

1/8  
Notice  
F

**ASSOCIATION SECRETARY'S CERTIFICATION OF DOCUMENTS**  
*For*  
**NORTHBROOK NORTH TOWNHOUSE ASSOCIATION, INC.**

---

STATE OF TEXAS           §  
                                     §  
COUNTY OF HARRIS       §

The undersigned is the Secretary and/or Keeper of Records for Northbrook North Townhouse Association Inc. (Hereafter referred to as "Association"), a Texas non-profit corporation first set forth and described in the "*Declaration of Covenants, Conditions and Restrictions for Phase II and Phase II West of Northbrook Village Planned Unit Development, Section One*" recorded in the HARRIS County Real Property Records under file number D932964, hereby certifies that the attached is a true and correct copy of the Association document "*NORTHBROOK NORTH TOWNHOUSE ASSOCIATION, INC. BYLAWS.*"

12

IN WITNESS WHEREOF, the undersigned secretary executes this certification:

Executed this the 12 day of December, 2013.

Signature: Kevin J. Cooper  
Name: Kevin J. Cooper  
Title: President

## ACKNOWLEDGEMENT

---

STATE OF TEXAS       §

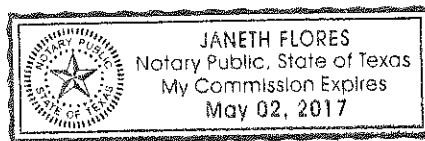
§

COUNTY OF HARRIS   §

This instrument was acknowledged before me on this the 12 day of December, 2013, by Kevin J. Cooper, a director for Northbrook North Townhouse Association Inc. 157

By:

Janeth Flores  
Notary Public, State of Texas



**AFTER RECORDING PLEASE RETURN TO:**

Randall Management  
6200 Savoy, Suite 420  
Houston, Texas 77036

NORTHBROOK NORTH TOWNHOUSE ASSOCIATION, INC.

BYLAWS

Table of Contents

Article I. Name and Location .....	- 1 -
Article II. Definitions .....	- 1 -
§ 1. Association .....	- 1 -
§ 2. Properties .....	- 1 -
§ 3. Common Properties .....	- 1 -
§ 4. Lot. ....	- 2 -
§ 5. Owner. ....	- 2 -
§ 6. Declarant .....	- 2 -
§ 7. Declaration .....	- 2 -
§ 8. Member .....	- 2 -
Article III. Meeting of Members .....	- 2 -
§ 1. Annual Meetings .....	- 2 -
§ 2. Special Meetings .....	- 3 -
§ 3. Notice of Meetings .....	- 3 -
§ 4. Quorum .....	- 3 -
§ 5. Proxies .....	- 4 -
Article IV. Board of Trustees .....	- 4 -
§ 1. Board of Trustees .....	- 4 -
§ 2. Term of Office .....	- 4 -
§ 3. Nomination .....	- 5 -
§ 4. Election .....	- 5 -
§ 5. Removal .....	- 5 -
§ 6. Compensation .....	- 6 -
§ 7. Action Taken Without a Meeting .....	- 6 -
Article V. Meetings of Trustees .....	- 6 -
§ 1. Regular Meetings .....	- 6 -
§ 2. Special Meetings .....	- 6 -
§ 3. Quorum .....	- 7 -
Article VI. Powers and Duties of the Board of Trustees .....	- 7 -
§ 1. Powers .....	- 7 -
§ 2. Duties .....	- 8 -
Article VII. Officers and Their Duties .....	- 9 -
§ 1. Enumeration of Officers .....	- 9 -
§ 2. Election of Officers .....	- 9 -
§ 3. Term .....	- 9 -
§ 4. Special Appointments .....	- 9 -
§ 5. Resignation and removal .....	- 9 -
§ 6. Vacancies .....	- 10 -
§ 7. Multiple offices .....	- 10 -
§ 8. Duties .....	- 10 -
(a) President .....	- 10 -
(b) Vice-President .....	- 10 -
(c) Secretary .....	- 10 -

NORTHBROOK NORTH TOWNHOUSE ASSOCIATION, INC.

