

By-Laws of Parkway Estates Homeowners' Association

Article I – Membership

- 1.1 Membership in this Association shall be open to all residents in the Plano Parkway Estates subdivision, located in Plano, Texas.
- 1.2 Every eligible household in good standing shall have all rights and privileges of membership, including the right to vote and hold office in the Association; provided, however, that husband and wife shall not hold office at the same time as long as there are enough volunteers to fill each of the positions that would otherwise be held by the husband or wife.

Article II – Officers and Their Duties, Terms of Office

- 2.1 The management of the Homeowners' Association of Parkway Estates shall be the duties of the officers that are as follows:
President, Vice President, Secretary, Treasurer and Members at Large
All officers must be “members of the Association” in good standing and shall constitute the Board of Directors.
- 2.2 **Duties of the President**
The President shall call and preside at all meetings of the Association and the Board of Directors. The President shall have the authority to represent the Association in its relations with other persons and organizations. The President shall have the power to appoint special committees.
- 2.3 **Duties of the Vice President**
The Vice President shall administer the Block Captain Program and new resident welcoming program; and perform any duties assigned to him/her by the President and in the absence of that Officer to act in his/her stead.
- 2.4 **Duties of the Secretary**
The Secretary shall keep a record of the membership, record and distribute to Board members minutes of the meetings, and perform other duties as requested by the Board.
- 2.5 **Duties of the Treasurer**
The Treasurer shall distribute statements, collect dues and maintain record of membership resulting from such payments; collect special assessments; use care and control of funds, pay bills, keep an accurate record of expenditures and deposits; file and prepare any necessary tax forms for the Association; give a report at each meeting of the Association and of the Board; and contribute Treasurer's Reports for publication in member newsletters. The Treasurer will prepare a proposed budget for the forthcoming year and perform other duties as requested by the Board.

Article II – Officers and Their Duties, Terms of Office (Continued)

2.6 Duties of the Member at Large position(s)

The Members at Large shall administer the social activities and serve on special committees as appointed by the President.

2.7 Term of Office

The term of office for the Board of Directors shall be one year, beginning January 1. The election of officers shall be held at the Annual Meeting.

Article III – Election of Officers

3.1 The Board of Directors shall nominate members for each office and obtain acceptance of nominations. The Board of Directors shall present a Slate of Officers, who have accepted the nomination, for each office. This slate, presented in writing to all member households prior to the Annual Meeting, shall be voted on at the Annual Meeting or in the form of a survey mailing to the membership. Nothing in these By-Laws shall be construed to prevent nominations from the floor at this meeting.

3.2 At each election for officers, every eligible household shall have a maximum of two votes.

3.3 A majority vote of the Association will elect an officer. Any dissenting vote must be presented either in person or absentee. Any household member not presenting his vote at the Annual Meeting or by returning the survey mailing will be considered as a positive vote for the Slate of Officers as presented by the Board of Directors.

3.4 All vacancies on the Board of Directors shall be filled by appointments by the Board of Directors.

Article IV – Meetings

4.1 The Board of Directors shall meet periodically, but at least quarterly, and at any other time called by the President. Each Board member receives one vote. A majority of those present must be obtained to carry a motion.

4.2 There will be one annual business meeting of the Association between September 1 and December 31. Notice of this meeting will be in writing two weeks prior to the meeting or shall be announced via an article in the neighborhood newsletter.

4.3 Matters of concern to an individual member shall be submitted to the Board in writing. At the discretion of the President, the Board may then meet with that member and discuss the problem. If the Board does not act to the satisfaction of the member, he/she may petition for a meeting of the Association by obtaining 10% of the members' signatures. It shall be the duty of the President to call a meeting of the Association. All decisions

approved by a majority of the Association shall be binding upon the Association and Board.

Article V – Dues

- 5.1 The annual dues of the Association shall be a predetermined fee per household and shall be due and payable by March 31 of each year. The fee shall be for membership in the Association beginning January 1 and ending December 31 of the current year. New homeowners will be provided a complimentary Association membership during the year they purchase a home in our neighborhood, regardless of move-in date.
- 5.2 In some instances, it may become necessary to levy special assessments. This may be done by a majority vote of the Association in good standing either by proxy or attendance vote at a general meeting or in the form of a survey mailing to the membership. Any vote not presented by a household member will be considered a positive vote. An explanation of the special assessment and notification of the meeting will be given in writing at least two weeks in advance or published as an article in the neighborhood newsletter.

Article VI – Committees

- 6.1 Committees may be formed as determined necessary by the Board and may include:
 - a) Social;
 - b) Block Captain/Welcoming;
 - c) Landscape Maintenance (Garden Club);
 - and d) Crime Watch Coordinator.
- 6.2 The programs shall be administered by the respective Board Members with the Committee Chairman of each committee appointed by the Board with agreement of the said party.
- 6.3 Changes to the By-Laws shall be reviewed and approved by the Board prior to submitting to the Association members for approval via a special mailing or via an article in the neighborhood newsletter. Approval is determined by receiving a majority vote by members of the Association. A lack of response is counted as a vote in favor of the proposed changes.

Article VII – Amendments

- 7.1 These By-Laws may be amended only after the recommendation of a By-Laws Committee (or by the Board of Directors) and by a two-thirds (2/3) majority vote of Association members either present at the meeting at which time the vote occurs, or having voted by proxy, or by survey mailing to the membership. Any vote not presented by a household will be considered a positive vote.
- 7.2 This Association does not have the power to borrow money or obligate its members in any way to any third party. This should not be construed to prevent contractual obligations such as landscape maintenance or special

assessments as prudently budgeted by the Board and approved by the Association.

- 7.3 The name of this Association may only be used with the approval of its members. No private use may be made of the name.

Article VIII – Dissolution

- 8.1 The Association may be dissolved by a majority vote of eligible voters of the Association during the Annual or special meeting of the Association. Said majority vote must consist of all eligible voters, present at or absent from, the meeting.
- 8.2 Upon acceptance of dissolution, the Association will be given an accounting by the Treasurer and any surplus will be contributed to the charitable institution so selected by a majority voted of the eligible members of the Association.

Revision 1:

Annual Meeting, May 15, 1983

Revision 2:

Membership survey mailing, March 1, 1988

Revision 3:

Membership survey mailing, February 1, 1989

Revision 4:

Newsletter article, September 2003

Revision 5:

Individual mailings of the proposed change were sent to each household (On 9/29/08, 325 mailings were made; 140 follow-up mailings went out to anyone who had not yet responded by the end of November). Zero objections were received. Revision went into effect January 1, 2008.

Revision 6:

Email blast and nextdoor.com posting, September 2017;
(Changed Article V, 5.1 from “The annual dues of the Association shall be a predetermined fee per household and shall be due and payable by December 31 of each year. The fee shall be for membership in the Association beginning October 1 and ending September 30.”)