



GUADALUPE RIVER OAKS PROPERTY OWNERS ASSOCIATION (GROPOA)

New Braunfels, Texas

**BY-LAWS
OF
GUADALUPE RIVER OAKS PROPERTY OWNERS ASSOCIATION, INC.**

VOLUME 080580291

January 13, 1984

By-Laws Amended & Passed April 3, 2014

By-Laws Amended & Passed September 09, 2007 and September 13, 2009

ARTICLE I – ASSOCIATION

1. The name of the Association is GUADALUPE RIVER OAKS PROPERTY OWNERS ASSOCIATION, INC. (GROPOA, Inc.) It is a non-profit organization with operation in accordance with Section 501 C 4 of the Internal Revenue Code, and/or Section 528, as applicable, and the State of Texas Charter #0068714501. The IRS has assigned GROPOA our EIN (tax I. D. number) 74-2481646. The Association address is P.O. Box 311042, New Braunfels, TX 78131.
2. Effective January 13, 1984, GUADALUPE RIVER OAKS PROPERTY OWNERS ASSOCIATION, INC., has been assigned Texas taxpayer number 30007953034, is exempt from the Texas Franchise Tax as specified under Section 171.082 of the Texas Tax Code as a homeowners' association. The exemption does not extend to sales and use tax or hotel occupancy tax.

ARTICLE II – DEFINITIONS

1. “**Association**” shall mean and refer to Guadalupe River Oaks Property Owners Association members.
2. “**GROPOA**” shall mean Guadalupe River Oaks Property Owners Association.
3. “**Lot P**” or “**Properties**” shall mean and refer to the Lower Park, Upper Park, Trail, Laurel Cliff Dr., Park Road and such additions thereto as may hereafter be bought within the jurisdiction of the Association.
4. “**Common Area**” shall mean all real property owned by the Association for the common use and enjoyment of the Owner(s).
5. “**Lot**” shall mean and refer to any plot of land in the River Oaks Subdivision with the exception of the Common Area.
6. “**Property Owner**” shall mean and refer to those persons who own lots in River Oaks Subdivision. All property owners of River Oaks subdivision are members of GROPOA except those listed in Attachment A as exempt. This attachment shall be updated at least annually. Any person who owns Lots that are not members in River Oaks Subdivision may elect to join as Property Owner by recording a document showing such election, with approval by the then existing Board of Directors.



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7. **“Board”** refers to those duly elected by the Association.
8. **“Records”** refers to Treasurer reports, Board minutes, By-Laws, Restrictions and Covenants, and building committee approvals/non-approvals.
9. **“Tenant”** refers to a single family renting (at least six months) a home from a GROPOA Property Owner(s).
10. **“Recall”** refers to property owners getting forty (40) percent of GROPOA members to sign a petition to request a recall election of an elected officer.

ARTICLE III – PURPOSES AND AIMs

1. To promote the health, safety, and welfare of the residents of River Oaks Subdivision.
2. To perform as an organized body to represent the property owners of GROPOA, Comal County, Texas in all matters concerning the subdivision.
3. To actively protect the rights of all GROPOA Property Owners.
4. To promote, maintain and preserve the appearance of the subdivision through the enforcement of deed restrictions and covenants, River Oaks Subdivision.
5. To assess, collect, distribute and hold funds received from the GROPOA Property Owners in the River Oaks Subdivision in Comal County, Texas, as required by contract, deed or other restrictions, and by-laws applicable to property in said subdivision, and to disburse these funds as and when necessary to comply with the usage thereof as designated in said deed restrictions. A list of excluded lots will be maintained as attachment A, and must be updated at least annually by the President.
6. To maintain and preserve the appearance of Unit II Lot P within the subdivision designated as general use for the benefit of all GROPOA Property Owners, and which is not maintained by a public entity.
7. Subdivided Lots: Restrictions and Covenants 156500 Vol. 251 Page 419 Item 11 “Any such lot or lots created by subdividing will be bound by the same restrictions of the sub-divided lot.” Once a property owner joins GROPOA the property remains a part of GROPOA in perpetuity.