BYLAWS

(d) Treasurer .....	- 11 -
Article VIII. Committees .....	- 11 -
Article IX. Books and Records .....	- 11 -
Article X. Assessments .....	- 12 -
Article XI. Corporate Seal .....	- 12 -
Article XII. Amendments .....	- 13 -
§ 1. Amendment .....	- 13 -
§ 2. Conflict .....	- 13 -
Article XIII. Miscellaneous .....	- 13 -

BYLAWS  
OF  
NORTHBROOK NORTH TOWNHOUSE ASSOCIATION, INC.

ARTICLE I

NAME AND LOCATION

The name of the corporation is Northbrook North Townhouse Association, Inc., hereinafter referred to as the "Association". The principal office of the corporation shall be located at 6402 Bankside, Houston, Texas 77035, but meetings of members and trustees may be held at such places within the State of Texas, County of Harris, as may be designated by the Board of Trustees.

ARTICLE II

DEFINITIONS

Section 1. "Association" shall mean and refer to Northbrook North Townhouse Association, Inc., its successors and assigns.

Section 2. "Properties" shall mean and refer to that certain property described in the Declaration of Covenants, Conditions and Restrictions, and such additions thereto as may hereafter be brought within the jurisdiction of the Association.

Section 3. "Common Properties" shall mean all property owned by the Association for the common use and enjoyment of its members.

Section 4. "Lot" shall mean and refer to that portion of any Building Site shown upon any recorded subdivision map of the Properties on which there is or will be constructed a single family residential unit ("townhouse").

Section 5. "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any Lot which is a part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of any obligation.

Section 6. "Declarant" shall mean and refer to Venture 80 Homes, Inc., the Declarant in the Declaration, and its successors and assigns if such successors and assigns should acquire more than one undeveloped Lot from the Declarant for the purpose of development.

Section 7. "Declaration" shall mean and refer to the Declaration of Covenants, Conditions and Restrictions applicable to Phase II of NORTHBROOK VILLAGE Planned Unit Development Section One (1), and Phase II West of NORTHBROOK VILLAGE Planned Unit Development Section One (1), residential subdivisions in Harris County, Texas.

Section 8. "Member" shall mean and refer to those persons entitled to membership as provided in the Articles of Incorporation of the Association.

### ARTICLE III

#### MEETING OF MEMBERS

Section 1. Annual Meetings. The regular annual meeting

of the members of the Association shall be held on the third Wednesday in January of each year beginning in 1975, at 10:00 a.m. at the principal office of the Association or at such other time or place as determined by the Board of Trustees. If such date for the annual meeting of the members is a legal holiday, the meeting will be held at the same hour on the first day following which is not a legal holiday. The failure to hold the regular annual meeting at the designated time shall not work a dissolution of the Association.

Section 2. Special meetings. Special meetings of the members may be called at any time by the President or by the Board of Trustees, or upon the written request of the members who are entitled to vote one-fourth (1/4) of all of the votes of the Class A membership.

Section 3. Notice of meetings. Written notice of each meeting of the members shall be given by, or at the direction of, the secretary or the person authorized to call the meeting, by mailing a copy of such notice, postage paid, at least fifteen (15) days before such meeting to each member entitled to vote thereat, addressed to the member's address last appearing on the books of the Association, or supplied by such member to the Association for the purpose of notice. Such notice shall specify the place, day and hour of the meeting, and, in the case of a special meeting, the purpose of the meeting.

Section 4. Quorum. The presence at the meeting of members entitled to cast, or of proxies entitled to cast, one-fifth

(1/5) of the votes of each class of membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these Bylaws. If, however, such quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented.

Section 5. Proxies. At all meetings of members, each member may vote in person or by proxy. Every proxy shall be revocable and shall automatically cease upon conveyance by the member of his Lot.

