

**B-Y-L-A-W-S**  
**OF**  
**HIDDEN VALLEY RANCH PROPERTY OWNERS ASSOCIATION, INC.**  
**(Effective February 9, 2019)**

**ARTICLE I**  
**OFFICES**

**SECTION 1. *Principle Office.*** The principal office of the corporation in the State of Texas shall be located at Hidden Valley Ranch at 7600 Long Drive, Mission, Hidalgo County, Texas.

**ARTICLE II**  
**MEMBERS**

**SECTION 1. *Class of Members.*** The corporation shall have only one class of members. Persons become members when they purchase real property in Hidden Valley Ranch Subdivision by Warranty Deed or Contract for Deed. *Amended January 2000, January 2005, January 2009, December 2010, January 2014.*

**ARTICLE III**  
**MEMBERS IN GOOD STANDING**

**SECTION 1. *Members in Good Standing.*** A member is in good standing and eligible to attend and vote at all association meetings if said member is an owner of real property in Hidden Valley Ranch Subdivision and has not been found to be in violation of any covenant, stipulation, or restriction of Hidden Valley Ranch Subdivision by the association board of directors and/or a court of law. *Amended March 2012 and January 2014.*

**ARTICLE IV**  
**MEETING OF MEMBERS**

**SECTION 1. *Annual Meeting.*** An annual meeting of the members shall be held at the recreation hall of Hidden Valley Ranch, Inc., 7600 Long Drive, Mission, Texas, on the second Saturday of January, beginning in 1999, and each successive year thereafter at 9:00 a.m. for the purpose of electing officers and directors, and for the transaction of such other business as may come before the meeting. If the election shall not be held on the date designated herein for any reason or an adjournment thereof be necessary, then the officers and directors shall cause the election to be held at a special meeting of the members as soon thereafter as conveniently possible. Voting for election of officers and directors at the annual meeting shall be by paper ballot. A ballot box shall be provided by the nominating committee and all ballots shall be deposited in the box following adjournment of the meeting. Results of the tabulation of votes shall be posted in the recreation hall no later than four (4) hours following the annual meeting. Officers/directors shall assume the office to which they are elected effective February 1 of the current year. *Amended January 2005 and December 2010.*

**SECTION 2. *Monthly Meetings.*** Member meetings will be held on the second Saturday of the months November, December, January, February, March of each year. Notice of the meetings will be given. Only the January meeting is mandated. The others may be passed or rescheduled. *Amended January 2002, January 2014, February 2019.*

**SECTION 3. *Special Meetings.*** Special meetings of the members may be called by the President or three (3) or more members of the Board of Directors. A notice for such meeting shall be posted on the bulletin board and the activities board seven (7) days prior to the meeting. *Amended January 2002.*

**SECTION 4. *Place of Meetings.*** The place of all meetings shall be the recreation hall of Hidden Valley Ranch, Inc., 7600 Long Drive, Mission, Texas.

**SECTION 5. *Quorum.*** A quorum for any scheduled or special meeting of the association shall be owners, proxy holders, or owners who have cast absentee ballots on any voting matter representing twenty-one percent (21%) of the lots of the subdivision (not counting any common areas). Each lot counted must have the dues and assessments not delinquent. The quorum requires attendance in person or by absentee ballot at all regularly scheduled and special meetings to constitute a quorum to legally transact business of the association. In absence of a quorum, the only business that can be transacted is a) taking measures to obtain a quorum, b) Fixing the time which to adjourn, c) to adjourn or take a recess. *Amended March 2005, March 2009, January 2014, and February 2019.*

