

**APPROVED AT ANNUAL MEETING ON 6/5/2018**

**BYLAWS  
of the  
TRAILS END HOMEOWNERS ASSOCIATION, INC.  
A non-Profit Association**

**ARTICLE I  
Name**

**The name of this Corporation is Trails End Homeowners Association, Inc.**

**ARTICLE II  
Purpose**

**The purpose for which this Non-Profit Corporation is organized is:**

- 1. To assure the upkeep, maintenance, improvements and administration of the Local Common Areas and Recreation and Open Space of Trails End Subdivision, a subdivision in Travis County, Texas, as shown on the map of said subdivision which is recorded in Book 4, Page 331 of the plat records of said Travis County.**
- 2. To enter into and perform any contract and to exercise all powers which may be necessary or convenient to the operation, management, maintenance and administration of the affairs of the Trails End Subdivision.**
- 3. To maintain and control the usage of T. L. Smith Park (formerly Trails End Park) making it safe, enjoyable, and an asset to the Trails End Subdivision community.**

**ARTICLE III  
Membership**

**Property Owner Membership - shall be open to all property owners of the Trails End Subdivision who are willing to pay the required membership fees and who share a common goal in helping to maintain and/or upgrade the community, the park, the recreation area and common grounds. NOTE: Property owners who have not paid membership dues may not use the park as guests of paid members.**

**Annual fees of \$150 will be due by June 1 to cover the period of June 1 through May 31<sup>st</sup> and will not be refundable. Annual fees will not be prorated. Any member joining before June 1<sup>st</sup> will owe the full membership fee. Dues will be due on 1st Monday in June. Members not paying dues by June 16 will be assessed a late fee of \$25.00.**

**Annual fees must be paid by June 30 for continuing membership. NOTE: Members who have not paid their dues by June 30th will not be able to enter the park because their key cards and/or phone access will be deactivated until dues are paid.**

**Associate Membership - will be open to all full time tenant residents (residing more than 30 days) in a single dwelling with the same desires. The property owner must have their own membership in order for their tenants to have an associate membership. It is the responsibility of the owner of rental property to submit a membership application, application fee and agree to the indemnification agreement for any and all tenants and to notify the Board of any changes in tenants. This would require that the property owner submit an application and pay a full membership fee with each change of tenants. It is the owner's responsibility to provide all their tenants with a copy of the Park Rules and Regulations. Associate members will not be able to vote.**

***TO CLARIFY:* One piece of property CAN have two memberships IF the property is occupied by a tenant (associate membership) and not the land owner. The owner and the tenant would EACH pay for an annual membership and EACH would get 2 park cards and/or phone access options to access the park. However, if you rent a piece of property but do NOT live on that property you CANNOT be a member in the association. Property owners' CAN have a membership whether they live on the property or not.**

**SHORT TERM RENTAL POLICY:**

**Short term renters are defined as renters staying less than 30 days on a member's property. There will be no access to the park or any of the TEHOA facilities for short term renters, without accompaniment by a member as their guest(s) as defined in the park rules.**

**Commercial property membership shall be open to all commercial property owners located in the Trails End Subdivision who are willing to pay the required membership fees and who share a common goal in helping to maintain and/or upgrade the community, the park, the recreation area and common grounds. Commercial property will be defined as property, which is primarily used for commercial purposes (such as, but not limited to, utilities, retail, wholesale, manufacturing, dry docks, RV parks (with more than two parking spaces), other multiple living areas, and marinas). Effective June 2017, Annual fees of \$750 will be due by June 1 to cover the period of June 1 through May 31 and will not be prorated or refundable. Annual fees must be paid by June 30 for continuous membership. NOTE: Commercial Members who have not paid their dues by June 30th will not be able to enter the park because their key cards and/or phone access will be deactivated until dues are paid.**

**Dues will be waived for Board members the year following their year of service as long as they performed their required duties.**

**ARTICLE IV  
Voting Rights**

**One owner or contract purchaser, who has a waiver from the owner, of any real property located in the Trail's End Subdivision who is a paid member shall be entitled to one vote. In no event shall an individual have more than one vote and must be present in order to exercise this right. In no case can there be more than one vote per property owner. No matter the number of properties owned, a property owner gets 1 vote only. Proxy voting is not allowed. Associate Members and Commercial Property Members shall have no right to vote, propose amendments, or make motions at any meeting hereof, but shall have the privilege of obtaining recognition of the chair to speak on matters before the Association.**

**NOTE: Only members who have paid the current year's dues may vote at the annual meeting.**

**ARTICLE V  
Management**

**The general management of the affairs of the Corporation shall be vested in a Board of Directors. The number of the directors shall be 5. The Board of Directors shall consist of the five current officers. The Board of Directors shall have the power to adopt, rescind, or amend rules and regulations with the approval of the membership, which do not conflict with the charter of the Trails End Homeowners Association, Inc.**

**ARTICLE VI  
Officers and Directors**

**The officers of the Association shall include a President, Vice-President, Secretary, Treasurer, and Sergeant at Arms. The officers and directors shall be elected at the annual meeting of the Trails End Homeowners Association, Inc. and shall hold their office for a period of two (2) years. To be eligible to be an officer or director, a candidate must be a homeowner or lot owner, a current paid up member of the Trails End Homeowners Association at the time of their election and throughout their term of office. The term of office will be for two (2) years. There may be only one board member per household. Any officer may be re-elected for the same office or any other office.**

