

**BYLAWS**

**OF**

**PCC TEXAS HOMEOWNERS ASSOCIATION, INC.  
A Texas Non-Profit Corporation**

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**BYLAWS OF  
PCC TEXAS HOMEOWNERS ASSOCIATION, INC.,  
A TEXAS NON-PROFIT CORPORATION**

**ARTICLE ONE**  
Offices

**1.01 Principal Office.** The principal office of the corporation in the State of Texas will be located at 161 W 3<sup>rd</sup> Steet # 110, Proper, Texas, County of Collin.

**1.02 Other Offices.** The corporation may have such other offices, either within or without the County of Brazos, State of Texas, as the board of directors may determine or as the affairs of the corporation may require.

**ARTICLE TWO**  
Board of Directors

**2.01 General Powers.** The affairs of the corporation will be managed by its board of directors. Directors need not be members of the corporation.

**2.02 Number, Tenure, and Qualifications.** The number of directors will be a number not less than three nor more than five. Each director will hold office until the next annual meeting of members and until his or her successors have been elected and qualified.

**2.03 Regular Meetings.** A regular annual meeting of the board of directors will be held without other notice than this bylaw, immediately after, and at the same place, as the annual meeting of members. The board of directors may provide by resolution the time and place, either within or without the State of Texas, for holding additional regular meetings of the board without other notice than such resolution.

**2.04 Special Meetings.** Special meetings of the board of directors may be called by or at the request of the president or any two directors. The person or persons authorized to call special meetings of the board may fix any place, either within or without the State of Texas, as the place for holding any special meeting of the board called by them.

**2.05 Notice.** Notice of any special meeting of the board of directors must be given at least 10 days prior to such meeting by written notice delivered personally, or sent by mail or facsimile to each director at his or her address, as shown in the records of the corporation. If mailed, such notice will be deemed to be delivered when deposited in the United States mail in a sealed envelope, with proper postage prepaid. If notice is given by facsimile, notice will be deemed to be delivered when there is a successful transmission of the facsimile. Any director may waive notice of any meeting. The attendance of a director at any meeting will constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting has not been called or convened as required by these bylaws or is contrary to law. The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws.

**2.06 Quorum.** A majority of the board of directors will 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 the meeting, a majority of the directors present may adjourn the meeting from time to time without further notice. The presence of a director whose express purpose is to object to the transaction of any business because the meeting has not been called or convened as required by these bylaws or is contrary to law will not be counted toward presence of a quorum.

**2.07 Manner of Acting.** The act of a majority of the directors present in person or by proxy at a meeting at which a quorum is present will be the act of the board of directors, unless the act of a greater number is required by law or by these bylaws.

**2.08 Vacancies.** Any vacancy occurring in the board of directors will be filled by the affirmative vote of a majority of the remaining directors though less than a quorum of the board of directors. A director elected to fill a vacancy will be elected for the unexpired term of his or her predecessor in office. Any directorship to be filled by reason of an increase in the number of directors will be filled by election at an annual meeting or at a special meeting of members called for that purpose.

**2.09 Compensation.** Directors as such will not receive any stated salaries for their services, but by resolution of the board of directors any current or former director may be indemnified for expenses and costs, including attorney fees, actually and necessarily incurred in connection with any proceeding on a claim being asserted against that director arising from his or her being or having been such director, except in relation to matters as to which he or she may have been guilty of negligence or misconduct in respect of the matter in which indemnity is sought.

### **ARTICLE THREE**

#### **Officers**

**3.01 Officers.** The officers of the corporation will be a president, one or more vice-presidents (the number 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 one or more assistant secretaries, and one or more assistant treasurers, as are deemed 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.

**3.02 Election and Term of Office.** The officers of the corporation will be elected annually by the board of directors at the regular annual meeting of the board of directors. If the election of officers is not held at such meeting, such election must be held as soon thereafter as is convenient. New offices may be created and filled at any meeting of the board of directors. Each officer will hold office until his or her successor has been elected and qualified.

**3.03 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 interests of the corporation would be served by such action, but such removal will be without prejudice to the contract rights, if any, of the officer removed.

