

SUPPLEMENTAL NOTICE OF DEDICATORY INSTRUMENTS
for
BRENTWOOD COMMON HOMEOWNERS ASSOCIATION

THE STATE OF TEXAS §
 §
COUNTY OF BEXAR §

The undersigned, being the authorized representative of Brentwood Common Homeowners Association (the "Association"), a property owners' association as defined in Section 202.001 of the Texas Property Code, hereby supplements instrument entitled "Notice of Dedicatory Instruments for Brentwood Common Homeowners Association" recorded in the Official Public Records of Real Property of Bexar County, Texas under Document No. 20180244816 (the "Notice") was filed of record for the purpose of complying with Section 202.006 of the Texas Property Code.

Additional Dedicatory Instrument. In addition to the Dedicatory Instruments identified in the Notice, the following document is a Dedicatory Instrument governing the Association.

- **Second Amended and Restated Bylaws of Brentwood Common Homeowners Association.**

A true and correct copy of such Dedicatory Instrument is attached to this Supplemental Notice.

This Supplemental Notice is being recorded in the Official Public Records of Real Property of Bexar County, Texas for the purpose of complying with Section 202.006 of the Texas Property Code. I hereby certify that the information set forth in this Supplemental Notice is true and correct and that the copy of the Dedicatory Instrument attached to this Supplemental Notice is a true and correct copy of the original.

Executed on this 21st day of March, 2019.


**BRENTWOOD COMMON
HOMEOWNERS ASSOCIATION**

By:

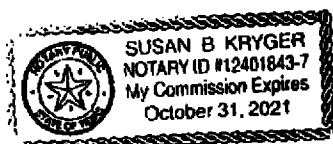

Jane W. Janeczek, authorized representative

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned notary public, on this 21st day of March, 2019 personally appeared Jane W. Janeczek, authorized representative of Brentwood Common Homeowners Association, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purpose and in the capacity therein expressed.



Notary Public in and for the State of Texas



SECOND AMENDED AND RESTATED BYLAWS
of
BRENTWOOD COMMON HOMEOWNERS ASSOCIATION

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SECOND AMENDED AND RESTATED BYLAWS
of
BRENTWOOD COMMON HOMEOWNERS ASSOCIATION

THE STATE OF TEXAS §
 §
COUNTY OF BEXAR §

RECITALS

1. By-Laws of Brentwood Common Homeowners Association were recorded under Document No. 20010090308 in the Official Public Records of Real Property of Bexar County, Texas, as amended ("**2001 Bylaws**").
2. Amended and Restated Bylaws for Brentwood Common Homeowners Association were recorded under Document No. 20180244816 of the Official Public Records of Real Property in Bexar County, Texas ("**2018 Bylaws**").
3. After the 2018 Bylaws were recorded, a conflict between the 2018 Bylaws and the Articles of Incorporation for the Association was determined to exist regarding the length of the term of directors.
4. The Board of Directors ("**Board**") desires to correct this conflict by adopting this Second Amended and Restated Bylaws ("**2019 Bylaws**").
5. Pursuant to Article VI, Section H of the 2018 Bylaws, the 2018 Bylaws may be amended by the affirmative vote or written consent, or any combination thereof, of a majority vote of the Board of Directors.
6. The Board finds it is in the best interest of the Association to amend and restate the 2018 Bylaws of the Association in its entirety to correct the conflict with the Articles of Incorporation.

NOW, THEREFORE, the Board of Directors of Brentwood Common Homeowners Association hereby amends and restates the 2018 Bylaws in its entirety. Upon recording the Second Amended and Restated Bylaws of the Association ("**2019 Bylaws**"), the 2019 Bylaws will replace and supersede the 2018 Bylaws.

Article I

Name, Principal Office, and Definitions

A. Name. The name of the Association is Brentwood Common Homeowners Association ("**Association**").

B. Principal Office. The principal office of the Association is located in Bexar County, Texas.

C. Definitions. The capitalized terms used in these Bylaws that are not defined herein have the same meanings as set forth in the Amended and Corrected Declaration of Covenants, Conditions and Restrictions for Marymont Townhomes, now known as Brentwood Common, recorded under Volume 7037, Page 660-678 in the Official Public Records of Bexar County, Texas, as amended or supplemented ("**Declaration**"), unless otherwise specified herein.

D. Property. The property affected by these Bylaws is that property restricted by the Declaration, and any other property which has been or is subsequently annexed and/or made subject to the authority of the Association.

Article II

Membership, Meetings, Quorum, Voting, Proxies

- A. Membership. The Association presently has one (1) class of membership.
- B. Place of Meetings. Meetings of the Members of the Association are held at the principal office of the Association or at such other suitable place as may be designated by the Board.
- C. Annual Meetings and Special Meetings. The annual meeting of the Members of the Association will be held on a date and time designated by the Board. The annual meeting of the Association may be held for the purpose of electing or announcing the names of newly elected directors and for transacting such other business as designated by the Board.

The President may call special meetings. In addition, it is the duty of the President to call a special meeting of the Members of the Association if so directed by resolution of a majority of a quorum of the Board or upon a petition signed by Members representing at least ten percent (10%) of the total votes of the Association.

Directors to be elected by the membership may be elected at the annual meeting of the Members, at a special meeting of the Members called for that purpose, or prior to such annual meeting or special meeting as determined by the Board.