#### ARTICLE IV

##### BOARD OF TRUSTEES

Section 1. Board of Trustees. The affairs of this Association shall be managed by a Board of not less than five (5) Trustees, who need not be members of the Association. The number of Trustees may be increased or decreased from time to time by amendment of the Bylaws in accordance with Article XIII.

Section 2. Term of office. The initial trustees for the Association set forth in the Articles of Incorporation shall hold office until the 1975 annual meeting. At the annual meeting of 1975, the members shall elect one trustee for a term of one year, two trustees for a term of two years and two trustees for a term of three years; at each annual meeting thereafter the members shall elect that number of trustees equal to the number



of trustees whose terms expire at such time for a term of three years.

Section 3. Nomination. Nomination for election to the Board of Trustees shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Trustees, and two or more members of the Association. The Nominating Committee shall be appointed by the Board of Trustees prior to each annual meeting of the members, to serve from the close of such annual meeting until the close of the next annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Trustees as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among members or nonmembers.

Section 4. Election. Election to the Board of Trustees shall be by secret written ballot. At such election the members or their proxies may cast, in respect of each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting shall not be permitted.

Section 5. Removal. Any trustee may be removed from the Board, with or without cause, by a majority vote of the members of the Association. In the event of death, resignation or removal of a trustee, his successor shall be selected by the re-

maining members of the Board and shall serve for the unexpired term of his predecessor.

Section 6. Compensation. No trustee shall receive compensation for any service he may render to the Association; provided, however, any trustee may be reimbursed for his actual expenses incurred in the performance of his duties.

Section 7. Action taken without a meeting. The trustees shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all of the trustees. Any action so approved shall have the same effect as though taken at a meeting of the trustees.

#### ARTICLE V

##### MEETINGS OF TRUSTEES

Section 1. Regular meetings. Regular meetings of the Board of Trustees shall be held semi-annually without notice, at such place and hour as may be fixed from time to time by resolution of the Board. Should said meeting fall upon a legal holiday, then that meeting shall be held at the same time on the next day which is not a legal holiday. The failure to hold any regular meeting shall not work a dissolution of the Association nor impair the powers, rights and duties of the Association's officers and trustees.

Section 2. Special meetings. Special meetings of the Board of Trustees shall be held when called by the president of the Association or by any trustee after not less than three (3)

days notice to each trustee, which notice may be waived at or prior to such meeting.

Section 3. Quorum. A majority of the number of trustees shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the trustees present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

#### ARTICLE VI

##### POWERS AND DUTIES OF THE BOARD OF TRUSTEES

Section 1. Powers. The Board of Trustees shall have power to:

(a) Suspend the voting rights and right to the use of any facilities or services provided by the Association of a member during any period in which such member shall be in default in the payment of any assessment levied by the Association. Such rights may also be suspended after notice and hearing, for a period not to exceed 60 days for infraction of published rules and regulations;

(b) exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these Bylaws, the Articles of Incorporation, or the Declaration;

(c) declare the office of a member of the Board of Trustees to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board of Trustees; and

(d) employ a manager, an independent contractor, or such other employees as they deem necessary, and to prescribe their duties and the terms of employment or services. "

Section 2. Duties. It shall be the duty of the Board of Trustees to:

(a) cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting of the members, or at any special meeting when such statement is requested in writing by one-fourth (1/4) of the Class A members who are entitled to vote;

(b) supervise all officers, agents and employees of this Association, and to see that their duties are properly performed;

(c) to fix the amount of the annual assessment against properties subject to the jurisdiction of the Association and to take such actions as it deems appropriate to collect such assessments and to enforce the liens given to secure payment thereof;

(d) issue, or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;

(e) procure and maintain such liability and hazard insurance as it may deem appropriate on any property or facilities

owned by the Association; and

(f) cause any officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate.

## ARTICLE VII

### OFFICERS AND THEIR DUTIES

Section 1. Enumeration of offices. The officers of this Association shall be a president, who shall be at all times a member of the Board of Trustees; a vice-president; a secretary; and a treasurer, and such other officers as the Board may from time to time by resolution create.

