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Notice
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CERTIFICATE OF AUTHORIZATION
of
WEST AIRPORT HOMEOWNERS ASSOCIATION, INC.

STATE OF TEXAS §
COUNTY OF HARRIS §

The undersigned, a director of West Airport Homeowners Association, Inc. ("Association"), does hereby certify that, at a regular meeting of the Association's Board of Directors ("Board") duly called and held with at least a quorum of the Board members being present and remaining throughout, the attached "Amended and Restated Policies for Community Meetings, Elections and Voting for West Airport Homeowners Association, Inc." was adopted and approved, and same supersedes and replaces all policies for meetings, elections, and voting previously adopted by the Board which directly controvert the new policies.

lee

I hereby certify that the foregoing resolution was approved as set forth above and now appears in the books and records of the Association.

TO CERTIFY which witness my hand this 18th day of November, 2011.

FILED FOR RECORD
8:00 AM

DEC 12 2011

St. Stewart
County Clerk, Harris County, Texas

WEST AIRPORT HOMEOWNERS
ASSOCIATION, INC.

By: Donald Scott

DONALD SCOTT
(print name)

lee

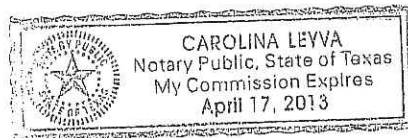
STATE OF TEXAS §
COUNTY OF HARRIS §

This instrument was acknowledged before me on 18th day of November, 2011, by Donald Scott, a director of West Airport Homeowners Association, Inc. on behalf of the Association.

Carolina Leyva

Notary Public in and for the State of Texas

After Recording Return To:
North Law
1 Greenway Plaza, Ste. 1005
Houston TX 77046



**Amended and Restated Policies for Community
Meetings, Elections, and Voting of
West Airport Homeowners Association, Inc.**

I. Introduction

The Board of Directors ("Board") of West Airport Homeowners Association, Inc. ("Association") is charged with the responsibility to, among other things, administer and govern the Association in accordance with its governing documents as well as state and federal law. In an effort to both summarize and clarify some of the protocol adopted by the Board in connection with community meetings, election, and voting, the Association sets forth these written rules and guidelines.

To the extent that the Board previously adopted guidelines and/or protocol addressing community meetings, elections, and voting, the Board, in accordance with state law, hereby amends and restates all previous policies, rules, or provisions (regardless of whether same is set forth in a dedicatory instrument), written or otherwise, by virtue of its adoption of this "Amended and Restated Policies for Community Meetings, Elections, and Voting of West Airport Homeowners Association, Inc.

II. Board of Director Meetings

1. **General.** All Board of Director's meetings (regular and special) will be open to all members. However, the Board may hold its executive sessions in private. Any decision made by the Board in an executive session will be summarized orally, in general terms, at the next open meeting (without breaching privacy concerns), and a written summary will be included within the written general meeting minutes. The oral summary will include a general explanation of expenditures approved by the Board in the executive session. Written minutes of the Board will be kept and made available to the membership.
2. **Membership Notice of Board Meetings.** All members will be given notice of the date, time, and place of a Board of Director's meeting in the manner prescribed by state law. The notice will include the general subjects to be discussed at the Board meeting and will include a general description of any matters that will be brought up in an executive session. If a Board meeting is recessed and continued on the next business day, no new notice will be given.
3. **Emergency Meetings of the Board of Directors.** The Board may meet without notice to the membership to consider routine administrative matters and matters of emergency and unforeseen necessity. To facilitate such meetings, the Board may meet by any method of communication (telephonic or electronic) which allows all of the directors to hear and communicate with each other. In addition, the Board may take an action by unanimous written consent.

Any action taken by a Board without notice to the membership will be summarized orally and reflected in the written meeting minutes of the next Board meeting. However, the Board will not, without prior notice to owners, vote on:

- a) Fines,
- b) Damage Assessments,
- c) Initiation of foreclosure actions,
- d) Initiation of enforcement actions (excluding health/safety hazards),
- e) Increases in Assessments,
- f) Special assessments,
- g) Appeals from a denial of ACC approval, or,
- h) Suspending an owner's right.

III. Annual Meetings / Elections of Directors

1. **Notice.** The Association will send written notice of a community wide election or vote to every owner no later than 10 days, or earlier than 60 days, before an election or community vote.
2. **Ballots.** Unless an election is uncontested, all ballots must be in writing and signed by a member. Electronic ballots, if utilized, will satisfy this requirement as they are considered to be written and signed.
3. **Right to Vote / Run for a Director Position.** Every owner has a right to vote in an election or on any matter concerning the rights and responsibilities of an owner. Any owner may run for a position on the Board, unless they are a convicted felon. If the association discovers that a current director is a felon, he will automatically be removed from the Board.
4. **Election of Board Members.** A director position whose term has expired must be elected by the membership and will not be appointed by the Board. The Board may only appoint a director if a director position becomes vacated because of resignation, death, or disability.
5. **Tabulation and Access to Ballots.** Neither a candidate, nor their relatives, can count the votes cast in an election, and they will not be given access to the ballots cast. Anyone else can count the votes but may not disclose how someone voted. However, in a recount authorized by law, the candidate, his relatives, or other person may be given access to the ballots cast at the election in connection with a recount process authorized by law.
6. **Recount of Votes.** Within 15 days after an election, any owner may demand a recount by sending written notice, by certified mail, to the association's mailing address as set forth in its management certificate or by delivering the written notice in person to the association's managing agent (at the address set forth in the management certificate).

Upon receiving the demand for recount, the association will retain the services of a person to recount the vote who:

- A. Is not a member of the association and is a current or former:
 - County judge,
 - Justice of the peace,
 - County elections administrator, or,
 - County voter registrar.

Or,

- B. Is not a member of the association and is agreed to by the association and the person requesting the recount.

The owner requesting the recount must pay for the cost of same, unless the recount changes the result of the election. If the recount changes the election result, the association will reimburse the owner for the costs of the recount.

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.
THE STATE OF TEXAS
COUNTY OF HARRIS
I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas

DEC 12 2011



Stan Stewart
COUNTY CLERK
HARRIS COUNTY, TEXAS