D. Notice of Meetings. Written or printed notice stating the purpose, place, day, and hour of any meeting of the Members may be delivered, either personally or by mail, fax or other electronic media, including by email to each Member who has registered their email address with the Association, to each Member not less than ten (10) nor more than sixty (60) days before the date of such meeting, by or at the direction of the President, the Secretary, or the officers calling the meeting. No business may be transacted at a special meeting except as stated in the notice. For the purpose of determining the Members entitled to notice of a meeting, the membership of the Association will be determined on the date the notice of meeting is first given.

For an election or vote of Members not taken at a meeting, the Association will give notice of the election or vote to all Members entitled to vote on any matter under consideration. The notice will be given not later than the 20th day before the latest date on which a ballot may be submitted to be counted.

If mailed, the notice of a meeting will be deemed to be delivered when deposited in the United States mail, addressed to the Member at his or her address as it appears on the records of the Association. If faxed, the notice will be deemed to be delivered as of the date and time shown on a written confirmation that the facsimile was successfully transmitted. If sent by e-mail, the notice will be deemed to be delivered as of the date and time shown on a confirmation that the e-mail was successfully transmitted. Notice to a Member by e-mail or facsimile must be sent to the e-mail address or facsimile number provided to the Association in writing by that Member. One notice, addressed to multiple Members at the same address, will suffice if more than one (1) Member resides at any address. For any given meeting, the Board may use any combination of the alternative methods for providing notice to the Members.

E. Waiver of Notice. Waiver of notice of a meeting of the Members will be deemed the equivalent of proper notice. Any Member may, in writing, waive notice of any meeting of the Members, either before or after such meeting. Attendance at a meeting by a Member, whether in person or by proxy, is deemed waiver by such Member of notice of the time, date, and place thereof, unless such Member specifically objects in writing to lack of proper notice at the time the meeting is called to order. Further, casting a vote by a Member via any means authorized in these Bylaws on any issue to be voted upon at the meeting will be deemed a waiver by such Member of notice of the meeting. Attendance at a meeting will also be deemed waiver of notice of all business transacted thereat unless objection to the calling or convening of the meeting, of which proper notice was not given, is raised in writing before the business is put to a vote.

F. Adjournment of Meetings. If any meeting of the Members cannot be held because a quorum is not present, either in person or by proxy, the presiding officer or a majority of the Members who are present at such meeting, in person or by proxy, may adjourn the meeting to a time not less than ten (10) nor more than sixty (60) days from the time the original meeting was called. All votes cast by Members prior to the originally called meeting by proxy, or by any means authorized in these Bylaws, on issues to be considered at the meeting will be valid and may be counted at the reconvened meeting; provided that a Member who cast a vote on an issue by proxy or by any means authorized in these Bylaws may change that Member's vote at any time prior to the time that a call for a vote on the issue is made at the reconvened meeting. A Member may change his vote by attending the reconvened meeting in person, submitting a proxy at the reconvened meeting which either directs or authorizes the proxy holder to vote in a different manner, or changing the Member's vote by any means for voting authorized in these Bylaws. Notice for any reconvened meeting will be given to Members in the manner prescribed for regular meetings.

Any business which might have been transacted at the meeting originally called may be transacted without further notice provided that any action taken must be approved by at least a majority of all of the Members present, in person and/or by proxy, at such reconvened meeting. If less than fifteen percent (15%) of the total membership is present in person or by proxy at the reconvened meeting, then any action must be approved by at least 2/3rds of such Members present.

G. Voting. The voting rights of the Members will be as set forth in the Declaration, and such voting rights provisions are specifically incorporated herein. At the option of the Board, Members may vote by any one, or more, of the following methods as may be established in a policy adopted by the Board: (1) in person, (2) by absentee ballot, (3) by proxy, (4) by any electronic means, or (5) other process approved by the Board of the Association. Facsimile proxies will be valid. The

Association is not required to provide a Member with more than one voting method; provided however that a Member must be permitted to vote by absentee ballot or proxy. Electronic voting will be valid pursuant to rules and regulations promulgated by the Board. At any election where there are an equal number of nominees as there are positions to be filled, the Board may determine that election by ballot or vote is not required and may declare that the nominees are elected by unanimous consent or acclamation. At all meetings of Members, all questions, except those the manner of which is otherwise expressly governed by statute, the Articles of Incorporation of the Association or by the Bylaws, will be decided by the vote of a plurality of the Members of the Association present in person or by proxy and entitled to vote, a quorum being present. At all meetings of the Association, cumulative voting is prohibited. Any vote cast at a meeting by a Member supersedes any vote submitted by absentee or electronic ballot previously submitted for that purpose.

Votes cast by Members must be in writing signed by the Member if the vote is cast (i) outside of a meeting, (ii) in an election to fill a position on the Board, (iii) on a proposed adoption or amendment of a Dedicatory Instrument, (iv) on a proposed increase in the amount of Assessment or proposed adoption of a Special Assessment, or (v) on the proposed removal of a Board member. Electronic votes constitute written and signed ballots.

