

LAWS and BY-LAWS
of
SAXONY HOMEOWNERS ASSOCIATION

100 Elm Drive

Pflugerville, Texas 78660

Saxony Homeowners Association from this point forward will be termed "SHOA". SHOA is a non-profit domestic corporation and will remain in good standing as long as articles of incorporation-related paperwork is maintained with the Secretary of State, franchise tax paperwork is maintained with the State Comptrollers Office yearly, and IRS paperwork is maintained yearly.

PURPOSE OF SHOA is to help maintain the value of the homes in Saxony by enforcing all deed restrictions, laws, by-laws, other rules, maintain all common areas, signage, and promote neighborhood beautification and safety. All Saxony households are invited and needed to join yearly in order for SHOA's mission to be fully carried out.

DUES are \$30.00/year to be a SHOA member with no amenities area use privileges. Dues for SHOA membership with pool/amenity privileges and for NON-Resident POOL/AMENITY ONLY membership will be equal and set by or soon after the Quarterly Meeting on the 1st Sunday in May. These dues will be based on projected membership and expenses for the upcoming year. AMENITY ONLY membership requirements and privileges are set forth elsewhere in this document. Dues are due no later than June 1st each year and may be turned in to officers either directly or via block contacts/captains. New residents that move to Saxony during the course of the fiscal year will pay on a prorated basis.

PURPOSE OF MEMBER DUES for Saxony residents are to maintain signage, pool/amenities, to help pay a portion of insurance for Saxony common areas (based on its percentage of gross revenue), to enforce deed restrictions, to pay legal fees, and any other non-pool/amenity expenses approved by the members of SHOA.

PURPOSE OF POOL/AMENITY DUES (minus member dues portion) are to maintain pool/amenity areas, to help pay a portion of insurance for Saxony common areas (based on its percentage of gross revenue), and any other pool/amenity expenses approved by the members of SHOA.

QUARTERLY MEMBER MEETINGS will be held the 1st Sunday of August, November, February, and May. Block contacts/captains (or their substitute) are asked to attend on behalf of their block(s). Meetings are held on behalf of SHOA members, Pool/Amenities members, and Saxony residents.

FUND RAISERS may be done only if initial expense does not exceed \$200.00. All workers must be volunteers and funds raised must go to improve common areas of SHOA and SHOA efforts, and spent as directed by SHOA board and members.

PURPOSE AND DUTIES OF SHOA BOARD OF DIRECTORS:

All board members are elected by SHOA membership to represent the Saxony community as a whole and to be sensitive to issues and concerns of SHOA members and Saxony residents. All officers shall

train and otherwise prepare incoming board members in their officer position for the responsibilities and history of the office. Officers shall assist each other with duties as necessary.

SHOA BOARD MEETINGS occur on the 1st Sunday of the month that there is not a quarterly member meeting. Any SHOA member(s), Pool/Amenities member(s), and Saxony residents who wish to bring up an issue or concern at a board meeting may contact President in order to be put on the agenda and allow board time to prepare or do any legwork that may be necessary.

PRESIDENT: To oversee and enforce all laws, by-laws, restrictions, and functions of the SHOA, including being registered agent with the Secretary of State Duties include:

- Preside at all meetings of the SHOA board and membership
- Prepare agendas for all meetings
- Recommend committee chairpersons for board approval
- Solicit reports from all officers and committees
- Represent SHOA on behalf of Saxony as necessary
- Oversee architectural committee
- Oversee block contacts/captains

VICE-PRESIDENT: To interface with the SHOA president on the functions and enforcement of SHOA laws, by-laws, and restrictions. Duties include:

- Preside in the absence of the president at any meeting
- Recommend committee chairpersons for board approval
- Oversee pool/amenities management

SECRETARY: To maintain the minutes of the SHOA board and membership meetings, maintain current records of SHOA membership, pool/amenity membership, functions, laws, by-laws, other rules, and deed restrictions; plus maintain Saxony residences list. Duties include:

- Prepare and send out or assure distribution of necessary promotional materials/notices and meeting minutes
- Prepare and send out or assure distribution of quarterly newsletter to block contacts/captains at least two weeks before a quarterly meeting

TREASURER: Collect all dues, maintain up-to-date records of income and expenses, and pay all debts acquired by SHOA from the SHOA fund (composed of SHOA member dues and pool/amenities dues). Duties include:

- Responding to request of Secretary of State every four years for list of current officers
- Submitting annual franchise tax paperwork to Comptroller's Office by May deadline
- Submitting annual IRS paperwork by June deadline
- Maintain bank account
- Collect SHOA mail sent to 100 Elm Drive and distribute as necessary
- Report expenses, deposits, bank balance of previous month at each board or membership meeting

POOL COMMITTEE CHAIRMAN: Maintain and enforce rules of the SHOA common areas. Duties include:

- Submitting a budget by Quarterly Meeting on 1st Sunday of May in order to determine needs and fees for the next year
- Recruit pool committee members and volunteers for help with maintenance
- Distribute all pool/amenity keys, deal with duplicates needed, and maintain pool/amenity locks
- Collect pool/amenity dues and other fees (e.g., duplicate key fees and party fees)
- Ensure proper maintenance of pool/amenities area

COMMITTEES AND MEMBERS: Shall represent the interests and concerns of their committee as outlined by SHOA board and membership, and actively participate in ensuring that the purpose of SHOA

is fulfilled.

