

CORPORATE SECRETARY'S CERTIFICATE THE DOMINION RIDGE HOMEOWNERS' ASSOCIATION, INC.

The undersigned certifies that she is the duly appointed and acting Secretary of The Dominion Ridge Homeowners' Association, Inc. (the "Association"). The Association is the property owners' association for Dominion Ridge Section One, Section Two and Section Three, which are subdivisions in Montgomery County, Texas, according to the map or plat thereof recorded in Cabinet M, Sheets 96-97; AMENDED under Clerk's File No. 2000-006784, Cabinet N, Sheets 81-82, Cabinet R, Sheets 73-74, and Cabinet X, Sheets 145-146, respectively, of the Map Records of Montgomery County, Texas (the "Subdivision").

The Association is a Texas non-profit corporation, and attached hereto as Exhibit "A" is a true and correct copies of the Association's Bylaws and Articles of Incorporation.

Signed this <u>104</u> day of March, 2010.

KAVE HIRD, Secretary of The DOMINION RIDGE HOMEOWNERS' ASSOCIATION, INC.

STATE OF TEXAS

COUNTY OF MONTGOMERY §

Sworn to and subscribed to before me on the <u>101</u> day of March, 2010, by Kaye Hird, Secretary of THE DOMINION RIDGE HOMEOWNERS' ASSOCIATION, INC., a Texas non-profit corporation, on behalf of said corporation.

§

NOTARY PUBLIC, State of Texas





1-2010061581-1

Corp Sec's Certif.wpd



<u>BY-LAWS</u> <u>OF</u> <u>THE DOMINION RIDGE HOMEOWNERS' ASSOCIATION, INC.</u>

ARTICLE I NAME AND LOCATION

The name of the corporation is THE DOMINION RIDGE HOMEOWNERS' ASSOCIATION, INC., hereinafter referred to as the "Association". The principal office of the corporation shall be located at 13167 Northwest Freeway, Houston, Texas 77092, but meetings of Members may be held at such places within the State of Texas, County of Montgomery, as may be designated by the Board of Directors.

ARTICLE II DEFINITIONS

"Association" shall mean and refer to THE DOMINION RIDGE HOMEOWNERS' ASSOCIATION, INC., a Texas non-profit corporation, its successors and assigns.

"Declaration" shall mean and refer to (a) the "Declaration of Covenants, Conditions & Restrictions for Section 1 of Dominion Ridge" (the "Initial Declaration"), dated as of June 7, 1999, and of record under Clerk's File No. 99-057870, Real Property Records of Montgomery County, Texas, as amended by (b) "Amendment to Declaration of Covenants, Conditions and Restrictions for Section 1 of Dominion Ridge Subdivision", dated February 7, 2000, and of record under Clerk's File No. 2000-029548, Real Property Records of Montgomery County, Texas, (c) "Amendment to Declaration of Covenants, Conditions and Restrictions for Section 1 of Dominion Ridge", dated October 13, 2000, and of record under Clerk's File No. 2000-088482, Real Property Records of Montgomery County, Texas, and (d) "Third Amendment to Declaration of Covenants, Conditions and Restrictions of Dominion Ridge", dated October 26, 2000, and of record under Clerk's File No. 2000-092510, Real Property Records of Montgomery County, Texas. The Declaration is incorporated herein by reference.

"Class A Members", "Class B Member", "Common Area", "Board", "Conversion Date", "Declarant", "Lot" "Member", "Open Space", "Owner", and "The Properties" shall have the same meanings as set forth in the Declaration.

ARTICLE III MEMBERS AND ORGANIZATION

Section 1. Members. The Declarant and each Owner of a Lot shall be members of the Association.

EXHIBIT "A" to Corporate Secretary's Certificate Section 2. <u>Annual Meetings</u>. The annual meeting of the Members shall be held on the 10th day of February in each year, beginning with the year 2002, at the hour of 7:30 o'clock, P.M., and each subsequent regular annual meeting of the Members shall be held on the same day of the same month of each year thereafter, at the hour of 7:30 o'clock, P.M. If the day of the annual meeting of the Members is a legal holiday, the meeting will be held at the same hour on the first day following which is not a legal holiday.