**SECTION 6. *Voting Provisions.*** For voting purposes:

- a. Recorded owners may cast only two (2) ballots per assessed lot. Except for proxy ballots, ballots deposited in ballot boxes do not require property owner signatures. Proxy forms must be signed by the proxy holder and the person represented by the proxy. Proxy ballots without both signatures shall be considered null and void and shall be shown as "invalid" in the final report by the Tally Committee. The association shall have adopted rules to allow voting by secret ballot to reasonably ensure that 1) a member cannot cast more votes than the member is eligible to cast in an election or vote, 2) the association counts every eligible vote cast. *Amended January 2005, January 2014, March 2016, and February 2019.*
- b. Members unable to attend regularly scheduled or special meetings may cast their vote by absentee ballot. Absentee ballot forms must be requested by the member from the business office of the association and after completion thereof must be submitted to the duly elected Secretary of the association in person, by regular U.S. mail, or electronic ballot (meaning a ballot given by email, facsimile, or posting on an internet website established by the association for such purpose). In each case the identity of the property owner submitting the ballot must be evident and able to be confirmed and the property owner may receive a receipt of the electronic transmission and receipt of the owner's ballot by the close of business on the day prior to the regularly scheduled or special meeting. *Added January 2005, amended January 2014 and February 2019.*
- c. Members unable to attend regularly scheduled or special meetings may appoint any other member of the association in good standing as their proxy to vote in their stead. Appropriate proxy forms must be

requested from the business office of the association and after completion thereof submitted to the duly elected Secretary in person, by regular mail or by fax by the close of business on the day prior to the regularly scheduled or special meeting. Proxy forms may cover one or more meetings. A member of the association in good standing may hold only one (1) proxy. *Added January 2005, amended December 2010 and February 2014.*

## **ARTICLE V**

### **OFFICERS/BOARD OF DIRECTORS**

**SECTION 1. General Powers.** The affairs of the corporation shall be managed by its officers/board of directors as authorized by the general membership of Hidden Valley Ranch Property Owners Association, Inc.

**SECTION 2. Number, Tenure Qualification, Term Limits.** The combined number of Officers/Directors shall be (9) and shall be elected for Two (2) years, limited by Two (2) terms in succession, whether appointed or elected. After 2 consecutive terms all Officers/Directors are required to sit out of all elections for at least one (1) year. If a vacancy occurs on the Board at any time, and an already elected Officer chooses to be a candidate for the vacancy, such Officer must resign from the current office to run for the vacated Board position. *Amended January 2001 and February 2019.*

**SECTION 3. Place of Meeting.** The officers/directors must hold their meeting in the Recreation Hall of Hidden Valley Ranch, Inc., 7600 Long Drive, Mission, Hidalgo County, Texas. *Amended January 2014.*

#### **SECTION 4. Meetings.**

- a. Regular meetings of the officers/directors shall be held each month beginning in November and continuing through December, January, February, and March, prior to the regular general membership meeting at the Recreation Hall without further notice than these bylaws. Notice of all regular or special Board of Director meetings shall be posted at least seven (7) days prior to said meeting and shall be emailed to all members who have supplied their email address to the association webmaster. *Amended January 2002, January 2005, and January 2014.*
- b. Special meetings of the officers/directors may be called by the President or any board member. Any person or persons authorized to call a special meeting of the board may fix the time for the special meetings of the board called by them.
  - i. Notice of any special meeting of the officers/directors shall be given at least seven (7) days prior by written notice delivered in person or sent by mail or telegram to the director at his residence as shown by the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed with postage thereon prepaid. Any officer/director may waive notice of any meeting. The attendance of any officers/director at any meeting shall constitute a waiver of notice of such meeting, except where the officer/director attends a meeting for the express purpose of objecting to the transaction at the meeting because the meeting is not lawfully called or convened. The business to be

transacted at the meeting need not be specified in the notice or waiver of notice of such meeting unless specifically required by law or these Bylaws. *Amended January 2002.*

**SECTION 5. *Quorum.*** A majority of the officers/directors shall constitute a quorum for the transaction of business at any meeting of the officers/directors of the board but, if less than a majority of the officers/directors are present at said meeting, a majority of the officers/directors present may adjourn the meeting from time to time without further notice.