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

**3.05 President.** The president will be the principal executive officer of the corporation and will, in general, supervise and control all of the business and affairs of the corporation. The president will preside at all meetings of the members and of the board of directors. The president 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 that the board of directors have authorized to be executed, except in cases where signing and execution has been expressly delegated by the board of directors, or by these bylaws or statute to some other officer or agent of the corporation. In general, the president will 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.

**3.06 Vice-President.** In the absence of the president, or in the event of the president's inability or refusal to act, the vice-president, or in the event there is more than one vice-president, vice-presidents in the

order of their election will perform the duties of the president, and when so acting, will have all the powers of and be subject to all the restrictions on the president. A vice-president will perform such other duties as from time to time may be assigned by the president or by the board of directors.

**3.07 Treasurer.** If required by the board of directors, the treasurer will give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the board of directors may determine to be appropriate. The treasurer will have charge and custody of, and be responsible for, all funds and securities of the corporation; receive and give receipts for money due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks, trust companies, or other depositories as may be selected by the board of directors; and, in general, perform all duties incident to the office of treasurer and such other duties as from time to time may be assigned by the president or by the board of directors.

**3.08 Secretary.** The secretary will keep the minutes of the meetings of the members and of the board of directors in one or more books provided for that purpose; ensure that all notices are given in accordance with the provisions of these bylaws or as may be required by law; act as custodian of the corporate records and seal of the corporation, and see that the seal of the corporation is affixed to all documents executed on behalf of the corporation under its seal, as authorized by the provisions of these bylaws; keep a register of the post office address of each member which will be furnished to the secretary by such member; and, in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the president or by the board of directors.

**3.09 Assistant Treasurers and Assistant Secretaries.** If required by the board of directors, the assistant treasurers will give bonds for the faithful discharge of their duties in such sums and with such surety or sureties as the board of directors may determine to be appropriate. The assistant treasurers and assistant secretaries, in general, will perform such duties as may be assigned to them by the treasurer or the secretary, or by the president or board of directors.

## **ARTICLE FOUR**

### Committees

**4.01 Executive Committee.** Internal management and conduct of the business of the corporation may, by resolution adopted by a majority of the board of directors in office, be vested in an executive committee composed of 2 persons. Members of the committee will be appointed by resolution of the board of directors. One member of the committee will be directors of the corporation. The executive committee is authorized to hire and discharge employees, to make all contracts and authorize all transactions in the ordinary course of business of the corporation, and to do all things necessary or incident to the execution of these tasks. This designation and the delegation to the executive committee of authority will not operate to relieve the board of directors, or any individual director, of any responsibility imposed by law or these bylaws. The executive committee may act by unanimous written agreement of its members, or by a majority vote of its members at any regularly called meeting of which all members have had reasonable notice. The committee must, at each regular meeting of the board of directors, and from time to time when requested by the board, make a full report of all business transacted by the committee.

**4.02 Other Committees of Directors.** The board of directors, by resolution adopted by a majority of the directors in office, may designate other committees, each of which must consist of two or more directors, which committees, to the extent provided in the resolution, will have and exercise the authority of the board of directors. The designation of such committees and the delegation of authority to them will not operate to relieve the board of directors, or any individual director, of any responsibility imposed by law. A designated committee may perform the functions of any officer and the functions of any two or more officers may be performed by a single committee, including the functions of both president and secretary.

**4.03 Other Committees.** Other committees which do not have and exercise 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 will be members of the corporation, and the president of the corporation will appoint the members. Any committee member may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the corporation will be served by such removal.

**4.04 Term of Office in Committee.** Each member of a committee will continue as such until the next annual meeting of the members of the corporation and until a successor is appointed, unless the committee is sooner terminated, unless such member is removed from the committee, or the member ceases to qualify as a member of the committee.

**4.05 Chair.** One member of each committee will be appointed chair by the person or persons authorized to appoint the committee members.

**4.06 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.

**4.07 Quorum.** Unless otherwise provided in the resolution of the board of directors designating a committee, a majority of the whole committee will constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present will be the act of the committee.

**4.08 Rules.** Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the board of directors.

## **ARTICLE FIVE**

### Contracts, Checks, Deposits and Funds

**5.01 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 these bylaws, to enter into any contract or to 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.