1. Proxies:

Subject to the limitations above, the Board is vested with the authority to determine, in its sole discretion, if proxies will be distributed prior to a vote on any issue to be voted upon by the Members. All proxies will be in writing and filed with the Secretary before the appointed time of each meeting or by any earlier date or time specified in the notice of meeting. Every proxy will be revocable and will automatically cease upon (i) conveyance by the Member of the Member's interest in the property; (ii) receipt of notice by the Secretary of the death or judicially declared incompetence of a Member; (iii) receipt of written revocation; or, (iv) expiration of eleven (11) months from the date of the proxy. In the case of a Member's execution of more than one proxy, the proxy with the latest date will be valid. Proxies not delivered prior to the start of any meeting or by any earlier date or time if specified in the notice of meeting, will not be valid. Notwithstanding anything contained in these Bylaws to the contrary, a proxy may only be issued by a Member to another Member, which may include a Board Member.

2. Absentee Ballots:

Subject to the limitations above, the Board is vested with the authority to determine, in its sole discretion, if Members may vote on any issue to be voted upon by the Members under these Bylaws by absentee ballot. A solicitation for votes by absentee ballot must include:

- a. An absentee ballot that contains each proposed action and provides an opportunity to vote for or against each proposed action;
- b. Instructions for delivery of the completed absentee ballot, including the delivery location; and

- c. The following language: "By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail."

3. Electronic Ballots:

The Board is vested with the authority to determine, in its sole discretion, if Members may vote on any issue to be voted upon by the Members under these Bylaws by means of electronic ballots. Electronic ballot means a ballot given by e-mail, facsimile or posting on an Internet website for which the identity of the Member submitting the ballot can be confirmed and for which the Member may receive a receipt of the electronic transmission and receipt of the Member's ballot. If an electronic ballot is posted on an Internet website, a notice of the posting shall be sent to each Member that contains instructions on obtaining access to the posting on the website. The Board has the authority to adopt an electronic voting policy.

To be valid, any vote cast by a Member by absentee ballot or electronic ballot must be received by the Association by the date and time specified in the notice of meeting or, if no date and time is specified as to receipt of such ballots, by midnight of the day before the date of the scheduled meeting.

H. Majority. As used in these Bylaws, the term "majority" means those votes, Members, or other groups as the context may indicate totaling more than fifty percent (50%) of the total eligible votes, Members, or other groups, as applicable.

I. Quorum. Except as otherwise provided in these Bylaws or in the Declaration, the presence in person, or by proxy, of Members representing fifteen percent (15%) of the total eligible votes in the Association will constitute a quorum at all meetings of the Association. An absentee or electronic ballot may be counted toward a quorum of Members present (as if in attendance at a meeting) (1) for the purpose of establishing a quorum only for items appearing on the ballot, (2) may not be counted, even if properly delivered, if the Member attends any meeting and votes in person, and (3) may not be counted on the final vote of a proposal if the motion was amended at the meeting to be different from the exact language on the absentee or electronic ballot. If the required quorum is not present, another meeting may be called subject to the same notice requirements, and the required quorum at the subsequent meeting will be satisfied by those Members in attendance.

J. Conduct of Meetings. The President, or his/her designee, will preside over all meetings of the Association and the Secretary, or his/her designee, will keep the minutes of the meeting and record in a minute book all resolutions adopted at the meeting as well as a record of all transactions occurring at the meeting.

Article III

Board of Directors: Number, Powers, Meetings

A. Composition and Selection.

Section 1. Governing Body: Composition. The affairs of the Association are governed by a Board of Directors.

Section 2. Number, Qualifications and Voting.

(a) Number. The number of directors in the Association will be five (5), all of whom must be Members of the Association. The number of directors may be changed by amendment of the Bylaws.

(b) Director Qualifications. All Directors must be Members of the Association. Co-owners of a single Lot may not serve on the Board at the same time. A representative of a corporation or other business entity that is a Member of the Association may serve as a Director. In the case of a Member that is a corporation or other business entity, the person designated in writing by either proxy or a resolution to the Secretary of the Association as the representative of such corporation or other business entity will be eligible to serve as a director. At least two-thirds of the Directors must reside in the subdivision.

Notwithstanding anything contained herein to the contrary, if the Board is presented with written documented evidence from a database or other record maintained by a governmental law enforcement authority that a director was convicted of a felony or crime of moral turpitude not more than 20 years before the date the Board is presented with the evidence, that director is immediately ineligible to serve on the Board and is automatically considered removed from the Board and prohibited from future service on the Board.

(c) Voting. Directors are each entitled to one (1) vote on all matters brought before the Board.

Section 3. Election of Directors. Directors will be elected by the Members. A Director must be a Member of the Association. A Director will serve a one (1) year term.

As to Director elections in which there are more candidates than vacant positions and where two or more candidates receive the same number of votes resulting in a tie, the winner of the election will be chosen by lot (i.e., the names of the candidates running for a director position who have received the same number of votes will be written on separate pieces of paper by the presiding officer of the meeting; the pieces of paper will be folded by the presiding officer and placed in a container provided by the currently serving Board; the presiding officer will ask for a volunteer Member from the audience of Members to pick any one piece of paper from the container and the person whose name is picked will be declared the winner of such election).

The election of Directors will be conducted at the annual meeting of the Members.

Section 4. Nomination of Directors. The Board may establish a Nominating Committee consisting of a chairperson, who will be a member of the Board, and three (3) or more Members of the Association. The Nominating Committee will make as many nominations for election to the Board as it receives provided, however, that nominations from the floor in a Board member election will not be permitted. Regardless of whether a Nominating Committee is formed, Members may also nominate themselves by submitting a written nomination to the Board on or before a date to be determined by the Board.