**SECTION 6. *Manner of Acting.*** The act of a majority of the officers/directors present at a meeting at which a quorum is present shall be the act of the officers/directors unless the act of a greater number is required by law or by these bylaws.

**SECTION 7. *Vacancies.***

- a. Any vacancies occurring on the Board of Directors, except for the office of President, which is covered in Article VI, Section 2, will be filled by the membership election of submitted candidates at a regular membership meeting. The member who is elected to serve out the vacancy shall serve for the unexpired term of his/her predecessor in office. *Added March 2009, amended December 2010, January 2014, and February 2019.*
- b. The Board of Directors will post notice of vacancy on the board in the clubhouse to notify membership that any member in good standing may notify the Board of Directors of his/her intent to be considered for this position. Ten (10) days following the posting, the board will conduct a special election. The candidate with the most votes will fill the vacated office and finish the unexpired term. *Added February 2014, amended February 2019.*

**SECTION 8. *Compensation and Family Relationships.*** Officers/directors as such shall not receive any compensation for their services, but by resolution of the officers/directors any director may be indemnified for expenses and costs, including attorney fees, actual and necessary, incurred by him in connection with any claim asserted against him by any action in court or otherwise, by reason of his being or having been such director, except in relation to matters as to which shall have been guilty of negligence or misconduct in the matter in which indemnity is sought. One and only one member per household may be an officer/director at any given time.

**SECTION 9. *Maximum Amount of Expenditure.*** Board expenses not budgeted shall NOT exceed a total of Two Thousand (\$2000) in any quarterly budget period for expenditures. A maintenance budget of Fifteen Thousand (\$15,000) will be implemented and maintained to cover any and all unexpected maintenance issues. Amended January 2002, February 2012, and February 2019.

**SECTION 10. *Officers/Board Members.*** The officers/board members of this corporation shall be a President who shall serve as Chairman of the Board and be one in the same person, a Vice-President, a Secretary, a Treasurer, and five members.

**SECTION 11. *Election and Term of Office.*** The officers/board members will be elected by the general membership at the annual membership meeting. No one person may hold more than one office at any given time. In the year 2001 the President and Secretary will be elected for a two-year term. The Vice-President and Treasurer will be elected for a one-year term. In 2002 and thereafter, all newly-elected officers will serve a two-year term. Also, in the year 2001, of the five (5) elected board members, the three (3) receiving the greatest number of votes will serve a two-year term and the other two (2) will serve a one-year term. In the year 2002 and thereafter, all newly-elected directors will serve a two-year term. *Amended January 2001 and January 2002.*

**SECTION 12. *Removal.*** Any officer/board member elected may be removed by the recommendation of the Board or a membership petition and approved by the general membership when in its judgment the best interest of the corporation would be served thereby. Reasons for removal include dereliction of duty, malfeasance, dishonesty or misappropriation of funds. *Amended January 2002.*

**SECTION 13. *May Hold Only One Office.*** No person shall serve in more than one office, except as indicated in Section 10, Article V. *Amended January 2000.*

**SECTION 14. *Special Meetings Via Telephone Conference Calls.*** Special meetings of the officers/directors via telephone conference call may be called by the President or any board member to handle matters of an important or emergency nature. Any person or persons authorized to call a special meeting of the Board may fix the time for the telephone conference call called by him/her.