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ARTICLE IV – ASSESSMENTS

1. The Association shall have sole authority to fix and establish an annual maintenance assessment (including penalties and costs of collection) on each and every non-excluded lot or parcel of real property (except portions or parcels of property devoted to public or semi-public uses).
2. The assessments levied by the Association shall be used exclusively to promote the recreation, health, safety, and welfare of the residents of River Oaks Subdivision, and for the improvement and maintenance of Lot P (GROPOA) within the subdivision designated as general use for the benefit of GROPOA Property Owners.
3. The annual assessment together with interest, costs and reasonable attorney fees shall, to the full extent permitted by laws, be a charge on the land and shall be a continuing lien upon the property against which each assessment is made, and also shall be the personal obligation of the owner of the property at the time the assessment becomes due and payable.
4. The right to collect and to enforce the collection of such assessments, together with costs and penalties imposed with the non-payment thereof, shall be and is hereby granted to the Association, except as otherwise provided herein. A non-sufficient fund fee for returned checks will be the going rate established by law or set by the Board.
5. The amount of the annual assessment shall be recommended by the Board of Directors of the Association and approved by majority vote of the membership, present or represented by proxy, at the Annual Meeting of the Association to be held on the second Sunday of October each year at 5:00 p.m. or a time set by the Board.
6. The annual assessment shall be distributed by December 1st and become due and payable in advance on or before February 1st of each year. If said assessment is not paid before March 1st the assessment shall bear interest from the delinquent date at the rate of ten percent (10%) per annum.
7. Each present and future Property Owner is and shall be personally obligated to pay the annual assessments as are fixed during their time of ownership, and the right and power to bring all actions for the collection of such assessments and the right and power to impose and to enforce such liens as are necessary is hereby granted to and shall be vested in the Association and its Successors.

ARTICLE V – MEMBERSHIP

1. The Lot P Correction Deed determined the membership of the Association. Thereafter, memberships will be transferred upon the books of the Association upon submission to the Secretary of evidence of the transfer of property as defined herein.
2. Membership in the Association is limited to property owners as their names appear on the fee simple title, and are required by contract, deed or other restrictions to pay the maintenance assessment set out in any of the covenants. It is specifically provided that a lot with multiple owners is considered as a unit to be one member. There shall be only one vote per lot in Association matters.



ARTICLE VI – ORGANIZATION AND ADMINISTRATION

1. The administration of the Association shall be vested in a Board of Directors consisting of four (4) officers, the Unit Directors and the immediate Past-President (non-voting). The officers are as follows: President (non-voting except in tie vote), Vice President, Secretary, and Treasurer. The Unit Directors shall consist of one representative from each of the four (4) units of the subdivision. In addition, an elected Parliamentarian (non-voting) will assist the Board of Directors.
2. No more than one member of a family (lot owner unit) may hold elected office simultaneously.
3. All Board members and the Parliamentarian and Heads of Standing Committees are required to attend all board meetings. Any Board member or Parliamentarian missing three (3) consecutive meetings may be removed from office at the discretion of the other Board members.
4. All minutes of meetings, financial records, Association correspondence, voting records, committee reports, membership lists, equipment belonging to the Association, information or keys required for access to safe deposit box(es) or postal boxes, and any and all other Association records are the property of the Association. Board of Director members are obligated and hereby instructed to surrender all Association records, herein specified or unspecified, to the succeeding, duly elected Board of Directors at the time the new Board of Directors members are installed in office after their election at the Annual Meeting each year. Any Association owned equipment or access information/devices shall also be transferred to the appropriate individual after the installation of the incoming officers.
5. All committees are appointed by the President with the approval of the other members of the Board of Directors, and will be supervised by the President. Standing committees should be affirmed at the first meeting of each year.
6. All newly elected officers will take office at the January meeting.
7. Out-going officers should bring all material including equipment or files belonging to the Association to the January meeting to be handed over to the new officers.
8. Upon resignation or removal of a Board member, the President will appoint a replacement with the approval of the other members of the Board of Directors. In the case of resignation or removal of the President, succession will be determined according to “Robert’s Rules of Order”. Any Board member who resigns or is removed, will turn in all material including equipment or files belonging to the Association to the President or Secretary within seven days of resignation or removal.
9. The Board of Directors will be responsible for establishing and administering Park Policies.
10. The Board of Directors will be responsible for preservation of all records.
11. The Board of Directors will be responsible for ensuring that the Association’s By-Laws comply with current State of Texas statutes.



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12. RECALL: The GROPOA property owners may petition a recall of a board member. The petition must have signatures of 40 percent of the total Association membership for recall of the President, Vice President, Secretary, Treasurer, or Parliamentarian. For recall of Unit Director, the petition must have signatures from 40 percent from his/her unit only.