At least twenty (20) days before the Association disseminates absentee ballots or other ballots to the Members for purposes of voting in a Board member election, the Association must provide notice to the Members soliciting candidates interested in running for a position on the Board. The notice must contain instructions for an eligible candidate to notify the Board of the candidate's request to be placed on the ballot and the deadline to submit the candidate's request. The deadline may not be earlier than the 20th day after the date the Board provides the notice. The absentee ballot or other ballot must include the name of each eligible candidate from whom the Board received a request to be placed on the ballot.

The notice required by this provision must be:

1. mailed to each Member; *or*
2. provided by:
 - (a) posting the notice in a conspicuous manner reasonably designed to provide notice to the Members:
 - (i) in a place located on the Common Area or, with an Member's consent in a conspicuous manner on privately owned property within the Subdivision; or
 - (ii) on any Internet website maintained by the Association or other Internet media; *and*
 - (b) sending by e-mail to each Member who has registered an e-mail address with the Association.

Section 5. Vacancies and Removal of Directors. A vacancy of a Director position created prior to the expiration of his/her term will be filled by the affirmative vote of the majority of the remaining directors, regardless of whether that majority is less than a quorum. A Director so appointed to fill a vacancy is appointed for the unexpired term of the member's predecessor in office.

Any Director may be removed, with or without cause, by the vote of Members holding a majority of votes. Any Director whose removal is sought will be given notice prior to any meeting called for that purpose. Upon removal of a Director, a successor will

then and there be elected by the Members entitled to elect the Director so removed to fill the vacancy for the remainder of the term of such director.

Any Director who has three (3) consecutive unexcused absences from Board meetings may be removed by a majority of the Directors present at a regular or special meeting at which a quorum is present, and a successor may be appointed by the Board to fill the vacancy for the remainder of the term. In the event of the death, disability, or resignation of a director, a vacancy may be declared by the Board, and it may appoint a successor.

B. Meetings.

Section 1. Organizational Meetings. The first meeting of the Board following each annual meeting of the Members will be held within sixty (60) days thereafter at such time and place as will be fixed by the Board.

Section 2. Open Board Meetings; Action Outside of a Meeting. A regular or special meeting of the Board may be called by or at the request of the President or any two (2) directors. Board meetings may be held at such time and place as shall be fixed by the Board. A Board meeting means a deliberation between a quorum of the voting directors or between a quorum of the voting directors and another person, during which Association business is considered and the Board takes formal action. A Board meeting does not include the gathering of a quorum of the Board at a social function unrelated to the business of the Association or the attendance by a quorum of the Board at a regional, state, or national convention, ceremonial event, or press conference, if formal action is not taken and any discussion of Association business is incidental to the social function, convention, ceremonial event, or press conference.

Regular and Special Board meetings must be open to the Members, subject to the right of the Board to adjourn a Board meeting and reconvene in closed executive session. Members other than directors may not participate in any discussion or deliberation unless permission to speak is requested on his or her behalf by a director. In such case, the President may limit the time any Member may speak.

Regular or Special Board meetings may be adjourned and reconvened in a closed executive session to consider actions involving personnel, pending or threatened litigation, contract negotiations, enforcement actions, confidential communications with the Association's attorney, matters involving the invasion of privacy of individual Members, and matters that are to remain confidential by request of the affected parties and agreement of the Board. Following an executive session, any decision made in executive session will be summarized orally and placed in the minutes, in general terms, without breaching the privacy of individual Members, violating any privilege, or disclosing any information that was to remain confidential at the request of the affected parties. The oral summary must include a general explanation of expenditures approved in executive session.

An open meeting may be held by electronic or telephonic means provided that (i) each director may hear and be heard by every other director, (ii) all Members in attendance at the meeting may hear all directors (except if adjourned to executive session), and (iii) all

Members are allowed to listen using any electronic or telephonic communication method used or expected to be used by a director to participate.

Section 3. Action Without a Formal Meeting Prohibited. The Board may not consider or vote on any of the following issues except in an open meeting for which prior notice was given to Members:

- (a) Fines;
- (b) Damage assessments;
- (c) Initiation of foreclosure actions;
- (d) Initiation of enforcement actions, excluding temporary restraining orders or violations involving a threat to health or safety;
- (e) Increases in Assessments;
- (f) Levying of Special Assessments;
- (g) Appeals from a denial of architectural approval;
- (h) A suspension of a right of a particular Member before the Member has an opportunity to attend a Board meeting to present the Member's position, including any defense, on the issue;
- (i) Lending or borrowing money;
- (j) The adoption or amendment of a Dedicatory Instrument;
- (k) The approval of an annual budget or the approval of an amendment of an annual budget that increases the budget by more than ten percent (10%);
- (l) The sale or purchase of real property;
- (m) The filling of a vacancy on the Board;
- (n) The construction of capital improvements other than the repair, replacement, or enhancement of existing capital improvements; or
- (o) The election of an officer.