- a. Notice of said special meeting via telephone conference call must be given to all members of the Board at least twenty-four (24) hours in advance thereto by telephone, fax, or email. Any officer/director may waive notice of any meeting. The participation of any officer/director during said meeting shall constitute a waiver of notice of said meeting, except where the officer/director participates in said meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted during the meeting shall be specified in the notice or waiver of notice of such meeting unless specifically required by law or these bylaws.
- b. A majority of the officers/board of directors shall constitute a quorum for the transaction of legal business at any meeting of the officers/directors, but, if less than a majority of the officers/directors are able to participate in said meeting, a majority of the officers/directors participating in said telephone conference call may adjourn said call from time to time without further notice.
- c. This bylaw shall supersede the provisions of Article V, Officers/Board of Directors, Section 3, *Place of Meeting*, which states that officers/directors must hold their meetings in the Recreation Hall of Hidden Valley Ranch, Inc., 7600 Long Drive, Mission, Hidalgo County, Texas, 78572. *Amended February 2009.*

**ARTICLE VI**  
**DUTIES OF OFFICERS/BOARD MEMBERS**

**SECTION 1. *President.*** The President shall be the principal executive officer of the corporation and shall also be Chairman of the Board. The President shall, in general, supervise all of the business and affairs of the corporation. He/she may sign with the Secretary or any other proper official of the corporation, when authorized by the officers/directors, any contracts or other instruments that the officers/directors have authorized to be executed, except in cases whereby the signing and execution thereof shall be expressly delegated by the officers/directors or by the bylaws or by statute or agent of the corporation; and, in general, he/she shall perform all duties incident of the office of the President and such other duties as may be prescribed by the Board of Directors.

**SECTION 2. *Vice-President.*** In the absence of the President or in the event of the President's inability to preside, the Vice-President shall have all of the powers and be subject to all of the restrictions of the President. The Vice-President shall perform such other duties as from time to time may be assigned to him/her by the President or the officers/directors.

**SECTION 3. *Treasurer.*** The Treasurer shall have custody and be responsible for all funds and securities of the corporation, responsible for filing of necessary tax forms, receive and give receipts for money due and payable to the corporation from any source whatsoever and deposit all such sums of monies in the name of the corporation in such banks as shall be selected by the officers/directors, and, in general, perform all of the duties incident to the office of the treasurer and such other duties as from time to time may be assigned to him/her by the president or the officers/directors. The treasurer shall provide a monthly income and expense reports at the monthly general membership meeting. All reports and records shall be available for inspection by any member by appointment. The treasurer shall be required to be bonded by a surety company and this expense shall be borne by the corporation. The treasurer shall have the option to appoint a member in good standing of the association to serve as assistant treasurer to assist in the duties and responsibilities of the treasurer. Said assistant treasurer shall attend all meetings of the Board of Directors but shall not have voting rights. The position will expire at the end of the appointing treasurer's term. *Amended December 2010.*

- a. *Checks, Drafts or Order of Payment.* All checks, drafts or order for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation shall be signed by the treasurer or other officers of the corporation. *Amended January 2001.*
- b. *Duties and Gifts.* The officers/directors may accept, on behalf of the corporation, any contributions, gifts, bequest or devise for the general purpose or for any special purpose of the corporation.
- c. *Published Budget.* The treasurer and board members are to prepare and publish a budget for the coming year on or before December 31<sup>st</sup> of each year. *Amended January 2005.*
- d. *Monthly Income Report.* A monthly report of income and expenditures shall be prepared by the treasurer and presented at a regularly scheduled general membership meeting. Each monthly income

and expense report will be posted on the bulletin board for a period of thirty (30) days following each meeting. *Amended January 2005.*

- e. *Annual Report.* The treasurer is to prepare and publish an annual report reflecting the corporation's total financial status on or before the 31<sup>st</sup> of day of January of each year.
- f. *Membership.* The treasurer is responsible to maintain a current list of members who own one or more lots, and whose assessments are fully paid. This list of members shall constitute the membership of the property owners' association and only such members shall be eligible to vote. A member may have ownership rights either by Warranty Deed or Contract for Deed. *Amended January 2002 and January 2005.*

**SECTION 4. *Secretary.*** The secretary shall keep the minutes of the meetings of the members of the officers/directors and of the general membership meetings in one or more books provided for the purpose; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law and maintain copy of all corporation resolutions; and shall serve as custodian of the corporation records and of the seal of the corporation, and see that the seal of the corporation is affixed to all documents, the execution of which, on behalf of the corporation under its seal is duly authorized, in accordance with the provisions of these bylaws. The secretary shall keep a register of the post office address of each member which shall be furnished to the secretary by such members and, in general, perform all duties incident to the office of the secretary and such other duties as may from time to time be assigned to him/her by the president or officers/directors. All reports submitted for approved activities shall be provided to the secretary in writing after reporting these activities at the general or officers/directors meetings. The secretary shall read a synopsis of the minutes of the previous meeting at the beginning of each meeting. Minutes and reports shall be available to any member for inspection upon appointment. The secretary shall have the option to appoint a member in good standing of the association to serve as assistant secretary to assist in the duties and responsibilities of the secretary. Said assistant secretary shall attend all meetings of the Board of Directors but shall not have voting rights. The position shall expire at the end of the appointing secretary's term. *Amended January 2002 and December 2010.*

## **ARTICLE VII** **COMMITTEES**

**SECTION 1. *Committee of Directors.*** The officers/directors by resolution adopted by a majority of the officers/directors in office, may designate one exercise or more committees, each of which shall constitute one or more directors, which committee to the extent provided in said resolution shall have the authority of the officers/directors in the management of the corporation; but the designation of such committees and delegation thereto of authority shall not operate to relieve the officers/directors or any individual officer/director of any responsibility imposed on him/her law. *Amended December 2010.*

**SECTION 2. *Other Committees.*** Other committees not having and exercising the authority of the officers/directors in the management of the corporation may be designated by a resolution adopted by a majority of the officers/directors present at the meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each committee shall be members of the corporation and the President of the corporation shall appoint the members thereof. Any member thereof may be removed by the person or

persons authorized to appoint such member whenever in their judgment the best interest of the corporation shall be served by any such removal. *Amended December 2010, January 2014, and February 2019.*

**SECTION 3. *Term of Office.*** Each member of a committee shall continue as such until the next annual meeting of the corporation and until his/her successor is appointed, unless the committee shall sooner be terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

**SECTION 4. *Vacancies.*** Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

**SECTION 5. *Quorum.*** A majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

**SECTION 6. *Rules.*** Each committee may adopt rules for its own governance not inconsistent with these bylaws or with the rules adopted by the officers/directors of the corporation.

**SECTION 7. *Audit Committee.*** The members of the audit committee shall not be appointed by the president or any other officer or member of the officers/directors, but instead shall be selected by the membership as a whole at the annual meeting. The audit committee shall have the authority to employ the assistance of an independent certified public accountant should they feel one is needed.

## **ARTICLE VIII** **ASSESSMENTS**

**SECTION 1. *Assessments.*** The officers/directors may determine the necessity of a special assessment to be paid by each lot owner. The special assessment must be adopted by a majority of a quorum of the members at any regularly scheduled or special meeting of the association where a quorum is present, provided notice has been submitted in writing at a previous regularly scheduled or special meeting of the members of the association. *Amended January 2010.*

**SECTION 2. *Mechanic and Material Liens in Favor of Corporation.*** A Mechanic and Material Man Lien in favor of the corporation is hereby authorized to be filed against each and every lot to secure the payment of all dues and assessments and may be foreclosed upon at any time that said dues or assessments are past due and unpaid. The prevailing party shall collect attorney fees, court costs, and related expenses including deposition, arbitrator, mediator, travel and witness fees from the non-prevailing party as allowed by Section 209.008 of the Texas Property Code. *Amended January 2002.*

## **ARTICLE IX** **RESTRICTIONS**

**SECTION 1. *Corporate Property.*** Corporate property cannot be removed from the premises where it is located.



**SECTION 2. *Inventory.*** On January 1<sup>st</sup> or 2<sup>nd</sup> of each year a committee appointed by the officers/directors shall inventory all corporate property and publish such within fifteen (15) days of said inventory and enter said inventory in the formal minutes of the corporation after submission to the general membership.

