owners of the lot or lots shown beside his name, does hereby delegate, assign, and authorize \_\_\_\_\_, who is a tenant or contract purchaser who resides on the property, all rights the undersigned owner has regarding the use and enjoyment of the common area for the calendar year beginning

January 1, 20\_\_ and ending December 31, 20\_\_. If there is more than one person who shall be entitled to such use and enjoyment, then each person's name must be shown in the space provided below or use will be denied that person.

In consideration for the right to delegate and assign the use and enjoyment of the common area and facilities, the undersigned hereby agrees to timely pay, indemnify, and hold Quaker Heights Homeowner's Association harmless from all liabilities, damages, claims, causes of action, demands, attorney's fees, losses, or expenses of any kind or character whatsoever that have arisen or might arise out of the use and enjoyment of the common area and facilities by those named herein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Lot No. \_\_\_\_\_

\_\_\_\_\_  
Lot Owner

\_\_\_\_\_  
Street Address

Additional persons to whom this delegation extends:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_