Section 4. Notice. Notice to the Members and directors of the date, hour, place, and general subject of regular or special open Board meetings, including instructions for Members to access any communication method utilized for the Board meeting, as well as a general description of any matter to be brought up for deliberation in executive session, will be:

1. mailed to each Member and director not later than 10th day or earlier than 60th day before the date of the meeting; or

2. provided at least 72 hours before start of the meeting by:
 - a. posting in conspicuous manner reasonably designed to provide notice to the Members and directors:
 - (i) in a place located on the Association's common property, or on Member's property with their consent, or other property within the subdivision; *or*
 - (ii) on any internet website maintained by the Association or other internet media; *and*
 - b. sending notice by e-mail to each Member and director who has registered an e-mail address with the Association.

It is the Member's and director's duty to keep an updated e-mail address registered with the Association.

If the Board recesses to continue the meeting the following regular business day, the Board is not required to post notice of the continued meeting if the recess is taken in good faith and not to circumvent this provision. If the meeting is continued to the next business day, and the Board again continues the meeting to another day, the Board will give notice of continuation in at least one of the manners described above, within two (2) hours after adjourning the meeting being continued.

Section 5. Special Meetings. Special meetings of the Board will be held when called by written notice issued at the request of the President of the Board or by written resolution of a majority of a quorum of the Board. Notice will be given to the Members as provided above.

Section 6. Waiver of Notice of Meeting by Director. The transaction of any meeting of the Board, however called and noticed or wherever held, will be as valid as though taken at a meeting duly held after regular call and notice if (a) a quorum is present, and (b) either before or after the meeting, each of the directors not present signs a written waiver of notice, a consent to holding the meeting, or an approval of the minutes. The waiver of notice or consent by a director need not specify the purpose of the meeting. Notice of a meeting will also be deemed given to any director who attends the meeting without protesting in writing before or at its commencement about the lack of adequate notice.

Section 7. Quorum of Board. At all meetings of the Board, a majority of the directors will constitute a quorum for the transaction of business, and the votes of a majority of the Directors present at a meeting at which a quorum is present will constitute the decision of the Board. If any meeting of the Board cannot be held because a quorum is not present, a majority of the directors who are present at such meeting may adjourn the meeting subject to the notice requirements set forth herein. At the reconvened meeting, if a quorum is present, any business that might have been transacted at the meeting originally called may be transacted without further notice.

Section 8. Compensation. No director may receive any compensation from the Association for acting as such unless approved by Members representing a majority of the total votes of the Association at a regular or special meeting of the Association; provided, however, that a director may be reimbursed for expenses incurred on behalf of the Association upon approval of a majority of the other directors. Notwithstanding the foregoing, the Board can adopt a policy setting a value under which anything received is not considered compensation.

Section 9. Conduct of Meetings. The President or his/her designee, will preside over all meetings of the Board, and the Secretary, or his/her designee, will keep a minute book of meetings of the Board, recording therein all resolutions adopted by the Board and all transactions and proceedings occurring at such meetings.

C. Powers.

Section 1. Powers. The Board is responsible for the affairs of the Association and has all of the powers and duties necessary for the administration of the Association's affairs.

The Board may delegate to one (1) or more of its directors the authority to act on behalf of the Board on all matters relating to the duties of the managing agent or manager, if any, that might arise between meetings of the Board.

In addition to the authority created in these Bylaws, Texas law or by any resolution of the Board that may hereafter be adopted, the Board will have the power to establish policies relating to the following, in way of explanation, but not limitation:

- (a) preparing and adopting of annual budgets;
- (b) making Assessments, establishing the means and methods of collecting such Assessments, and establishing the payment schedule for Assessments;
- (c) providing for the operation, care, upkeep, and maintenance of all Common Area, including entering into a contract to provide for such operation, care, upkeep, and maintenance;
- (d) designating, hiring, and dismissing the personnel necessary for the operation of the Association and the maintenance, operation, repair, and replacement of its property and the Common Area, if any, and, where appropriate, providing for the compensation of such personnel and for the purchase of equipment, supplies, and materials to be used by such personnel in the performance of their duties;
- (e) collecting the Assessments, depositing the proceeds thereof in a bank depository that it approves, and using the proceeds to operate the Association; provided, any reserve fund may be deposited, in the directors' best business judgment, in depositories other than banks;

- (f) making and amending rules and regulations and promulgating, implementing, and collecting fines for violations and/or collecting fees related to enforcement of the rules and regulations, the Declaration, and all Dedicatory Instruments (as that term is defined in the Texas Property Code) for the Properties;
- (g) opening of bank accounts on behalf of the Association and designating the signatories required;
- (h) making or contracting for the making of repairs, additions, and improvements to or alterations of the Common Area, if any, in accordance with the other provisions of the Declaration and these Bylaws after damage or destruction by fire or other casualty;
- (i) enforcing by legal means the provisions of the Declaration, these Bylaws, and the rules and regulations adopted by the Board and bringing any proceedings that may be instituted on behalf of or against the Owners concerning the Association;
- (j) obtaining and carrying insurance against casualties and liabilities with policy limits, coverage and deductibles as deemed reasonable by the Board and paying the premium cost thereof;
- (k) paying the cost of all services rendered to the Association or its Members and not chargeable directly to specific Owners;
- (l) keeping books with detailed accounts of the receipts and expenditures affecting the Association and its administration, specifying the maintenance and repair expenses and any other expenses incurred;
- (m) maintaining a membership register reflecting, in alphabetical order, the names, property addresses and mailing addresses of all Members;
- (n) making available to any prospective purchaser, any Owner, any first Mortgagee, and the holders, insurers, and guarantors of a first Mortgage on any property, for any property purpose during normal business hours by advance appointment, current copies of the Declaration, the Articles of Incorporation, the Bylaws, rules governing the Properties and all other books, records, and financial statements of the Association for a reasonable charge; and making copies thereof available for a reasonable charge; permitting utility suppliers to use portions of the Common Area, if any, reasonably necessary to the ongoing development or operation of the Properties;
- (o) compromise, participate in mediation, submit to arbitration, release with or without consideration, extend time for payment, and otherwise adjust any claims in favor of or against the Association; and
- (p) commence or defend any litigation in the Association's name with respect to the Association or any Association property.