**5.02 Checks, Drafts, or Orders for Payment.** All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation will be signed by such officer or officers, agent or agents of the corporation and in such manner as from time to time may be determined by resolution of the board of directors. In the absence of such determination by the board of directors, such instruments must be signed by the treasurer or an assistant treasurer and countersigned by the president or a vice-president of the corporation.

**5.03 Deposits.** All funds of the corporation must 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.

**5.04 Gifts.** The board of directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purposes, or for any special purpose, of the corporation.

## **ARTICLE SIX**

### Disposal of Property in Case of Dissolution of the Corporation

**6.01 Event of Dissolution of Corporation.** Upon the dissolution of the corporation or the winding up of its affairs, the assets of the corporation shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax

code) or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

## **ARTICLE SEVEN**

### Miscellaneous

**7.01 Books and Records.** The corporation will keep correct and complete books and records of account and will also keep minutes of the proceedings of its members, board of directors, and committees having any of the authority of the board of directors, and will keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member, or his or her agent or attorney, for any proper purpose at any reasonable time.

**7.02 Fiscal Year.** The fiscal year of the corporation will begin on the first day of January and end on the last day of December in each year.

**7.03 Corporate Seal.** The board of directors will provide a corporate seal, which will be in the form of a circle with stars around the border, the company name written in a concentric circle, the name Texas written in a smaller concentric circle, and the year of the company's formation at the bottom of the circle.

**7.04 Waiver of Notice.** Whenever any notice is required to be given under the provisions of the Texas Non-Profit Corporation Act or under the provisions of the articles of incorporation or bylaws of the corporation, a waiver of such notice, in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, will be deemed equivalent to the giving of such notice.

## **ARTICLE EIGHT**

### Amendments

**8.01 Power of Members to Amend Bylaws.** The bylaws of this corporation may be amended, repealed, or added to, or new bylaws may be adopted by the vote or written assent of a majority of the members entitled to vote or by the vote of a majority of a quorum at a meeting called for the purpose according to the articles or bylaws. Any amendment or repeal or a bylaw, or additional or new bylaws will be filed with the Texas Secretary of State as required by law.

**8.02 Power of Directors to Amend Bylaws.** Subject to the limitations of the articles of incorporation, these bylaws, and the Texas Non-Profit Corporation Act, concerning corporate action that must be authorized or approved by the members of the corporation, upon proper delegation, the bylaws of this corporation may be amended, repealed, or added to, or new bylaws may be adopted, by a resolution of the board of directors. Any amendment or repeal or a bylaw, or additional or new bylaws will be filed with the Texas Secretary of State as required by law.

## **ARTICLE NINE**

### Use of Corporation's Facilities

**9.01 Use of Corporation's Facilities.** No person, except a member of the corporation, the family member of such member, and guests of the member, when in the company of the member, may use the facilities owned or leased by the corporation. As used in these bylaws the term "family" will include only persons within the third degree of relationship either to the member or to the member's spouse.

**SIGNATURES AND ATTESTATION**

Adopted by the Board of Directors on the \_\_\_\_\_ day of JANUARY, 2023.

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**Michael G. Todd, Director**

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**Lisa Dritscher, Director**

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**Joey Amador, Director**

**MINUTES OF THE FIRST MEETING OF  
THE BOARD OF DIRECTORS OF  
PCC TEXAS HOMEOWNERS ASSOCIATION, INC.,  
A NON-PROFIT CORPORATION**

**1. Authority to Act**

On the \_\_\_\_\_ day of JANUARY, 2023, the organizational meeting of the Board of Directors of **PCC TEXAS HOMEOWNERS ASSOCIATION, INC., A NON-PROFIT CORPORATION** was held, said meeting having been held on the call of the incorporator named in the Articles of Incorporation. **MICHAEL G. TODD, LISA DRITSCHER, and JOEY AMADOR** were present. At this meeting the following business was conducted and on motions duly made, seconded and carried, the following resolutions were adopted:

**2. Identification of Meeting**

RESOLVED, that this meeting is the organizational meeting of the Board of Directors **PCC TEXAS HOMEOWNERS ASSOCIATION, INC., A NON-PROFIT CORPORATION**.

**3. Chairman and Secretary**

RESOLVED, that **MICHAEL G. TODD** shall be, and hereby is, elected Chairman/President and **LISA DRITSCHER** shall be, and hereby is, elected Secretary of the meeting.