<u>Section 3.</u> <u>Special Meetings</u>. Special meetings of the Members may be called at any time by the President or by the Board of Directors of the Association, or upon written request of the Members who are entitled to vote one-third (1/3) of all the votes of all classes of membership.

Section 4. Notice of Meetings. Written notice of each meeting of the Members shall be given by, or at the direction of, the secretary or person authorized to call the meeting, by mailing a copy of such notice, postage prepaid, at least 30 but not more than 60 days before such meeting to each Member entitled to vote thereat, 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, day and hour of the meeting, and, in the case of a special meeting, the purpose of the meeting.

Section 5. Quorum. The presence at the meeting of Members entitled to cast, or of proxies entitled to cast, twenty-five percent (25%) of the votes of membership shall constitute a quorum for any action except as otherwise provided. If, however, such quorum shall not be present or represented at such meeting, the Members entitled to vote thereat shall have power to adjourn the meeting, and another meeting may be called, subject to the notice requirements set forth above, and the required quorum shall be one-half ($\frac{1}{2}$) of the required quorum at the preceding meeting, provided that such reduced quorum shall not be applicable to any such subsequent meeting held more than sixty (60) days following the preceding meeting.

Section 6. Proxies. At all meetings of Members, 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 an Owner (Member) of his Lot.

ARTICLE IV BOARD OF DIRECTORS; SELECTION; TERM OF OFFICE

<u>Section 1</u>. <u>Number</u>. The affairs of the Association shall be managed by a Board of three (3) directors, who need not be members of the Association. The number of directors may be changed by amendment of these By-Laws of the Association. The members of the initial board of directors, or their successors, shall serve until February 10, 2002.

<u>Section 2</u>. <u>Term of Office</u>. At the first annual meeting the Members shall elect one director for a term of one year, one director for a term of two years and one director for a term of three years; and at each annual meeting thereafter the Members shall elect one director for a term of three years.

<u>Section 3</u>. <u>Removal</u>. Any director may be removed from the Board, with or without cause, by a majority vote of the Members entitled to vote. 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.

<u>Section 4</u>. <u>Compensation</u>. No director shall receive compensation for any service he may render to the Association. However, any director may be reimbursed for his actual expenses incurred in the performance of this duties.

<u>Section 5</u>. <u>Action Taken Without a Meeting</u>. 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 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. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of the Board of Directors and, at the Board's election, one or more Class A Members. 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 include the principals of the Declarant and/or be made from among Members, provided, however, any Member nominated shall be in good standing, i.e., shall be current in the payment of his obligation to the Association.

<u>Section 2</u>. <u>Election</u>. Election to the Board of Directors shall be by secret written ballot. At such election each Member may cast, or through proxy may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

ARTICLE VI MEETINGS OF DIRECTORS

<u>Section 1</u>. <u>Regular Meetings</u>. Regular meetings of the Board of Directors shall be held at least semi-annually, without notice, at such place and hour as may be fixed from time to time by resolution of 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.

<u>Section 2</u>. <u>Special Meetings</u>. Special meetings of the Board of Directors shall be held when called by the President of the Association, or by any two directors, after not less than three (3) days' notice to each director.

<u>Section 3</u>. <u>Quorum</u>. 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 the use of the Open Space or Common Area (including the private streets), and the personal conduct of the Members and their guests thereon, and to establish penalties for the infraction thereof;

(b) suspend the voting rights by a Member during any period in which such Member shall be in default in the payment of any assessment or charge 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;

(c) exercise for the Association all powers, duties and authority vested in or delegated to the Association and not reserved to the membership by other provisions of these By-Laws, the Articles of Incorporation, or the Declaration;

(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 manager, independent contractors, or such other employees as they deem necessary, and 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 any special meeting when such statement is requested in writing by one-third (1/3rd) of the Members who are entitled to vote;

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

(c) as more fully provided in the Declaration, to:

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

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

(3) seek enforcement and/or foreclose the lien against any Lot for which assessments or charges are not paid within thirty (30) days after due date or to bring an action at law against the Owner personally obligated to pay the same;

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

(e) procure and maintain adequate liability and hazard insurance on the property owned by the Association, and if such is available at commercially reasonable premiums, the officers and/or directors of the Association;

(f) cause the Common Area and the Open Space to be maintained.

ARTICLE VIII OFFICERS AND THEIR DUTIES

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

<u>Section 2</u>. <u>Election of Officers</u>. 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. <u>Term</u>. The officers of the Association shall be elected annually by the Board and each shall hold office for one (1) year unless he shall sooner resign, or shall be removed, or otherwise disqualified to serve.

<u>Section 4</u>. <u>Special Appointments</u>. The Board may 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.

<u>Section 5</u>. <u>Resignation and Removal</u>. Any officer may be removed from office without cause by the Board. Any officer may resign at any time by giving written notice to the Board, the president or secretary. Such resignation shall take effect on the date of receipt of such notice 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.

<u>Section 6</u>. <u>Vacancies</u>. 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. <u>Multiple Offices</u>. If permitted by law, multiple offices may be held by the same person.

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

President

(a) 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, except as may be otherwise approved by the Board of Directors.

Vice-President

(b) 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.

Secretary

(c) The secretary shall record the votes and keep the minutes of all meeting and proceedings of the Board and of the Members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the Members; keep appropriate current records showing the Members of the Association together with their addresses, and shall perform such other duties as required by the Board.

Treasurer

(d) 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; upon direction of the Board of Directors, cause an audit of the Association's books to be made by a public accountant; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting.

ARTICLE IX COMMITTEES

The Directors shall appoint a Nominating Committee as provided in these By-Laws. In addition, the Board of Directors shall appoint other committees as deemed appropriate in carrying out its purpose.

ARTICLE X <u>RECORDS</u>

The books, records and papers of the Association shall at all times, during reasonable business hours and upon prior arrangement, be subject to inspection by any Member. The Declaration, the Articles of Incorporation and the By-Laws of the Association shall be available for inspection by any Member at the principal office of the Association, where copies may be purchased at reasonable cost.

ARTICLE XI ASSESSMENTS AND CHARGES

As more fully provided in the Declaration, each Owner of a Lot acquired from the Declarant is obligated to pay to the Association annual assessments, charges and special assessments which are or may be secured by a continuing lien upon the Lot against which the assessments and/or charges are made. Any assessments or charges which are not paid when due shall be delinquent. If any assessments are not paid within thirty (30) days after the due date, or if any charges as defined in the are not paid within ten (10) days after notice of such charges have been mailed to the Owner/Member, the assessments and/or charges shall bear interest from the date of delinquency at an interest rate which shall not exceed the maximum legal rate per annum allowed by applicable law, and the Association may bring an action at law against the Owner personally obligated to pay the same or to seek foreclose the lien against such Owner's Lot, and interest, costs, and reasonable attorney's fees of any such action shall be added to the assessments provided for herein by non-use of the Common Area, Open Space or abandonment of his Lot.

ARTICLE XII CORPORATE SEAL

The Association shall have a seal in circular form having within its circumference the words; "The Dominion Ridge Homeowners' Association, Inc.".

ARTICLE XIII AMENDMENTS

The By-Laws of the Association are hereby adopted by the initial Board of Directors and until the Conversion Date, may be amended or supplemented by a majority of the members of the Board of Directors, or their successors, and thereafter by a vote of the Members holding sixty percent (60%) of the membership votes of the Association.

ARTICLE XIV MISCELLANEOUS

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 The Dominion Ridge Homeowners' Association, Inc., have hereunto set our hands the $3 - \frac{1}{2001}$ day of $\frac{1}{1000}$, 2001.

ion Sam J. Mannord David J. Powers

FILED FOR RECORD

06/29/2010 4:34PM

COUNTY CLERK MONTGOMERY COUNTY, TEXAS

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 blackouts, additions and changes were present at the time the instrument was filed and recorded.

STATE OF TEXAS COUNTY OF MONTGOMERY I hereby certify this instrument was filed in file number sequence on the date and at the time stamped herein by me and was duly RECORDED in the Official Public Records of Montgomery County, Texas.

06/29/2010



Mark Jun

County Clerk Montgomery County, Texas



ARTICLES OF INCORPORATION OF THE DOMINION RIDGE HOMEOWNERS ASSOCIATION, INC

FILED In the Office of the Secretary of State of Texas

APR 05 2001

Corporations Section

I the undersigned natural person of the age of eighteen years or more acting as the incorporator of a corporation under the Texas Non Profit Corporation Act as set forth in Article 1396 1 01 et seq of the Texas Revised Statutes do hereby adopt the following as Articles of Incorporation for such corporation

ARTICLE ONE NAME

The name of the corporation is THE DOMINION RIDGE HOMEOWNERS ASSOCIATION INC hereinafter sometimes called the Association

ARTICLE TWO NON PROFIT

The Association is a non-profit corporation

ARTICLE THREE DURATION

The period of the Association s duration is perpetual

ARTICLE FOUR PURPOSES AND POWERS

A The purpose or purposes for which the Association is organized are set forth in the Declaration defined below and include without limitation (a) the right to affix levy collect and enforce payment by any lawful means all the Annual Assessments and Special Assessments and to enforce collection thereof including foreclosure in accordance with the procedures set forth in the Declaration (b) to establish an Architectural Control Committee (c) to hold title to the Common Area (d) to enforce the Declaration and (e) to promote the health safety and welfare of the Owners In furtherance of such purposes the Association will have the power to (1) perform all of the duties and obligations of the Association as set forth in the Declaration therewith and incident to the conduct of the business of the Association including all licenses taxes or governmental charges levied or imposed against the Association or its properties (3) acquire (by gift purchase or otherwise) own hold improve build upon operate maintain convey sell lease transfer dedicate for public use or otherwise dispose of real or personal property in connection with the affairs of the Association and (4) have and exercise any and all powers rights and privileges that a corporation

organized under the Texas Non Profit Corporation Act by law may now or hereafter have or exercise

B The Association is organized and will be operated exclusively for the aforementioned purposes The activities of the Association will be financed by assessments on members as provided in the Declaration and no part of any net earnings will inure to the benefit of any Member

C As used herein the term Declaration shall mean

(a) the Declaration of Covenants Conditions & Restrictions for Section 1 of Dominion Ridge (the Initial Declaration) dated as of June 7 1999 and of record under Clerk s File No 99 057870 Real Property Records of Montgomery County Texas as amended by (b) Amendment to Declaration of Covenants Conditions and Restrictions for Section 1 of Dominion Ridge Subdivision dated February 7 2000 and of record under Clerk s File No 2000 029548 Real Property Records of Montgomery County Texas (c) Amendment to Declaration of Covenants Conditions and Restrictions for Section 1 of Dominion Ridge dated October 13 2000 and of record under Clerk s File No 2000 088482 Real Property Records of Montgomery County Texas and (d) Third Amendment to Declaration of Covenants Conditions and Restrictions of Dominion Ridge dated October 26 2000 and of record under Clerk s File No 2000 092510 Real Property Records of Montgomery County Texas and Restrictions of Dominion Ridge dated October 26 2000 and of record under Clerk s File No 2000 092510 Real Property Records of Montgomery County Texas

The Declaration is incorporated herein by reference All defined terms set forth in the Declaration shall have the same meaning herein unless set forth to the contrary

ARTICLE FIVE MEMBERSHIP

The Declarant and each Owner shall be a member of the Association The foregoing is not intended to include persons or entities who hold an interest merely as security for the performance of an obligation Membership of an Owner shall be appurtenant to and may not be separated from ownership of any Lot which is subject to assessment by the Association