- a. Property Owners must petition the Board to request a recall of a Board member.
- b. The petition must meet the required number of signatures with statement of cause. The petitioners will pay for the recall election.
- c. The Board will determine the cost of the election.
- d. The Board will write the ballot and set an election date, not earlier than 20 days prior to the election date nor more than 50 days from the date of the verification that the petition for recall met the requirements.

13. Duties of the Board of Directors are as follows:

a. **The President will:**

- (1) Preside over all meetings of the Association.
- (2) Appoint a member to fill a vacancy caused by the resignation or incapacity of any Board member or Parliamentarian with the approval of the other Board members.
- (3) Appoint members for Standing and Special Committees, with the approval of the other Board members.
- (4) Develop the agenda. He/she will email meeting site, date, and agenda to the membership. The President may delegate emailing this information to the Vice President or Secretary.
- (5) Sign minutes of meetings after reading and approval.
- (6) Have the authority to co-sign checks along with the Treasurer for all Association expenditure.
- (7) Maintain custody of and enforce the provisions of the By-Laws.
- (8) Supervise the work of the elected officers and committees.
- (9) Represents the Association when asked to do so by the Board.
- (10) Vote on Board matters only in the case of a tie.



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- (11) Maintain a complete list of GROPOA property owner names, email addresses, phone numbers, unit and lot numbers.

b. The Vice President will:

- (1) Assume the duties of the President in his/her absence.
- (2) Assist the President as needed.
- (3) Maintain a working knowledge of all Association matters.
- (4) Have the authority to co-sign checks along with the Treasurer in the absence of the President.
- (5) Secure Board Meeting site.
- (6) Post meeting sign at the beginning of subdivision (per State meeting notice regulations) and put a cancellation notice on the posted sign if meeting is cancelled.

c. The Secretary will:

- (1) Have responsibility of recording minutes at each meeting, insuring approved minutes are signed by Secretary, and providing homeowners with approved minutes within 2-weeks of meeting.
- (2) Prepare reports and general correspondence of the Association.
 - (a) Provide access of minutes to all GROPOA members.
 - (b) Report newly elected officers to the State of Texas as required by law.
 - (c) File all reports required by the State of Texas as required by law.
 - (d) Have the responsibility of bringing a current copy of the By-Laws to all meetings.
 - (e) Have the responsibility of preparation and distribution of election materials.
 - (f) Have the responsibility of preparing and bringing voting materials to the Annual (election) Meeting.
 - (g) Record the attendance of each meeting and advise the President if a quorum is present.
 - (h) Have the responsibility for providing all members the opportunity to review a copy of current By-Laws.



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- (i) Keep copies of minutes and a list of property owners in attendance at all meetings for seven years.
- (j) Post current copies of the By-Laws and Restrictions and Covenants on the web site and insure that all of the GROPOA web site information is current.
- (k) Maintain a complete list of GROPOA property owner names, email addresses, phone numbers, unit and lot numbers.

d. **The Treasurer will:**

- (1) Receive and disburse all funds of the Association and keep records in accordance with good accounting practices.
- (2) Pay bills upon receipt of itemized statements and upon Board approval. Must insure that the President or another authorized officer has co-signed checks prior to issuing payment.
- (3) Present a written report with an itemized account of all expenditures, collections, and cash balances at each meeting. Present to the President a signed copy of same and provide a signed copy to the Secretary for posting with the minutes.
- (4) Bring to Property Owners Meeting a list of the membership.
- (5) Provide a detailed budget analysis. Submit a future budget for Board review and approval in July.
- (6) Have the responsibility for notification of Association assessments. Treasurer will mail or email annual assessment statements.
- (7) File appropriate IRS forms as required by law; currently Form 1120H.
- (8) Keep copies of annual assessment payment stubs received with payment for seven years.
- (9) Maintain a complete list of GROPOA property owner names, email addresses, phone numbers, unit and lot numbers.

e. **The Parliamentarian will:**

- (1) Be knowledgeable concerning meeting protocol in accordance with “Robert’s Rules of Order”.
- (2) Ensure that meetings are conducted according to “Robert’s Rules of Order”.
- (3) Not vote in any Association matter at Board meeting.



f. **The Past President will:**

- (1) Attend all Board meetings.
- (2) Serve as an advisor.
- (3) Perform other duties as assigned by the President.
- (4) Not vote in any Association matter at Board meeting.