Section 2. Election of officers. The election of officers shall take place at the first meeting of the Board of Trustees following each annual meeting of the members.

Section 3. Term. The officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless he shall sooner resign, or shall be removed, or otherwise disqualified to serve.

Section 4. Special appointments. The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

Section 5. Resignation and removal. Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time by giving written notice to the Board, the president or the secretary. Such resignation shall

take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. Vacancies. A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

Section 7. Multiple offices. No person shall simultaneously hold more than one office except the office of vice-president, secretary, treasurer and/or special offices created pursuant to Section 4 of this Article.

Section 8. Duties. The duties of the officers of the Association are as follows:

(a) President. The president shall preside at all meetings of the Board of Trustees and of the Association; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks and promissory notes.

(b) Vice-President. The vice president shall act in the place and stead of the president in the event of his absence, inability or refusal to act and shall exercise and discharge such other duties as may be required of him by the Board.

(c) Secretary. The secretary shall record the votes and keep the minutes of all meetings and proceedings of

the Board and of the members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the members; keep appropriate current records showing the members of the Association together with their addresses, and shall perform such other duties as required by the Board.

(d) Treasurer. The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Trustees; shall sign all checks and promissory notes of the Association; keep proper books of account; and keep accurate books and records of the fiscal affairs of the Association and make the same available for inspection by members of the Association during normal business hours.

#### ARTICLE VIII

##### COMMITTEES

The Association shall appoint a Nominating Committee, as provided in these Bylaws. The Board of Trustees shall appoint other committees as deemed appropriate in carrying out its purpose.

#### ARTICLE IX

##### BOOKS AND RECORDS

The books, records and papers of the Association shall at all times during reasonable business hours be subject to inspection by any member. The Declaration, the Articles of Incorporation and the Bylaws of the Association shall be available

for inspection by any member at the principal office of the Association, where copies may be purchased at reasonable cost.

#### ARTICLE X

##### ASSESSMENTS

As more fully provided in the Declaration, each member is obligated to pay the Association certain annual and special assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. In the event a member's assessment is delinquent, he and members of his immediate family residing with him and his guests may be denied use of any recreational common facility of the Common Properties. If the assessment is not paid within thirty (30) days after the due date, the assessment shall bear interest from the date of delinquency at the rate of six percent (6%) per annum, and the Association may bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the property, and interest, costs and reasonable attorneys' fees of any such action shall be added to the amount of such assessment. No Owner may waive or otherwise escape liability for the assessments provided for herein by nonuse of any of the facilities or services provided by the Association or by abandonment of his Lot.

#### ARTICLE XI

##### CORPORATE SEAL

The Association shall have a seal in circular form having



within its circumference the name of the Association and the word "Texas".

#### ARTICLE XII

##### AMENDMENTS

Section 1. Amendment. These Bylaws may be amended at a regular or special meeting of the members, by a vote of a majority of a quorum of members present in person or by proxy.

Section 2. Conflict. In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles shall control; and in the case of any conflict between the Declaration and these Bylaws, the Declaration shall control.

#### ARTICLE XIII

##### MISCELLANEOUS

The fiscal year of the Association shall begin on the first day of January and end on the 31st day of December of every year, except that the first fiscal year shall begin on the date of incorporation.

CERTIFICATION

I, the undersigned, do hereby certify:

THAT I am the duly elected and acting secretary of Northbrook North Townhouse Association, Inc., a Texas non-profit corporation, and

THAT the foregoing Bylaws constitute the original Bylaws of said Association, as duly adopted by the unanimous written consent of the Board of Trustees in lieu of an organization meeting pursuant to Articles 1396-3.05 and 1396-9.10 of the Texas Non-Profit Corporation Act, effective on the 12th day of July, 1973.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of said Association on this 2 day of August, 1973.

Alfred B. Dishman Jr.  
Secretary

FILED

2013 DEC 19 AM 9:22

*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS

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 19 2013



*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS