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201 W Bridge Street  
PO BOX 339  
Granbury Texas, 76048  
Phone: 817-579-3222

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BY-LAWS

Grantor: PORT RIDGLEA EAST

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Mary Burnett  
County Clerk  
Hood County, Texas



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PORT RIDGLEA EAST LOT OWNER'S  
3702 W. PORT RIDGLEA CT  
GRANBURY, TX 76049



1000 County St. N.  
100 W. Exchange Street  
1st Floor  
St. Paul, MN 55102  
Phone: 612-575-3333

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100 W. Exchange Street  
1st Floor  
St. Paul, MN 55102  
Phone: 612-575-3333

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*[Signature]*  
City Clerk  
City of St. Paul



1000 County St. N.  
100 W. Exchange Street  
1st Floor  
St. Paul, MN 55102  
Phone: 612-575-3333

BY-LAWS  
OF  
PORT RIDGLEA EAST LOT OWNERS CORPORATION

ARTICLE I.

Section 1. Compliance with State Law

The Association is committed to complying with all provisions of federal and state laws applicable to it as a Texas Non-Profit Corporation and Property Owners Association, as that term is defined in the Texas Property Code Section 209.002(7). In the event any provision of the Association's governing documents (including but not limited to Deed Restriction, By-Laws, or rules) conflicts with applicable law, the Association shall follow applicable law.

Section 2. Offices

The principal mailing address of the Corporation in the State of Texas shall be located in the County of Hood at 3702 W. Port Ridglea Ct., Granbury, TX 76049.

The Corporation shall have and continuously maintain in the State of Texas a registered office and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principal office in the State of Texas; and the address of the registered agent may be changed from time to time. The registered agent of the Corporation shall be the Secretary. The Corporation shall also maintain a current Certificate of Management on file in Hood County, Texas.

ARTICLE II.            Members

Section 1.            (Classes of Members)

The Corporation shall have (1) class of members. The designation and the qualification and rights of the members shall be as follows:

(a) There shall be one (1) class of members known as "Participating Members" that shall be comprised of all the dues paying lot owners in the Port Ridglea East Addition, whose rights, powers, and discretions are hereinafter described and set forth in the Texas Non-Profit Corporation Act, and the Texas Property Code, and which shall vest and be exercisable by such participating members shall be entitled to one (1) vote for each lot owned in that person's name. In the event that a lot is owned by more than one individual, a partnership, corporation, or other organization, only one person shall be entitled to vote the ownership interest in the lot.



(b) All Port Ridglea East Lot Owners shall be allowed to vote in Corporate elections and run for a Corporate Director position regardless of their Corporation membership status or being late in the payment of Corporate assessments or fees.

(c) Owners of lots in the Port Ridglea East Addition may not transfer their rights to use Corporation facilities to others, such as renters or lessees of their property.

(d) In cases where members choose to rent or lease their property to others, such occupants shall be considered to be guests of the lot owner. The lot owner shall maintain full responsibility for boat ramp keys, pool tags, and any other PRELOC issued property, and the use of PRELOC facilities by their guests.

**Section 2. (Membership Privileges)**

To be eligible for Corporate membership privileges, members must be dues-paying lot owners in the Port Ridglea East Addition in Hood County, Texas. The Board of Directors may, from time to time, allow Corporate membership privileges, of the use of Corporate facilities, to other subdivision lot owners. An affirmative vote of the majority of the Board of Directors shall be required for the extension of these privileges.

**Section 3. (Suspension of Membership Privileges )**

The Board of Directors, by affirmative vote of the majority of all of the members of the Board, may suspend a member's privileges for cause after an appropriate hearing, and may, by a majority vote of those present at any regularly constituted meeting, suspend any member from using Corporate facilities, who shall be in default in the payment of dues from the period fixed in Article XI of these by-laws, or in violation of the provisions in Article XV.

**Section 4. (Inactivity)**

The inactivity of a member shall not relieve a member of his obligation to pay dues, assessments, or other charges set forth in the Port Ridglea East Deed Restrictions, By-Laws or Rules.



Section 5. (Reinstatement of Privileges)

Upon written request signed by the suspended member and filed with the Secretary, the Board of Directors may, by the affirmative vote of the majority of the members of the Board, reinstate such former member's membership privileges upon such terms as the Board of Directors may deem appropriate.

Section 6. ((Transfer of Membership)

Membership in this Corporation is not transferable or assignable except as permitted per a legal instrument under law.

ARTICLE III.      Meetings of Member

Section 1      (Annual Meetings)

An annual meeting of the members shall be held at the Swimming Pool Cabana on the first Saturday in the month of May each year, beginning with the year 1974, for the purpose of electing Directors and for the transaction of such other business as may come before the meeting. If the day fixed for the annual meeting shall be a legal holiday in the State of Texas, such meeting shall be held on the next succeeding business day. If the election of Directors shall not be held on the day designated herein for any annual meeting, or at any adjournment thereof, the Board of Directors shall cause the election to be held at a special meeting of the lot owner and members as soon thereafter as conveniently may be.

Section 2.      (Special Meetings)

Special meetings of the Port Ridglea East Lot Owners may be called by the President, the Board of Directors, or not less than one-tenth of the lot owners in Port Ridglea East Addition. The place and time shall be designated at the time the meeting is called.

Section 3.      (Notice of Meetings)

Written or printed notice stating the day and hour of any meeting of members shall be delivered, either personally, by mail, or electronic communications to each member entitled to vote at such meeting not less than ten or more than sixty days before the date of such meeting, by or at the direction of the President, or the Secretary, or the officers or persons calling the meeting. In case of a special meeting or when required by statute or by these by-laws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be



delivered when deposited in the United States mail addressed to the member at his address as it appears on the records of the Corporation, with postage thereon prepaid. Notice of any meeting may also be posted on the Port Ridglea East bulletin board located at an agreed upon common area, or e-mailed to those who have registered their e-mail.

**Section 4. (Informal Action by Members)**

Any action required by law to be taken at a meeting of the members, or any action which may be taken at a meeting of the members, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members with respect to the subject matter thereof.

**Section 5. (Quorum)**

The lot owners having one-tenth of the votes, which may be cast at any meeting, in person or by proxy, shall constitute a quorum at such meeting. If a quorum is not present at any meeting of lot owners, a majority of the lot owners present may adjourn the meeting from time to time without further notice.

**Section 6. (Absentee Voting)**

(a) The Secretary of the Corporation shall be responsible for absentee voting. All Port Ridglea East Lot Owners shall be entitled to vote absentee in any form provided under Texas law. The Secretary of the Corporation shall be responsible for the mailing out of an absentee ballot to all Port Ridglea East Lot Owners. All returned absentee ballots must be on file with the Secretary of the Corporation prior to the Annual meeting or Special meeting in which said ballot shall be cast. All absentee ballots may be returned to the Secretary of the Corporation by mail, or hand delivered to the Secretary of the Corporation. Absentee ballots shall be in such a form as to comply with the requirements of Texas law.

**ARTICLE IV. Board of Directors**

**Section 1. (General Powers)**

The affairs of the Corporation shall be managed by its Board of Directors. Directors must be property owners in the Port Ridglea East Addition.

**Section 2. (Number, Tenure, and Qualifications)**

The number of Directors shall be five (5), At the annual meeting of lot owners to be held on the first Saturday in the month of May, One Director elected shall



serve for a period of two (2) years thereafter, and two (2) Directors elected shall serve for a period of three (3) years thereafter. After such initial terms for each respective Director elected, each of five (5) Directors shall thereafter hold office for a period of three (3) years and until his successors shall have been elected and qualified.

**Section 3. (Regular Meeting)**

A regular annual meeting of the Board of Directors shall be held without other notice than this By-Law, immediately after, and at the same place as, the annual meeting of lot owners. The Board of Directors may provide by resolution the time and place, either within or without the State of Texas, for the holding of addition regular meetings of the Board without other notice than such resolution.