g. **Unit Director will:**

- (1) Represent the members of his/her unit.
- (2) Assist in establishing the policies of the Association.
- (3) Meet new property owners he/she represents. Provide their name, address, lot number, phone numbers, and email address to the Treasurer and Secretary. Maintain a complete list of GROPOA property owner names, email addresses, phone numbers, and lot numbers for their unit. The Unit Director will assure that the new property owner receives automobile decals and directory.
- (4) Set up and monitor unit information sessions when needed for property owner input.

h. **Committees:**

- (1) **Building Committee** (three members and the President as an alternate)
 - (a) Approves or disapproves all permanent construction projects in accordance with deed restrictions and covenants.
 - (b) Monitor all construction projects.
 - (c) Report to the Board the progress of each project.
 - (d) Member must recuse self on projects involving their own property.
- (2) **Nominating Committee** (shall not be barred from becoming nominees for office)
 - (a) Will nominate individuals to fill each elective office.
 - (b) Insure the candidate fills out a form stating their experience, their goals for the association, and why they wish to run for office.
 - (c) Will make every attempt to obtain at least two (2) candidates for each office.
 - (d) Secure approval from all nominees for office prior to having their names submitted at the Annual Meeting in October.



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- (e) Provide a written list of nominees that shall be included in the notice of the meeting sent to all members.
 - (f) Committee shall have the self-nomination form available to all interested parties between July 15 and the end of the first week of August.
 - (g) Shall have self-nomination forms returned by August 15.
 - (h) Will secure viewing of the ballots by the nomination committee only and count the ballots at the annual meeting.
 - (i) Will turn ballots over to the Secretary. Ballots must be kept until the following February. If the election is not protested, the ballots will then be destroyed.
- (3) **Audit Committee**
- (a) Is responsible for insuring that the Treasurer's financial records and Association's accounts are audited between November 15 and December 15 of each year so that an Audit Report can be presented at the first board meeting of the new calendar year.
 - (b) Is responsible for performing audits when a Treasurer resigns or becomes incapacitated, and at any other time deemed necessary.
 - (c) Shall consist of three (3) members, one of which can be an independent non-property owner.
- (4) **Park Committee**
- (a) Shall consist of three (3) members.
 - (b) Maintain the lower park, upper-park, and the park trail.
 - (c) Make recommendations to the Board for improvements.
 - (d) Report status of park to the President.
 - (e) Request budget for park expenditures.
 - (f) Set Park clean-up date.
 - (g) Contact WORD for lower park clean up and installation of trash cans.
 - (h) Contact a sanitation company for any issues with temporary restrooms.



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(5) **Web Site Committee**

- (a) Shall consist of up to three (3) members.
- (b) Define and maintain the site.
- (c) Make recommendations for improvement.
- (d) Request budget for web site expenditure.

(6) **Neighborhood Watch Committee**

- (a) Shall consist of up to seven (7) members representing each unit and a committee chair.
- (b) Drive throughout subdivision looking for improper activities.
- (c) Report property damage to the Comal County Sheriff.

(7) **Special Committees** are directed to special problems, situations and duties deemed appropriate by the Board of Directors.

ARTICLE VII – MEETINGS

1. **The Annual Meeting** of the Association is normally held on the second Sunday of October each year. Written or printed notice setting the time and place of the meeting shall be delivered not less than ten (10) nor more than thirty (30) days before the date of the meeting. Delivery shall be by mail, email, or delivered by person to the physical address of members as it appears in the records of the Association. The member is responsible for providing accurate information to the Association. Any combination of proxy or members present equaling ten (10) percent of the voting membership at the Meeting shall constitute a quorum for the transaction of business. An absentee (mail-in) ballot may be counted as an owner present and voting for the purpose of establishing a quorum only for items appearing on the ballot. The absentee ballot cannot be counted toward the establishment of a quorum if the voter is physically present.

2. **Special Meetings for all Membership** may be called by the President or by written petition filed with the Board of Directors, signed by not less than one-tenth (1/10) of the total membership. A notice setting forth the time, place, and purpose of the meeting shall be in concert with those of the Annual Meeting requirement. Meeting quorum shall be the same as the Annual Meeting requirement.