**ARTICLE V11  
Vacancies**

**A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Board of Directors for the unexpired portion of the term.**

**ARTICLE VIII**  
**Duties**

- 1. President. The President is the Chief Executive of the Association and as such, shall enforce all the provisions and purposes thereof.**
  - a. Preside at all meetings of the Association and of the Board of Directors.**
  - b. Sign checks as required when supported by bills as presented by the Treasurer.**
  - c. Appoint the members of all committees unless there is a motion requesting a special committee.**
  - d. Appoint these committees, as required: Legislative, Nominating, Grounds & Dock\_Maintenance, and Membership.**
  - e. Be an unofficial member of all but the nominating committee.**
  - f. Perform such other duties as pertain to this office.**
  
- 2. Vice-President. The Vice President in the absence of the President shall perform the duties of that office and shall discharge such other duties as may be required.**
  
- 3. Secretary. The secretary shall perform the following duties:**
  - a. Send notices for Association annual meetings to all property owners within Trails End Subdivision. Provide notices to Board members on special called board meetings.**
  - b. Keep a record of all the proceedings of the meetings of the Association and the Board of Directors and submit a copy of the minutes to the President within 10 days.**
  - c. Report the acts of the Board of Directors at each meeting of the Association**
  - d. Have charge of and conduct the correspondence of the Association**
  - e. Be an unofficial member of all but the Nominating Committee.**
  - f. Perform such other duties as may be required by the President or Board of Directors.**
  - g. Maintain membership lists and lot owners list.**
  
- 4. Treasurer. The Treasurer shall perform the following duties:**
  - a. Collect membership dues.**
  - b. Receive all funds paid or donated to the Association and disburse them according to supported statements and documents. Within seven days of receiving funds, deposit them in a bank, which is a member of and whose deposits are insured by, the Federal Deposit Insurance Corporation or Federal Savings & Loan Insurance Corporation**

- c. All withdrawals in the name of the association shall carry the signature of an authorized officer (President, Vice President or Treasurer).
  - d. At the close of the year, May 31, make a financial report for the year. This report is to include a detailed itemization of all receipts and disbursements.
5. **Sergeant-at-Arms.** The sergeant-at-arms shall perform the following duties:
- a. Sign in all attendees at meetings and ascertain voting rights.
  - b. Maintain order at all meetings.
  - c. Count votes.
  - d. Be responsible for programming the security gate cards and maintaining that database.
  - e. Post notice of all meetings by signage on Trails End Road.
  - f. Maintain schedule of park reservations and approve refund of deposit.
  - g. Collect RV Hook-up fees and maintain schedule of RV reservations.
  - h. Policing the TEHOA Park.
  - i. Perform such duties as may be required of him by the President or the Board of Directors.

**ARTICLE IX**  
**Transfer of Records**

Outgoing Officers and committee chairpersons shall transfer all records and other property belonging to the Association to their elected successors in office not later than July 1 of the current year. If a vacancy is caused by other than the normal expiration of term of office, all records and other property belonging to the Association shall be turned over to the Board of Directors within two weeks from date the vacancy occurs.

**ARTICLE X**  
**Committees**

**SECTION A. Appointments.** The President shall appoint the members of all committees unless a motion requesting a special committee is carried.

**SECTION B. Standing Committees.**

- 1. **Nominating.** The Nominating Committee shall submit candidates for each office at the annual meeting, namely President, Vice-President, Secretary, Treasurer and Sergeant at Arms.
- 2. *Grounds, Docks, Restroom and Pump House Maintenance Committee. The Grounds, Docks, Rest Room and Pump House Maintenance Committee will be in charge of the common area as defined in Article II. It will develop the area further with the Board of Directors approval. It will be responsible for maintenance of the association grounds, docks, restroom and pump house facilities as well as posting of the required signage and maintaining the restroom facilities.*

## **SECTION C. Special Committees.**

### **1. Legislative Committee**

- a. The Legislative committee may submit proposed amendments and shall review all other proposed amendments submitted. The proposed amendments shall be submitted in writing with the Committee's recommendations to the Association Secretary and Association President 45 days prior to the annual meeting of the Association.**
- b. The Board of Directors should consider all amendments and should report its recommendations, if any, to the members for final action at the annual meeting.**
- c. All amendments shall become effective on July 1 following adoption unless otherwise specified at the time of adoption.**

- 2. Other Special Committees may be formed as required with scope and duties as defined by Board of Directors.**

## **ARTICLE XI**

### **Meetings**

**The Annual Meeting will be held in June. Written notice of this meeting will be mailed to all property owners. Quarterly meetings will be held in September, December and March. The Sergeant-At-Arms will post notification of meeting time and date by signage on Trails end Road the Tuesday preceding the meeting date. The order of business at all regular meetings of the Association shall be as follows:**

- 1. Call to Order**
- 2. Roll Call of Officers**
- 3. President's Report**
- 4. Approval of Minutes**
- 5. Reports of Officers**
- 6. Reports of Action Taken by the Board of Directors**
- 7. Reports of Standing and Special Committees (as required)**
- 8. Unfinished Business**
- 9. New Business**
- 10. Election of Officers (annual meeting only)**
- 11. Adjournment**

**Changes to the by-laws require a 2/3 vote by members in attendance for changes to be approved. Others votes, including but not limited to, election of officers, changes to the park rules or other motions will require a simple majority to be approved. This change will take place immediately (rather than on July 1 as noted in section C.1.c)**