Section 2. Management Agent. The Board may employ for the Association a professional management agent or agents to perform such duties and services as the Board may authorize.

Section 3. Accounts and Reports. The following management standards of performance will be followed unless the Board by resolution specifically determines otherwise:

- (a) Accrual accounting, as defined by generally accepted accounting principles, will be employed.
- (b) Accounting and controls should conform to generally accepted accounting principles.
- (c) Cash accounts of the Association will not be commingled with any other accounts that are not owned by the Association.
- (d) No remuneration will be accepted by the managing agent from vendors, independent contractors, or others providing goods or services to the Association, whether in the form of commissions, finder's fees, service fees, prizes, gifts, or otherwise; anything of value received must benefit the Association.
- (e) Any financial or other interest that the managing agent may have in any firm providing goods or services to the Association will be disclosed promptly to the Board.
- (f) Financial reports will be prepared for the Association at least quarterly containing;
 - (i) an income statement reflecting all income and expense activity for the preceding period on an accrual basis;
 - (ii) a statement reflecting all cash receipts and disbursements of the preceding period;
 - (iii) a variance report reflecting the status of all accounts in an "actual" versus "approved" budget format;
 - (iv) a balance sheet as of the last day of the preceding period; and
 - (v) a delinquency report setting forth the total number of Owners who are delinquent in paying any Assessments at the time of the report and describing the status of any action to collect such Assessments that remain delinquent.
 - (vi) An annual report consisting of at least the following will be made available to all Members within one hundred twenty (120) days after the close of the fiscal year: (1) a balance sheet; (2) an operating (Income) statement; and (3) a statement of changes in financial position for the fiscal year. The annual report referred to above will be prepared on an audited or reviewed basis, as determined by the Board, by an independent, certified public accountant.

Section 4. Borrowing. The Board has the power to borrow money for the purpose of maintenance or repair or restoration of the Common Areas, or for any other proper purpose without the approval of the Members of the Association except as may otherwise be specified in the Articles of Incorporation or the Declaration. The Board, on behalf of the Association, may pledge the Association's Assessments and assign the Association's lien rights as collateral for any loan obtained by the Board on behalf of the Association.

Section 5. Rights of the Association. With respect to the Common Area, and in accordance with the Articles of Incorporation and the Declaration, the Board has the right to contract with any person or entity for the performance of various duties and functions. Without limiting the foregoing, this right entitles the Board to enter into common management, operational, or other agreements with trusts, condominiums, cooperatives, or other property owner or resident associations, both within and without the Property. Such agreements require the consent of a majority of the total number of non-interested directors of the Board.

Section 6. Enforcement. After notice and an opportunity to be heard, if same is required by law, the Board has the power to impose reasonable fines, which will be the personal obligation of the Owner, and to suspend any person's right to use the Common Area, if any, for violation of any duty imposed under the Declaration, these Bylaws, or any rules and regulations duly adopted by the Board provided, however, nothing herein authorizes the Association or the Board to limit ingress and egress to or from a Lot. In addition, the Board is entitled to suspend any services provided by the Association to a Lot in the event that the Owner of such Lot is more than thirty (30) days delinquent in paying any Assessment due to the Association. In the event that an Occupant of a Lot violates the Declaration, Bylaws, or a rule or regulation and a fine is imposed, the fine will first be assessed against the Occupant; provided, however, if the fine is not paid by the Occupant within the time period set by the Board, the Owner will pay the fine upon notice from the Association. The failure of the Board to enforce any provisions of the Declaration, Bylaws, or any rule or regulation will not be deemed a waiver of the right of the Board to do so thereafter.

As provided in the Declaration, each Owner is obligated to pay to the Association certain charges and Assessments, including such charges and Assessments as may be included, from time to time, by amendment to the Declaration. All interest, costs, and reasonable attorney's fees charged to, or paid by, the Association in collecting, or attempting to collect, such charges and Assessments, will be assessed against the Owner and the Lot, and will become part of the Assessments due on the Lot.

Any such Assessment or charge that is not paid when due will be delinquent. All payments will be applied pursuant to the Collection Policy and Payment Plan Guidelines adopted by the Board.

Notwithstanding anything to the contrary herein contained, the Association, acting through the Board, may elect to enforce any provision of the Declaration, these Bylaws, or the rules and regulations of the Association by self-help (specifically including, but not

limited to, the towing of vehicles that are in violation of parking rules and regulations and perform exterior maintenance) or by suit at law or in equity to enjoin any violation or to recover monetary damages or both without the necessity of compliance with the procedure set forth above. In any such action, to the maximum extent permissible, the Owner or Occupant responsible for the violation of which abatement is sought will pay all costs, including reasonable attorneys' fees actually incurred.