3. **Directors Meetings** shall be held at least six times annually (January, March, May, July, September, November), at a pre-set time, date, and place, and shall be open to all members and conducted in accordance with our By-Laws and the applicable Texas statutes. A majority of five (5) Board members (President, Vice President, Secretary, Treasurer, Unit I, Unit II, Unit III, Unit IV Directors) shall constitute a quorum for conducting Association business. All meetings shall be conducted and follow our By-Laws, “Robert’s Rules of Order”, and applicable Texas statutes.



ARTICLE VIII – FINANCIAL AND PHYSICAL RESOURCES AND EXPENDITURES

1. **Financial Resources:** Financial resources of the Association consist of property assessments paid by the property owners. Property assessment rates and budget shall be set each year at the Annual Meeting, for the ensuing year. Rates shall be approved by a majority of the members voting at the Annual Meeting.
2. **Physical Resources:** The Association shall maintain and preserve the appearance of all non-residential property within the subdivision designated as general use for the benefit of GROPOA owners.
3. **Budgeted Items:** Items budgeted and approved by the Board of Directors may be dispersed as required without specific subsequent approval of detailed items.
4. **Unbudgeted Park & Road Maintenance Expense:** The expense for maintenance must receive a motion, second, and be passed by a minimum of four votes by the GROPOA Board of Directors at a GROPOA Property Owners meeting.
5. **Purchase of Assets:**
 - a. **Items \$1500 and under** - The purchase of real tangible property must receive a motion, second, and passed by a minimum of four votes by the GROPOA Board of Directors at a GROPOA Property Owners meeting.
 - b. **Items over \$1500** - The purchase of real tangible property over \$1500 must receive a simple majority vote of those that vote at the annual or special called GROPOA meeting.
6. **Records:** The records, the Restrictions and Covenants, and By-laws of the Association shall be available for inspection by any member. The By-laws and Restrictions and Covenants will be available on the GROPOA website. Printed copies of the above items can be provided for a fee of \$1.00 per page or such other amount as the Board of Directors may approve from time to time.

ARTICLE IX – ELECTIONS

1. **Elections:**
 - a. Election of officers shall be held at the Annual Meeting.
 - b. A Nominating Committee, consisting of Association members appointed by the President and approved by the Board of Directors, shall have met to prepare a slate of nominees for all positions open for election.
 - c. The self-nomination form shall be available to all interested parties between July 15th and the end of the first week of August.



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- d. Self-nomination form shall be returned by mail, email, or hand delivered to a nomination committee member by August 15th.
- e. Additional nominations may be made from the floor, with prior consent of the member(s) to be so nominated. The President shall open the Annual Meeting to any such nominations from the floor prior to calling for any vote.
- f. A Property Owner and member of GROPOA have no limits on terms served.
- g. All elected Board members shall serve a 2-year staggered term.
 - (1) The President, Secretary, Unit 1 and Unit 3 Directors will be elected in odd years.
 - (2) The Vice President, Treasurer, Parliamentarian, Unit 2 and Unit 4 Directors will be elected in even years.
 - (3) The President, Vice President, Treasurer, Secretary, and Parliamentarian are elected at-large.
 - (4) Unit Directors are elected by their respective Units.

2. **Voting:**

- a. Voting shall be by secret ballot; however, a property owner's signature is required on the ballot as per State law requirement. Ballots will be tabulated by the Nominating Committee. If a member of the Nominating Committee is a nominee, he/she will be excluded from counting the ballots for the office for which he/she has been nominated.
- b. Each member shall have the right to cast one vote per lot owned. The nominee for office receiving the majority vote shall be elected.
- c. If there is only one nominee for an office, and no write in ballots for the position after review of mail in ballots, election by acclamation will be permitted upon proper motion.
- d. Ballots will not be collected until after the floor has been opened and closed for nominations from the floor. Mail-in ballots must be received by the last postal delivery date, prior to the scheduled respective Annual Meeting.
- e. Reference Article V.2 - one vote per lot owned in Association matters.
- f. Recall elections – A Board member will be recalled with a majority vote of the position's electorate.



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ARTICLE X – INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES, AGENTS

The Association shall indemnify Directors, Officers, Employees, and Agents of the Association as, and to the extent, provided by Article 1396-2.22A of the Texas Business Corporations Act. In addition, the Association shall carry liability insurance for Lot P to indemnify GROPOA and its members.