**Section 4. (Special Meetings)**

Special meeting of the Board of Directors may be called by or at the request of the President or a majority of Directors. The person or persons authorized to call special meetings of the Board may fix any place, within the State of Texas, County of Hood as the place for holding any special meeting of the Board called by them.

**Section 5. (Notice)**

Notice of any special meeting of the Board of Directors shall be given at least two days previous thereto by written notice delivered personally or sent by U.S. Mail, or electronic communications to each Director at his address as shown by the records of the Corporation. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction on any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the board need be specified in the notice or waiver of notice of such meeting, unless specifically required by these By-Laws.

**Section 6. (Quorum)**

A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the board; but if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.



**Section 7. (Manner of Acting)**

The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these By-Laws.

**Section 8. (Vacancies)**

(a) Any vacancy occurring in the Board of Directors due to the resignation, death, disability, removal, disqualification, or otherwise of an existing Director shall be filled by a majority of the remaining Board of Directors. A Director appointed to fill said vacancy shall be appointed for the un-expired term of his predecessor in the office.

(b) The vacant office shall be offered first to runners up from the prior election in order of numbers of votes received starting with the highest. If no runners up accepts, the Board of Directors shall appoint the vacancy to any interested Lot Owner of their discretion. The Board of Directors may not appoint the vacancy to a household member of a sitting Board member.

**Section 9. (Compensation)**

Directors as such shall not receive any stated salary for their services, but nothing herein contained shall be construed to preclude any Director from servicing the Corporation in any other capacity and receiving compensation therefore.

**Section 10. (Informal Action by Directors)**

Any action required by law to be taken at a meeting of Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing setting forth the action so taken, shall be signed by all of the Directors.

**Section 11. (Attendance)**

Should any Director miss three (3) consecutive called meetings without a valid excuse from the Board of Directors, then and in that event, said Director may be removed from office for cause. Unexcused absence from three (3) consecutive called meetings of the Board of Directors shall constitute cause for removal.



**Section 12. (Board Business)**

The Board may conduct business in any manner under Texas law including the use of remote communication technology.

**Section 13. (Removal of a Director)**

(a) Any Director elected, or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interest of the Corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the Director so removed.

(b) Any Director may be removed by the Port Ridglea East Lot Owners by a petition holding two thirds or greater of qualified votes cast for that Director in the prior election.

**Section 14. (Spending Limits)**

Authority for expenditures by the Board may not exceed \$3,500.00 without the majority approval of the lot owners present at the Annual meeting or a Special called meeting.

**Section 15. (Budget)**

The Board of Directors shall prepare an Annual Budget and a Statement of Income and Expenditures and deliver a copy to each Port Ridglea East Lot Owner along with their annual dues statement.

**Section 16. (Board Meeting)**

All Board meetings shall be open to the public except when the subject matter is restricted by law requiring the Board of Directors to meet in Executive Session. The Board of Directors shall comply with records keeping and notification requirements as prescribed by Texas law.

**ARTICLE V. (Officers)**

**Section 1. (Officers)**

The officers of the Corporation shall be a President, one or more Vice-Presidents (the number thereof to be determined by the Board of Directors), a Secretary, a Treasurer, and such other officers as may be elected in accordance with the provisions of



this Article. The Board of Directors may elect or appoint such other officers, including treasurers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Board of Directors. Any two or more offices may be held by the same person, except the offices of President and Secretary.

**Section 2. (Election and Term of Office)**

The officers of the Corporation shall be elected annually by the Board of Directors at the regular annual meeting of the Board of Directors. If the election of officers shall not be held at such meeting, such election shall be held as soon hereafter as conveniently may be. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until his successor shall have been duly elected and shall have qualified.

**Section 3. (Removal)**

Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interest of the Corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed.