**4. Minute Book**

RESOLVED, that the corporation shall maintain a minute book containing the minutes of this meeting and of all the subsequent meetings of the Board of Directors of this corporation and such other documents as the corporation, the Board of Directors, or the shareholders thereof shall from time to time direct.

**5. Articles**

RESOLVED, that a duplicate original of the Articles of Incorporation of this corporation and the Certificate of Incorporation of the Secretary of State of Texas shall be inserted in the minute book of this corporation.

**6. Bylaws**

RESOLVED, that the bylaws presented to and considered at this meeting are adopted as the bylaws of this corporation and Secretary of the corporation is ordered to certify a copy of such bylaws, maintain them in the principal office of the corporation for the transaction of its business and keep them open for inspection by the

shareholders at all reasonable times during office hours; the Secretary is further ordered to certify a copy of such bylaws and insert them in the minute book of the corporation.

### 7. Waiver and Consent

RESOLVED, that these Directors, by their signatures affixed to the minutes of the first meeting of the Board of Directors, and by this resolution, do hereby waive notice of the time and place of this meeting, consent to this meeting, approve of the contents of the minutes of the first meeting, and direct that the original of the minutes of this meeting shall be retained in the minute book of this corporation.

### 8. Officers

RESOLVED, that the following persons be and the same are hereby elected as officers of this corporation to the offices set forth opposite their respective names:

<u>NAME</u>	<u>OFFICE</u>
<b>MICHAEL G. TODD</b>	<b>Chairman/President</b>
<b>JOEY AMADOR</b>	<b>Vice-President</b>
<b>LISA DRITSCHER</b>	<b>Secretary</b>

### 9. Directors

RESOLVED, that **MICHAEL G. TODD, JOEY AMADOR, and LISA DRITSCHER** who served as Directors until the first annual meeting of the Directors are hereby elected to continue to serve as Directors. The number of Directors constituting the Board of Directors is **THREE (3)**, or such larger number authorized by the corporation's bylaws. The following is a listing of the names and addresses of the persons who are elected and qualified to serve as Directors together with their membership classifications according to the Bylaws:

**MICHAEL G. TODD**  
161 W 3<sup>RD</sup> STEET # 110  
PROPER, TEXAS 75078

**LISA DRITSCHER**  
161 W 3<sup>RD</sup> STEET # 110  
PROPER, TEXAS 75078

**JOEY AMADOR**  
161 W 3<sup>RD</sup> STEET # 110  
PROPER, TEXAS 75078

The Directors hereby acknowledge that the Bylaws of **PCC TEXAS HOMEOWNERS ASSOCIATION, INC., A NON-PROFIT CORPORATION**, approved today, provide for an interim Board of Directors to act on behalf of **PCC TEXAS HOMEOWNERS ASSOCIATION, INC., A NON-PROFIT CORPORATION** until the permanent Board of Directors are in place. Pursuant thereto, until such time as the permanent Board is filled, the interim Board made up of the foregoing Directors, and any additional Directors from Class II or Class III, shall be entitled to act on behalf of the Board.

#### **10. Bank Account**

A discussion was then had among the directors concerning management of the fiscal affairs of the corporation, and on motion duly made, seconded, and carried, it was:

RESOLVED, that \_\_\_\_\_, located at \_\_\_\_\_  
\_\_\_\_\_ is hereby selected and designated as a depository of funds of this corporation, and that a checking account be established and maintained by and in the name of this corporation at said bank, on and subject to such terms and conditions as the President and Secretary of the corporation may from time to time agree on with said bank.

RESOLVED FURTHER, that the resolutions contained in the attached exhibit concerning such banking relationship be and they are hereby adopted in full.

#### **11. Principal Office**

RESOLVED, that the principal office of this corporation shall be established and maintained at 161 W 3<sup>RD</sup> STEET # 110, PROPER, COLLIN COUNTY, TEXAS 75078.

#### **12. Adjournment**

There being no further business to come before the Board of Directors the meeting was duly adjourned.

DATED this \_\_\_\_\_ day of JANUARY, 2023

\_\_\_\_\_  
**MICHAEL G. TODD**, President

\_\_\_\_\_  
**JOEY AMADOR**, Vice President

\_\_\_\_\_  
**LISA DRITSCHER**, Secretary