## **ARTICLE X** **MISCELLANEOUS**

**SECTION 1. *Books and Records.*** The corporation shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its members, officers/directors, and committees having any of the authority of the officers/directors and resolutions, and the corporation shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member or his agent or attorney for any purpose at any reasonable time upon appointment.

**SECTION 2. *Fiscal Year.*** The fiscal year of the corporation shall begin on the first day of January and end on the 31<sup>st</sup> day of December in each year.

**SECTION 3. *Corporate Seal.*** The officers/directors shall provide a corporate seal which may be impressed or affixed upon all corporate documents.

**SECTION 4. *Waiver of Notice of a Meeting of Officers/Directors.*** Whenever any notice is required to be given under the provisions of the Texas Non-Profit Corporation Act or under the provisions of the Articles of Incorporation or the bylaws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

**SECTION 5. *Notice of Sale.*** The seller of any lot must notify the officers/directors of the sale or the transfer by Contract for Deed and must at the time of the sale or signing of the Contract for Deed transfer the membership into the name of the new owner and notify the officers/directors, so the registry of the membership may be appropriately changed to the new owner. Membership in the association ceases at the point of sale and transfer of Deed or Contract for Deed to the new owner.

## **ARTICLE XI** **AMENDMENTS**

**SECTION 1. *Power of Members to Amend Bylaws.***

- a. The bylaws of the corporation may be amended, repealed, or added to, or new bylaws may be adopted by two-thirds (2/3<sup>rd</sup>) of a quorum of the members at any regularly scheduled or special meeting of the association where a quorum is present, provided the proposed amendments are submitted in writing at a previous special or regular meeting of the members or officers/directors. A copy of the approved amendment(s) shall be available to each member within thirty (30) days of approval. *Amended January 2005 and January 2014.*

- b. The Rules Committee “WILL NOT” amend any Bylaws without the approval of the General Membership voting on said amendments. Membership approval is NOT required to amend By-Laws when conforming to any and all Texas State Legislature changes or amendments to Texas Residential Property Owners Protection Act, Chapter 209. *Added February 2014 and amended February 2019.*

## **ARTICLE XII**

### **PARLIAMENTARY PROCEDURE**

**SECTION 1.** *Reference Work.* The parliamentary procedure authority for this corporation shall be “Robert’s Rules of Order (newly revised)”.

On January 9, 2010, Hidden Valley Ranch Property Owners' Association Adopted two (2) Special Rules of Order. These Special Rules of Order are included with the above bylaws and made a part hereof by this reference.

**HIDDEN VALLEY RANCH PROPERTY  
OWNERS' ASSOCIATION, INC.  
S-P-E-C-I-A-L R-U-L-E-S O-F O-R-D-E-R  
(Effective February 8, 2014)**

**SECTION A  
Board of Director Meetings**

Par. 1. The President or any member of the Board of Directors may call a meeting for any day and at any time, subject only to the provisions of Article V. Officers/Board of Directors, Section 4. Meetings, wherein the Board of Directors is required to have a meeting each month from November through March prior to the general membership meetings scheduled for the second Saturday of each month.

Par. 2. All regular and special meetings of the Board of Directors shall be open to the general membership subject to the limited right of the board of directors to meet in executive session. Notice of all meetings shall be posted at least seven (7) days prior to said meeting and shall be emailed to all members who have supplied their email address to the association webmaster. Amended January 2002 and January 2014.

Par. 3. Association members attending open Board of Director meetings shall be observers only and shall not enter into discussion without permission of the Chair.

Par. 4. Any association member who wishes to bring a matter before the Board of Directors at its next scheduled meeting must notify the association President of such matter and request for time to present said matter with full particulars, including all facts relative to the matter at hand with competitive cost estimates, if applicable, at least (3) days prior to said meeting so that the matter can be placed on the agenda for consideration and/or action. The President and/or Board of Directors may accept such requests received after the deadline at their discretion.