**Section 4. (Vacancies)**

Any vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Directors for the un-expired portion of the term.

**Section 5. (President)**

The President shall be the principal executive officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. He shall preside at all meetings of the members and of the Board of Directors. He may sign, with the Secretary or any other proper officer of the Corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these By-Laws or by statute to some other officer or agent of the Corporation; and in general he shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.



**Section 6. (Vice-President)**

In the absence of the President or in the event of his inability or refusal to act, the Vice-President (or in the event there be more than one Vice-President, the Vice-Presidents in the order of their election) shall perform the duties of the President and, when so acting, shall have all the powers of and be subject to all restrictions upon the President. Any Vice-President shall perform such other duties as may from time to time be assigned to him by the President or by the Board of Directors.

**Section 7. (Treasurer)**

If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such sureties as the Board of Directors may determine. He shall have charge and custody of and be responsible for all funds and securities of the Corporation from the source whatsoever, and deposit all such monies in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provision of Article VII of these By-Laws; and in general he shall perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

**Section 8. (Secretary)**

The Secretary shall keep the minutes of the meetings of the members and the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; be custodian of the Corporate records and of the Seal of the Corporation and see that the Seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its Seal is duly authorized in accordance with the provisions of the By-Laws; keep a register of the post office address of each lot owner which shall be furnished to the Secretary by such lot owner; and in general he shall perform all duties as from time to time may be assigned to him by the President or by the Board of Directors. The secretary shall file updated registration information with the State of Texas every three years or upon taking office.

**Section 9. (Assistant Treasurers and Assistant Secretaries)**

If required by the Board of Directors, the Assistant Treasurers shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board of Directors shall determine. The Assistant Treasurers and Assistant Secretaries, in general shall perform such duties as shall be assigned to them by the Treasurer or the Secretary or by the President or the Board of Directors.



**ARTICLE VI.**      **Committees**

**Section 1.**      **(Committees of Directors)**

The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more committees, each of which may consist of one or more directors, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors in the management of the Corporation; provided; however, that no such committee shall have the authority of the Board of Directors in reference to amending, altering, or repealing the By-Laws; electing, appointing, or removing any member of any such committee or any director or officer of the Corporation; authorizing the articles of incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sales, lease, exchange, or mortgage of all or substantially all of the property and assets of the Corporation; authorizing the voluntary dissolution of the Corporation or revoking proceedings therefore; adopting a plan for the distribution of the assets of the Corporation; or amending, altering, or repealing any resolution of the Board or Directors which by its terms provides that it shall not be amended, altered, or repealed by such committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, or any responsibility imposed upon it or him by law.

**Section 2.**      **(Architectural Control Committee)**

a)                      The Board of Directors shall appoint an Architectural Control Committee which has the authority as set out in the restrictions and covenants recorded by the developer with respect to review and approval of plans for construction of improvements on a lot. The Architectural Control Committee shall consist of as many persons as designated by the Board of Directors. The Board of Directors, by resolution adopted by a majority of the Directors in office, shall designate and appoint the members of the Architectural Control Committee, as herein provided, which persons may consist of members of the Board of Directors, persons who are members of the Corporation and qualified architects, planners and builders, as designated by the Board of Directors.

(b)                      The Committee shall have the power to make variations, alterations and changes as long as said variation, alteration and changes are not in conflict with the protective covenant of record affecting the property as to any one or more of the lots and provided the same is accomplished for the mutual benefit for the particular owner and of the surrounding building site owners.



(c) No structure shall be placed, erected or structurally altered on any lot unless the plans and specifications have been approved and a building permit issued by the Architectural Control Committee.

(d) No signs shall be placed on telephone poles, county street signs, PRELOC signs, or bulletin boards. All signs placed on other areas inclusive of county right of way property shall be removed with 24 hours after the event.

(e) Any updated or added Architectural Control Committee rules or regulations shall be recorded in the Hood County property records along with the present rules or regulations established by the Port Ridglea East By-Laws, and Deed Restrictions and Covenants.

### Section 3. (Complaint Committee)

The Board of Directors shall appoint a Complaint Committee consisting of three (3) members in good standing in the Corporation, one being a current Board member, to serve a term of one year, for the purpose of handling reasonable complaints of members relating to problems within the community with violations either to Deed Restrictions or By-Law provisions. All complaints must be submitted in writing, to the Board of Directors, before they can officially be acted upon.

### Section 4. (Elections Committee)

(a) The Board of Directors shall appoint an Elections Committee by January 1, of each year, consisting of three (3) to seven (7) members, one being a current member of the Board of Directors, to serve a term of one year.

(b) The purpose of the committee shall be to accept and verify the qualifications of lot owners nominated to serve on the Board of Directors. The committee shall present to the Secretary of the Corporation a slate of candidates for the Board of Directors not less than sixty (60) days prior to the annual meeting. No candidate's name will be placed on the slate of candidates by the committee without first obtaining the candidate's acceptance of the proposed nomination.

(c) The committee shall also select one of its members to act as the election judge at the annual meeting. The remaining members of the committee shall assist the election judge in the conduction of elections and voting at the annual members' meeting. In no event shall the Director appointed to the nominating committee act as the election judge. No candidate running for office or a persons related to the candidate within the third degree by consanguinity or affinity shall serve on the election committee.



(d) The election judge shall be responsible for the conduct of the election. The judge shall follow Roberts' Rules of Order. No nominations will be accepted from the floor and nominations will close 60 days prior to the election date.

(e) All submitted Ballots must be signed by the lot owners before they can be officially counted per Texas law.

(f) Electronic ballots are allowed pursuant to restrictions and requirements under Texas law.

(g) A Lot Owner may rescind his vote by an absentee ballot by voting in person at an Annual or Special called meeting where said ballot was to be cast.

**Section 5. (Other Committees)**

Other committees not having and exercising the authority of the Board of Directors in the management of the Corporation may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be members of the Corporation; and the President of the Corporation shall appoint the members thereof. Any members thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interest of the Corporation shall be served by such removal.

**Section 6. (Term of Office)**

Each member of a committee shall continue as such until the next annual meeting of the members of the Corporation and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

**Section 7. (Chairman)**

One member of each committee shall be appointed chairman by the person or persons authorized to appoint members thereof.

**Section 8. (Vacancies)**

Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.



Section 9. (Quorum)

Unless otherwise provided in the resolution of the Board of Directors designating a committee, the majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 10. (Rules)

Each committee may adopt rules for its own government not inconsistent with these By-Laws or with rules adopted by the Board of Directors.

ARTICLE VII. Contracts, Checks, Deposits, and Funds

Section 1. (Contracts)

The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by the By-Laws, to enter into contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

Section 2. (Checks, Drafts, Etc.)

All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or an Assistant Treasurer and countersigned by the President or Vice-President of the Corporation.

Section 3. (Deposits)

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.



Section 4. (Gifts)

The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or device for any general purpose or for any special purpose of the Corporation.

ARTICLE VIII      Membership Information

The Board of Directors may provide forms for the verification of membership data which shall be used to establish membership files and membership notification data and preferences. Members who wish to be notified by e-mail must provide the Board with their current e-mail address. It shall be the member's responsibility to provide the Board with current contact information and keep it updated.

ARTICLE IX.      Books and Records

Section 1. (Records)

The Corporation shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its meetings of the Board of Directors, and committees having any of the authority of the Board of Directors and shall keep at the registered or principal office a record giving the names and addresses of all lot owners. All books and records of the Corporation may be inspected by any lot owner, or his agent or attorney for any proper purpose at any reasonable time.

Section 2. (Audit)

An Audit Committee, whose members shall consist of at least one lot owner and the Treasurer, will conduct an annual audit of the Port Ridglea East Addition's financial condition, including examination of all financial books, accounts and records and prepare a report for presentation at the Annual Lot Owners Meeting. If no lot owner volunteers, the Board of Directors will conduct a self audit.

ARTICLE X.      Fiscal Year

The fiscal year of the Corporation shall begin on the first day of January and end on the last day of December each year.



ARTICLE XI.      Dues / Fees

Section 1.            (Annual Dues)

The Board of Directors may determine from time to time the amount of annual dues payable to the Corporation by members and may adjust (increase or decrease) dues and fees to compensate for inflation, budget variances or Corporation obligations.

Section 2.            (Payment of Dues)

(a)                  Dues shall be payable in advance on the first day of January in each fiscal year, beginning January 1, 1973, and will be delinquent on May 1 of each fiscal year. Unpaid dues shall be pro-rated for the remainder of the fiscal year of the Corporation upon lot owner property sales or property transfers.

(b)                  It shall be each lot owner's responsibility to provide the Board of Directors with valid addresses, e-mails, contact phone numbers, and occupant information. Lot owners must notify the Board of Directors yearly of any changes from the their original filing information.

Section 3.            (Default and Termination of Membership)

(a)                  When any member shall be in default in the payment of dues and/or penalties for a period of three (3) months from the beginning of the fiscal year or period for which such dues become payable, his membership privileges may thereupon be terminated by the Board of Directors in the manner provided in Article II of these By-Laws; but nothing herein shall relieve him of the obligation to continue to pay dues in accordance with all contracts, agreements and other instruments covering his purchase of the property making him eligible for membership privileges in accordance with the restrictions governing such property.

(b)                  In recognition of the increased costs to the Corporation in attempting to recover delinquent accounts, each member who is delinquent in the payment of dues and/or assessment on May 1, of the fiscal year will be charged a delinquent payment service charge fee, an amount set forth by the Board of Directors and any additional attorney, court and user fees which may apply in the settlement of their account, for each month beginning January 1<sup>st</sup>, until paid. Owners who cannot pay their assessments on time may request a late payment plan from the Board of Directors .

(c)                  The Board of Directors shall not allow dues, assessments, attorney and user fees, on any lot owner account to accumulate past a one (1) year period without pursuing all legal actions to recover the monies owed to the Corporation.



(d) The Board of Directors may establish and collect transfer fees on the transfer of real property in the Port Ridglea East Addition. These fees may be assessed upon real property title transfers, contract for deed transfers, executory contract transfers, or any other transfers of real property in the Port Ridglea East Addition.

(e) The Board of Directors must provide to Port Ridglea East Lot Owners information on all dues, late payment plans, and fees which shall also be recorded in the Hood County property records and may be updated as needed.

ARTICLE XII.      (Seal)

The Board of Directors shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the Corporation.

ARTICLE XIII.      (Waiver of Service)

Whenever any notice is required to be given under the provisions of the Texas Non-Profit Corporation law, Texas Property Code, the Articles of Incorporation, Deed Restrictions and Covenants, or the By-Laws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XIV.      (Amendments to By-Laws)

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a majority of the Directors present at any Board meeting, Annual meeting, or Special meeting, if at least two (2) days written notice is given to all Directors of the intention to alter, amend, or repeal or to adopt new By-Laws at such meeting. These meetings shall be open to the membership. Once adopted by the Board of Directors, the new, altered, amended or repealed By-Laws must be presented to the membership at an open Board meeting, the Annual, or a Special called meeting prior their adoption.

ARTICLE XV.      Health and Safety Regulations

Owners of lots in Port Ridglea East and their lessees, and their guests shall agree to abide by the following regulations for the health, safety and welfare of other property owners.

Section I.      (Pets)

(a) Each owner, occupant or their lessee, and guests shall be responsible for any household pets which he or she may own and shall keep such household pets



within the confines of their respective lot and comply with all County animal laws.

(b) All owners, occupants, lessee or guests shall be responsible for cleaning up after their pets on other owners property, PRELOC common areas and the County Right-of-Ways.

Section 2. (Pool Rules)

(a) Definitions:

1. Lot Owner: any person holding title to any lot or lots in Port Ridglea East whose dues are fully paid and who is in good standing with the Corporation.

2. Lessee/Occupant: any person leasing or renting or occupying a lot or lots from an owner, as defined above.

3. Guest: any person who has been invited onto property owned by the Corporation.

4. Pool Privileges : the privilege of using the swimming pool and surrounding enclosed area by owners, and guests who are in good standing with the Corporation and whose owners are current in the payment of their dues.

(b) In addition to any regulations posted around the swimming pool area, lot owners, and their guests agree to abide by all PRELOC, County and State regulations established for the health, safety and welfare of the swimming pool users.

(c) Violation of Pool Rules

1. Any owner, or guest shall be considered in violation of this section of the By-Laws of the Corporation if either he or his guest should bring any alcoholic beverage to the pool area.

2. Any owner, or guest who violates posted swimming pool rules shall be subject to a two-week suspension of "pool privileges" for the first violation and one month for any subsequent violations.

Section 3. (Boat Ramp)

(a) In order to facilitate the usage, by all property owners and their guests, of the boat ramp facility, and to avoid unnecessary delay and access to such facility, all owners and guests agree that any car and boat/watercraft trailer used to launch or load a boat/water craft, shall remain on said boat ramp only for so long as it takes to



actually launch or load a boat/watercraft. Any owner or guest who parks a motor vehicle or trailer in the boat ramp area for a period greater than thirty (30) minutes shall be liable for having said motor vehicle or trailer towed away at his own expense.

(b) Each member in good standing will be issued a key for the boat ramp area. The gate should be locked and secured at all times. Loss of the key will result in a charge, to be set by the Board of Directors, for a replacement key. Keys MUST NOT BE DUPLICATED. Proof of misuse of the key privilege will result in suspension of the members use of this area.

**Section 4. (Fireworks Ban)**

Each owner, occupant, guest or lessee shall abide by all County laws regarding fireworks. No fireworks shall be discharged on PRELOC common grounds.

**Section 5. (Vehicle and Watercraft Regulation)**

No member, guest, or lessee shall park or store any vehicle, motorcycle, watercraft, camper or trailer at anytime on PRELOC common property, not designated for parking, or any property under the management or control of PRELOC without permission from the Board of Directors. All lot owners, guests and lessees shall abide by all Federal, State, and County vehicle laws and ordinances.

**Section 6. (Burning)**

Each member, guest or lessee shall abide by all County burn ordinances.

**Section 7. (Dumping)**

No member, guest or lessee shall use any lot for the purpose of dumping trash, brush or any type of debris, without permission from the Board of Directors. This applies to all PRELOC common areas including the Cabana, Pool and Boat Ramp.

**Section 8. (Trash Disposal)**

All owners, guests or lessees shall maintain adequate means for trash collection and disposal. All trash containing food residue must be kept in an animal proof sealable container which can be put out for trash collection.

**ARTICLE XVI. Interested Directors Indemnification and Insurance**

**Section 1.** The Corporation shall indemnify and hold harmless any Director for expenses reasonably incurred by him if he is sued in his capacity as a Director and he



is successful on the merits or otherwise, or he has acted in good faith in the transaction which is the subject of the suit and in a manner he reasonably believed to be in, not opposed to, the best interest of the Corporation.

Section 2. A Director of the Corporation shall not be indemnified or held harmless in respect to any claim, issue, or matter as to which he has been adjudged to be liable for negligence, misfeasance or misconduct in the performance of his duty to the Corporation.

**ARTICLE XVII.** (Miscellaneous)

Section 1. Any reference to his or he in these By-Laws shall be considered gender neutral and apply to her or she accordingly.

Section 2. Invalidation of any one or more of these By-Laws by judgment of any court shall in no way affect any of the other By-Laws herein contained, which shall remain in full force and effect.

Section 3. No person, persons or organizations shall offer for sale property, services, solicit gifts, contributions, or participate in any other acts of solicitation from property owners in the Port Ridglea East Addition without the prior approval of the Port Ridglea East Board of Directors.

Section 4. No provision in these By-Laws shall hinder the Board of Directors from discharging their duties as prescribed under any law or court order.



Original dated 7<sup>th</sup> day of February 1972.

(S) Jane Teague  
Secretary

Amended and retyped 11/12/84

(S) Lois Braunt  
Secretary 11/12/84

Retyped 1/1/89

(S) Marilyn Beck  
Secretary 1/1/89

Amended and retyped 5/7/03

(S) Janet Allsup  
Secretary 5/7/03

STATE OF TEXAS  
COUNTY OF HOOD

This instrument was acknowledged before me on May 31, 2007.

*By Barbara J. West*



Retyped 2/18/82 VOL. [redacted]

(S) Leon Culberhouse  
Secretary 2/18/82 VOL. [redacted]

Amended and retyped 3/7/87

(S) Lois Braunt  
Secretary 3/7/87

Amended and retyped 11/14/97

(S) Marilyn Beck  
Secretary 11/14/97

Amended and retyped 03/12/07

(S) Barbara J. West  
Secretary 03/12/07

*Shawn M. Deeds*  
Notary Public, State of Texas

Any provision herein which restricts the sale, rental, or use of the described real property because of color or race is void and unenforceable under Federal Law.  
STATE OF TEXAS COUNTY OF HOOD  
I, the County Clerk, do hereby certify that this instrument was filed on the date and at the time and place indicated by me and was duly recorded in the Official Public Records of Hood County, Texas, in the Volume and Page as shown hereon.



*Jilly Lillard*  
JILLY LILLARD, County Clerk  
Hood County, Texas

FILED FOR RECORD  
AT [redacted] 9:05 A.M.

JUL 13 2007

*Jilly Lillard*  
County Clerk, Hood County, TX



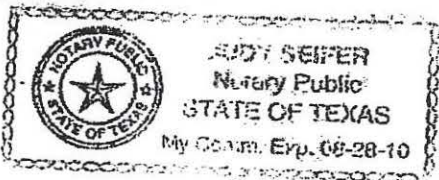
Amended and retyped 10/24/2009

(S) *Deborah Coughlin*  
Secretary 10/24/09

State of Texas  
County of Tarrant

This instrument was acknowledged before me on December 17, 2009,  
by Deborah Coughlin.

*Judy Seifer*  
Notary Public, State of Texas



Any person who prints or publishes this notice, or who uses or publishes the contents of this notice, or who uses or publishes the contents of this notice in any manner, shall be liable to the State of Texas for the full amount of the damages sustained by the State of Texas as a result of such action.



*[Signature]*  
TULLY GARDNER, County Clerk  
Tarrant County, Texas

FILED FOR RECORD  
AT 8:00 A.M.

DEC 21 2009

*[Signature]*  
County Clerk, Tarrant County, TX

RETURN AFTER RECORDING  
3702 Port Ridgley Dr. West  
GRANBURY TX 76049



Original dated 7<sup>th</sup> day of February 1972.

Amended and retyped 10/2011

*Ida M. Lambert*

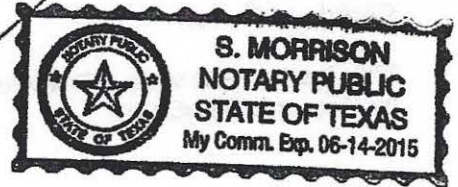
Ida M. Lambert  
Secretary 10/27/2011

STATE OF TEXAS  
COUNTY OF HOOD

This instrument was acknowledged before me on 10-28, 2011.

by *Ida M. Lambert*

*S. Morrison*  
\_\_\_\_\_  
Notary Public, State of Texas



Return after recording to:  
Port Ridglea East Lot Owner's Corporation  
3702 W. Port Ridglea Ct.  
Granbury, TX 76049