Article IV

Officers

A. **Officers.** The officers of the Association are President, Vice-President, Secretary, and Treasurer, all of which will be members of the Board. The Board may appoint such other officers, including one or more Assistant Secretaries and one or more Assistant Treasurers, as it deems desirable, such officers to have the authority and perform the duties prescribed from time to time by the Board. No two (2) offices may be held by the same person.

B. **Election Term of Office and Vacancies.** The officers of the Association will be elected annually by the Board at the first meeting of the Board following each annual meeting of the Members. A vacancy in any office may be filled by the Board for the unexpired portion of the term.

C. **Removal.** Any officer may be removed from office, but not as a director of the Board, with or without cause, by a majority vote of the Board whenever in its judgment the best interests of the Association will be served thereby.

D. **Powers and Duties.** The officers of the Association will each have such powers and duties as generally pertain to their respective offices, as well as such powers and duties as may from time to time be specifically conferred or imposed by the Board. The President will be the chief executive office of the Association. The Treasurer will have primary responsibility for the preparation of the budget, as provided for in the Declaration, and, may delegate all or part of the preparation and notification duties to a finance committee, or a management agent, or both.

E. **Resignation.** Any officer may resign at any time by giving written notice to the Board, the President, or the Secretary. Such resignation will take effect on the date of the receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation will not be necessary to make it effective. For the purposes of this Subsection, written resignation to the Board may be accomplished by facsimile, electronic transmission, certified mail, or receipted hand delivery.

F. **Agreements, Contracts, Deeds, Leases, Checks, Etc.** All agreements, contracts, deeds, leases, checks and other instruments of the Association will be executed by at least two (2) officers or by such other person or persons as may be designated by resolution of the Board.

Article V
Committees

The Board is hereby authorized to establish committees to perform such tasks and to serve for such period as may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Each committee established by the Board will operate in accordance with the terms of the resolution of the Board designating the committee and in accordance with such rules as are adopted by the Board. All committees will be vested with advisory powers only and are not authorized to act on behalf of the Board, unless otherwise specifically authorized by the Board or the Dedicatory Instruments.

Article VI
Miscellaneous

A. Fiscal Year. The fiscal year of the Association will be set by resolution of the Board. In the absence of a resolution, the fiscal year will be the calendar year.

B. Parliamentary Rules. Except as may be modified by Board resolution, Robert's Rules of Order (current edition) may, but is not required to, govern the conduct of Association proceedings when not in conflict with Texas law, the Articles of Incorporation, or these Bylaws.

C. Conflicts. If there are conflicts between the provisions of Texas law, the Articles of Incorporation, the Declaration, and/or these Bylaws, then the provisions of Texas law, the Declaration, the Articles of Incorporation, and the Bylaws, (in that order) will prevail.

D. Books and Records. The inspection, production, and copying of the records of the Association, will be made pursuant to the Records Production and Copying Policy adopted by the Board. Every director will have the absolute right at any reasonable time to inspect all books, records, and documents of the Association and the physical property owned or controlled by the Association. The right of inspection by a director includes the right to make a copy of relevant documents at the expense of the Association.

E. Audit. An audit of the accounts of the Association must be performed by a qualified, independent certified public accountant as frequently as deemed appropriate by the Board. Each audit must be in accordance with generally accepted auditing standards to obtain reasonable assurance that the Association's financial statements are free of material misstatements, to assess accounting principles used, and to evaluate the overall financial statement presentation. A more comprehensive audit may be performed in any given year as deemed necessary or appropriate by the Board.

F. Notices. All notices, demands, bills, statements, or other communications under these Bylaws will be in writing and will be deemed to have been duly given if delivered pursuant to the terms set forth in these Bylaws:

1. if to a Member, at the address that the Member has designated in writing and filed with the Secretary or, if no such address has been designated, at the address of the Lot of such Member; or

2. if to the Association, the Board, or the managing agent, at the principal office of the Association or the management agent, if any, or at such other address as will be designated by notice in writing to the Members pursuant to this Section.

G. Indemnification. To the fullest extent permitted by applicable law, the Association does hereby agree to indemnify, protect, hold harmless and defend its officers, directors, and committee members, hereinafter referred to as "Indemnitees" from and against all claims, demands, damages, injuries, losses, liens, causes of action, suits, judgments, penalties, liabilities, debts, costs and expenses, including court costs and attorneys' fees (collectively, "**Liabilities**"), of any nature, kind or description, whether arising out of contract, tort, strict liability, misrepresentation, violation of applicable law and/or any cause whatsoever (including without limitation, claims for injuries to or death of any person, or damages to or loss of any property) of any person or entity directly or indirectly arising out of, caused by, in connection with, or resulting from any act or omission of any of the Indemnitees; provided, however, that the Association will not indemnify the Indemnitees for any Liabilities arising as a result of the gross negligence or willful misconduct of Indemnitees. **THE OBLIGATIONS OF THE ASSOCIATION UNDER THIS SECTION WILL APPLY TO LIABILITIES EVEN IF SUCH LIABILITIES ARE CAUSED IN WHOLE OR IN PART BY THE SOLE, JOINT OR CONCURRENT NEGLIGENCE, FAULT OR STRICT LIABILITY OF ANY INDEMNITEE AND WHETHER OR NOT SUCH SOLE OR CONCURRENT NEGLIGENCE, FAULT OR STRICT LIABILITY WAS ACTIVE OR PASSIVE.**

The Indemnitees will promptly advise the Association in writing of any action, administrative or legal proceeding or investigation as to which indemnification may apply, and Association, at Association's expense, will assume on behalf of Indemnitees and conduct with due diligence and in good faith the defense thereof with competent trial counsel, provided, however, that Indemnitees will have the right, at their own option, to be represented therein by advisory counsel of their own selection and at their own expense.