Par. 5. Only those matters placed on the board meeting agenda by the association president will be discussed and action taken.

**SECTION B  
General Membership Meetings**

Par. 1. All association members must enter the meeting hall through the front entrance doors and must wear name badges all time during the meeting. Anyone departing the meeting hall before the meeting is closed shall be asked to sign out in order to determine the presence of a quorum.

Par. 2. All association members shall be required to sign in at the appropriate Credentials Desk at all membership meetings. All membership requirements, and completion of appropriate office documentation to

determine qualifications to attend association meetings, shall be completed by the close of business on the day prior to any meeting of the general membership of the association. Ballots and any materials relevant to the meeting shall be handed out at the Credentials Desks. *Amended January 2014.*

Par 3. The meeting shall not be called to order until the Credentials Chairman certifies to the association president the number of members required to constitute a quorum and the number of members present. In the event a quorum is not present, the meeting shall not be called to order in accordance with H.V.R.P.O.A. Bylaws and Roberts' Rules of Order (newly revised) until a quorum is present.

Par. 4. In the event a quorum is not present and does not occur, association members in attendance may continue to convene to hear announcements relative to the association and may bring matters to the floor for discussion only conducted in a town hall forum, but no legal association business shall be conducted.

Par. 5. Any association member who wishes to bring a matter before the general membership at its next regularly scheduled meeting must notify the association president of such matter at least five (5) days prior to said meeting and request that the matter be placed on the meeting agenda for consideration and/or action with full particulars including all facts relative to the matter at hand with competitive cost estimates, if applicable.

Par 6. Any matter which is not on the meeting agenda shall not be brought to the general membership for discussion and/or action without prior notification as set out above in order to allow appropriate time to advise the membership prior to the general membership meeting that such matters will be discussed.

Par. 7. Individual members may speak to a motion only after being recognized by the Chair, at which time the member should state his/her name and park address. Individual members may speak to a motion only once, shall be allowed the floor for three minutes only, and shall then be seated. Members will not be allowed to speak again without permission of the Chair.

Par. 8. Voting on all motions shall be done by signed paper ballots. If ballots have not been distributed prior to the meeting and paper ballots are required during the meeting, the Tally Committee shall be responsible for distributing said ballots. All ballots shall be collected by the Tally Committee at the close of the meeting. *Amended January 2014.*

Par. 9. To expedite the completion of business on the meeting agenda in a timely manner, all ballots shall be counted after the close of the meeting. Following the counting of ballots, the Tally Committee shall post the results of the voting in the Recreation Hall within four (4) hours following the close of the meeting. The original of the Tally Committee Results Report shall be included with the appropriate minutes of the meeting at which the voting was held and made a part of the permanent records of the association. All paper ballots shall be retained by association secretary for a minimum of thirty (30) days and thereafter shredded if no objection to the count is raised within that time period.

WITNESS OUR HAND at Mission, Hidalgo County, Texas this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by the undersigned officers and directors of Hidden Valley Ranch Property Owners Association (H.V.R.P.O.A.)

\_\_\_\_\_  
Roger Giles, President

\_\_\_\_\_  
Marge Ford, Director

\_\_\_\_\_  
Vern Drescher, Vice President

\_\_\_\_\_  
Rich Kishpaugh, Director

\_\_\_\_\_  
Glenna Perry, Secretary

\_\_\_\_\_  
Don LaRosa, Director

\_\_\_\_\_  
Sara Haney, Treasurer

\_\_\_\_\_  
Dorothy Behne, Director

\_\_\_\_\_  
Jim Bowans, Director

THIS INSTRUMENT was duly acknowledged and signed before me by the above persons on the \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public, State of Texas

Notary's Printed Name \_\_\_\_\_