BLOCK CONTACTS/CAPTAINS: Shall represent the interests and concerns of their block on behalf of SHOA, and actively participate in ensuring that the purpose of SHOA is fulfilled. Duties include:

- Attend SHOA Quarterly meetings as SHOA block contact (liaison)
- Distribute quarterly newsletters and necessary SHOA materials
- Serve as block captain to promote and/or develop Neighborhood Watch effort
- Collect contact information in order to develop an block emergency phone tree and share information with Block Contact Coordinator in order to add to SHOA master list

All SHOA officers are elected volunteers and receive no compensation for their involvement with SHOA.

SHOA OFFICER ELECTION: Officer nominations may be announced as early as Quarterly Meeting on the the 1st Sunday of February. Nominations may also be made from the floor on the day of VOTING which will be held by ballot at the Quarterly Meeting on the 1st Sunday in May. The votes will be counted at the end of that SHOA meeting. The results are final. Voters may only be SHOA members of at least 18 years of age. Each household has one vote.

OFFICER TERM will last one year beginning after the Quarterly Meeting the 1st Sunday of May in order to prepare for June 1 to May 31st fiscal year and next pool season. Each officer may be reelected indefinitely. In the event an officer's term shall terminate prior to one year a special election will be held.

COMMON AREAS owned by SHOA are available to SHOA paid pool/amenity members only and their approved guests. NO resident of Saxony that is not a SHOA paid pool/amenity member shall be allowed at any time in these areas unless a SHOA special event is held that allows access to a specific area(s). Common areas owned by the city are available to everyone. All rules set forth by SHOA on the common areas must be followed (those given upon pool/amenity sign-up and payment) at all times and posted. Hiring of maintenance crews, for the common areas, will be achieved by receiving at least 3 bids. The lowest bid will be accepted unless it is determined that there is a difference in the value and quality of services offered. All crews will be on a contract basis.

ENFORCEMENT OF COMMON AREAS RULES AND REGULATIONS: All members are responsible for abiding by all rules and regulations of common areas. Members are responsible for the actions of all family members and guests. Violations of any rules or regulations shall be reported in writing to the SHOA Pool Chair. See current pool/amenity rules handed out during sign-up and payment in reference to handling of violations of rules.

Disputes concerning violations will be discussed by the parties involved and at least two SHOA officers. The decision of the officers must be in accordance with the rules and regulations of SHOA and is final. Violations and other sanctions, including membership suspension and termination will be reported in the Minutes for the Saxony Homeowners' Association meeting.

ENFORCEMENT OF DEED RESTRICTIONS shall be to their fullest extent. Upon violation of a restriction the violator will be sent a notice of the violation with a copy of the deed restrictions, which are officially on file at the Travis County Tax Assessor office. Thirty (30) days will be allowed to correct the violation. If it is not corrected, a 2nd notice will be sent by certified mail. Again, thirty (30) days will be allowed to correct the violation. If it is not corrected, legal action will be taken. Offenders will be responsible for legal costs.

EXPENDITURES AND REIMBURSEMENT by SHOA check over \$100.00, that are not part of a budget approved by SHOA members, must be voted on by SHOA members. Expenses, paid by SHOA check or petty cash that are part of a SHOA member pre-approved budget, under \$100.00 may be decided on by

the SHOA officers, and disbursed by treasurer who will make a receipt of cash given and be given a receipt back for items purchased. Checks may be written by the SHOA president and treasurer only and require a duplicate signature.

VOTING on all major issues shall be held at SHOA's quarterly meetings. In the event that an emergency item arises between SHOA quarterly meetings, a letter detailing the item will be sent to all SHOA paid member residences so that it will be voted on via a specially called meeting or by proxy. Each SHOA member households shall have one vote and may do so on SHOA-related issues. Deed restrictions issue votes are open to any resident who shows legal ownership of or participation (by means of rent or lease) a Saxony home. Voters on SHOA-related issues may only be SHOA members of at least 18 years of age and there is only one vote per household. A written proxy may be provided to any SHOA officer for casting a vote on any issue, provided the item(s) to be voted on are clearly listed on the written proxy along with the vote to be cast and signature.

MEMBERS are defined as Saxony household with dues paid up to date. If dues are not paid, the household becomes a non-members and cannot regain member status until all dues for the current year are paid. Membership is transferable to residents purchasing the home of SHOA members in good standing. Members are entitled to voting privileges and access to SHOA owned and/or maintained common areas as set forth in this document, if paid pool/amenity membership applies.

AMENITY ONLY MEMBERS are defined as NON-Saxony household with dues paid up to date. If dues are not paid, the household becomes a non-member and cannot regain member status until all dues for the current year are paid. AMENITY ONLY Members are entitled to access to SHOA owned and/or maintained common areas as set forth in this document. NO Voting rights exist for AMENITY ONLY Members.