ARTICLE SIX VOTING RIGHTS

A Class A Member as defined in the Declaration shall have one (1) vote for each Lot owned When more than one person holds the interest an interest in any Lot all such persons shall be members. The vote for such Lot shall be exercised as they among themselves determine but in no event shall more than one (1) vote be cast with respect to any Lot. Notwithstanding the foregoing in the event any Owner is delinquent in the payment of any assessment or charge imposed by the Declaration such Owner s voting rights shall be suspended until such time as the delinquency is paid and the Owner is in good standing

The Declarant as defined in the Declaration as the Class B Member shall have ten (10) votes for each Lot owned by it until the Conversion Date after the Conversion Date the Class B Member shall have one (1) vote for each Lot owned by it

ARTICLE SEVEN BOARD OF DIRECTORS

The affairs of the Association shall be managed by a board of three (3) directors who need not be members of the Association The number of directors may be changed by amendment of the By Laws of the Association The members of the initial board of directors shall serve until their successors have been elected and qualified In case of the resignation death or failure incapacity or refusal to serve of any of a director prior to the time his successor has been elected and qualified the remaining directors may appoint a substitute director or directors to serve the remainder of such term The judgment of the directors whether the directors in the expenditure of funds of the Association shall be final and conclusive so long as such judgment is exercised in good faith

At the first annual meeting of the Association the Members shall elect one director for a term of one (1) year one director for a term of two (2) years and one director for a term of three (3) years and at each annual meeting thereafter the members shall elect one director for a term of three (3) years years

ARTICLE EIGHT DISSOLUTION

The Association may be dissolved from and after twenty five (25) years after the date of filing of the Initial Declaration in the Real Property Records of Montgomery County Texas and each five (5) year anniversary thereafter with the assent given in writing and signed by not less than majority of the votes of the Members Upon dissolution of the Association other than incident to merger or consolidation the assets of the Association shall be dedicated to an appropriate public agency to be used for purposes similar to those for which the Association was created In the event that such dedication is refused acceptance such assets shall be granted conveyed and assigned to any non profit corporation association trust or other organization to be devoted to such similar purposes

ARTICLE NINE AMENDMENTS

These Articles may be amended or supplemented by an affirmative vote of sixty percent (60%) of the total eligible votes of the Members of the Association provided the Declarant (the Class B Member) must consent thereto if the amendment or supplement is to be effective on or

before the Determination Date Any such amendment or supplement shall be effective on filing of the same (or a memorandum thereof) in the Real Property Records of Montgomery County Texas

ARTICLE TEN **REGISTERED AGENT**

The street address of the initial registered office of the Association is 13167 Northwest Freeway Houston Texas 77092 and the name of its registered agent at such address is Tom W Moughon

ARTICLE ELEVEN **INITIAL BOARD OF DIRECTORS**

The number of directors constituting the initial board of directors of the Association is three (3) and the names and addresses of the persons who are to serve as the initial directors are

> Tom W Moughon 13167 Northwest Freeway Houston Texas 77092

> Sam J Mainord 13167 Northwest Freeway Houston Texas 77092

David J Powers 3711 Briar Park Drive Suite 100 Houston Texas 77042

ARTICLE TWELVE **INCORPORATORS**

The name and street address of the incorporator is

Tom W Moughon 13167 Northwest Freeway Houston Texas 77092

IN WITNESS WHEREOF I have hereunto set my hand this 3. day of April 2001

____ day of April

רחת עו

THE STATE OF TEXAS § COUNTY OF HARRIS §

I the undersigned Notary Public do hereby certify that on this $\frac{3}{3}$ day of April 2001 personally appeared before me Tom W Moughon who by me duly sworn on oath declared that he is the person who signed the foregoing document as incorporator and that the statements therein contained are true



NOTARY PUBLIC STATE OF TEXAS Printed Name ______ My Commission Expires ______

5513\DOM RIDGE ART WPD

FILED FOR RECORD

07/14/2010 2:13PM

COUNTY CLERK MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS COUNTY OF MONTGOMERY I hereby certify this instrument was filed in file number sequence on the date and at the time stamped herein by me and was duly RECORDED in the Official Public Records of Montgomery County, Texas.

07/14/2010



Mark Junks

County Clerk Montgomery County, Texas