In the event of the failure by Association to fully perform its obligations in accordance with this Section, Indemnitees, at their option, and without relieving the Association of its obligations hereunder, may so perform, but all costs and expenses so incurred by Indemnitees in that event will be reimbursed by the Association to Indemnitees, together with interest, on the same from the date any such expense was paid by Indemnitees until reimbursed by the Association, at the highest lawful rate of interest allowed under applicable usury laws of the State of Texas (or if no maximum rate is applicable, at the rate of eighteen percent (18%) per annum). The indemnification will not be limited to damages, compensation or benefits payable under insurance policies. It is agreed with respect to any legal limitations now or hereafter in effect and affecting the validity or enforceability of the indemnification obligations under this Section, such legal limitations are made a part of indemnification obligations and will operate to amend the indemnification obligations to the minimum extent necessary to bring the provisions into conformity with the requirements of such limitations, and as so modified, the indemnification obligations will continue in full force and effect.

H. Amendment. These Bylaws may be amended by the affirmative vote or written consent, or any combination thereof, of a majority vote of the Board. Notwithstanding the foregoing, the percentage of votes or other approval necessary to amend a specific clause will not be less than the prescribed percentage of affirmative votes required for action to be taken under that clause.

I. Business Judgment Rule. Any act or thing done by any director, officer, or committee member taken in furtherance of the purposes of the Association, and accomplished in conformity with the procedures set forth in the Declaration, Articles of Incorporation, the laws of the State of Texas, and/or these Bylaws, will be reviewed under the standard of the Business Judgment Rule as established by the common law of Texas, and such act or thing done will not be a breach of duty on the part of the director, officer, or committee member if they have been done within the exercise of their discretion and judgment.

The Business Judgment Rule means that a court may not substitute its judgment for that of the director, officer, or committee member. A court may not re-examine the quality of the decisions made by the director, officer, or committee member by determining the reasonableness of the decision as long as the decision is made in good faith in what the director, officer, or committee member believes to be the best interest of the corporation.

J. Owner Conflict. If an Owner is involved in litigation with the Association as to a conflict of interpretation of the Dedicatory Instruments, including but not limited to the Declaration, the Articles of Incorporation for the Association, rules and regulations promulgated by the Association, guidelines, policies, or these Bylaws, and/or the amount of delinquent Assessments, that Owner may not participate in any Association meeting or activity subject to any applicable parameters set forth in Section 209.0059 of the Texas Property Code, or its successor statute. Additionally, after notice and an opportunity to be heard are provided if required by law, an Owner's use of Common Area may be withheld to the extent allowed by law.

K. Dissolution/Winding Up Termination. The Association may be wound-up/dissolved pursuant to the Texas Business Organizations Code, or its successor statute. If the Association is wound-up or dissolved, the assets will be distributed pursuant to a Plan of Distribution approved by the Members.

L. Jurisdiction and Venue. The provisions in these Bylaws will be governed by and enforced in accordance with the laws of the State of Texas. Venue will be mandatory in Bexar County, Texas.

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CERTIFICATION

I, the undersigned, being the President of the Association, do hereby certify that at a meeting of the Board of Directors of the Association duly called and held on the 5 day of MARCH, 2019, with at least a quorum of the Board being present and remaining throughout, and being duly authorized to transact business, the foregoing Second Amended and Restated Bylaws of the Brentwood Common Homeowners Association was duly approved by a majority of the members of the Board in attendance.

IN WITNESS WHEREOF, I have hereunto subscribed my name on the date shown below to be effective upon recording in the Official Public Records of Real Property of Bexar County, Texas.

**BRENTWOOD COMMON HOMEOWNERS
ASSOCIATION**
a Texas non-profit corporation

Date: MARCH 7, 2019

By: Wendy E. Dodson

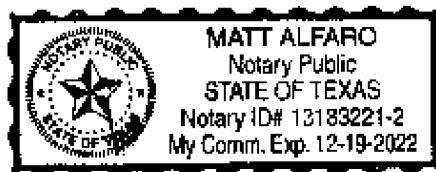
Printed Name: Wendy E. Dodson

Its: President

STATE OF TEXAS §
 §
COUNTY OF BEXAR §

BEFORE ME, on this day personally appeared Wendy E. Dodson, the President of Brentwood Common Homeowners Association known by me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that s/he executed the same for the purposes herein expressed, in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal of office, this 7th day of March, 2019.



Matt Alfaro
Notary Public - State of Texas

File Information

**eFILED IN THE OFFICIAL PUBLIC eRECORDS OF BEXAR COUNTY
LUCY ADAME-CLARK, BEXAR COUNTY CLERK**

Document Number: 20190050155
Recorded Date: March 21, 2019
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Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this instrument was eFILED in File Number Sequence on this date and at the time stamped hereon by me and was duly eRECORDED in the Official Public Record of Bexar County, Texas on: 3/21/2019 2:18 PM



Lucy Adame-Clark
Lucy Adame-Clark
Bexar County Clerk