ARTICLE XI – AMENDMENTS

The By-Laws may be amended at the Annual Meeting or at a Special Meeting called to address the proposed changes. A recommendation to amend the By-Laws must be presented to the Board of Directors for their review. Once voted on and approved by the Board of Directors, the recommended amendments must be made available to the members for a period of at least 30 days prior to the election date. Proposed Amendment(s) will pass with a simple majority vote (Texas Prop Code Chapter 209 – 209.0041) of any combination of ballots mailed, emailed, or made by property owners attending the meeting.

ARTICLE XII – DISSOLUTION

The Association may be dissolved only by assent given in writing by three-fourths (3/4) of the membership of the Association. Any assets belonging to the Association shall be disposed of and the proceeds divided equally among the active membership.

ARTICLE XIII – SEVERABILITY

Invalidation of any of these By-Laws or their provisions by judgment or court order shall in no way affect any other of the By-Laws or provisions, which shall remain in full force and effect.

ARTICLE XIV – PARK POLICIES

Established by the Board of Directors
February 22, 1996
Amended June 17, 2010

1. The Park (i.e., Lot P which refers to the Lower Park, Upper Park, Trail, Laurel Cliff Dr. and Park Road which are private roadways) is the property of the Guadalupe River Oaks Property Owners Association, Inc. The said area is for the use and enjoyment of the Property Owners of the Association, their tenants, and their guest.
2. The Board of Directors has the authority to make or change rules and regulations concerning the Park Policies and for the enforcement thereof. The Board of Directors is responsible for maintenance of Lot P and for paying all taxes on the property. These rules will be maintained as Attachment B

Attachment A: Excluded Lots (as of 1 February 2014)

Unit I, 4, 6 15, 18, 20, 22, 37

Unit III, 28

Unit IV, 24 and 29



Attachment B: Park Rules and Regulations

GROPOA property owners, their tenants, and their guests must observe the following rules and regulations when using the Park:

1. The GROPOA Park is designated as a family environmental park. The hours of operation are from sunrise to sunset.
2. Only GROPOA members and their immediate family / guests may use the Park. A GROPOA family member must be present at the park with their guest.
3. GROPOA members and guests will conduct themselves with propriety and shall not allow any activity to be carried on that is offensive, environmentally destructive, or is a nuisance to other GROPOA members.
4. No GROPOA member or guest shall encourage partial or full nudity, violence, foul language, or use of any weapons.
5. No weapons will be allowed in the Park, except those carried by Law Enforcement personnel or licensed individuals. This includes but is not limited to guns, air guns, B-B guns, pellet guns, paint guns, bow and arrows, or sling shots.
6. Overnight camping is prohibited at the lower park. Only one vehicle per group is allowed past the designated sign in the lower park.
7. No open fires are permitted in the Upper or Lower Park. Bar-B-Q grills are allowed. Property Owners must follow County burn ban restrictions.
8. Cutting firewood is prohibited.
9. Dogs must be on a leash in compliance with the Leash Law of Comal County.
10. Styrofoam and glass containers are prohibited per Comal County Ordinance.
11. Loud music is prohibited per Comal County Ordinance.
12. No trespassing signs will be posted at the entrance and elsewhere on the property.
13. Please leave the area clean and remove any trash upon exiting the premises.
14. GROPOA members will keep the gate closed at all times. During daylight hours on holidays and weekends the gate may be left open and if you are the last to leave the lower park, you are responsible for closing the gate.
15. In the event of heavy rain or flooding, GROPOA Board requests that the homeowners refrain from driving any vehicles in the lower park. No Type of vehicle shall be used to cause any environmental destruction at any time.



Attachment C: By-Laws Agenda Calendar

JANUARY - Installation of newly elected Board Members.

- Update standing committee assignments selected by the new President, with previous polling of the Board Members, will be affirmed with a vote of the new Board.
- Out-going officers shall bring all material including equipment and files belonging to the association to be handed over to the new office holders.
- The Secretary will report to the State of Texas the membership of the new Board.
- The old and new Presidents, Vice Presidents and the Treasurers will go to our financial institution to change the signature cards on the checking account. Those needed will do the same for the safety deposit box. After this is complete, the keys for the safety deposit box will be held by the President and the Treasurer.
- Audit report presented to Board

MARCH

- Treasurer will report on the Homeowner's Annual Property Assessments not yet received.
- Set park clean up date.

MAY (Discuss park security arrangements for the summer 3-day weekends.)

- The Nominating Committee will be confirmed for the coming election season.
- Committee Chairs need to prepare and give to the Treasurer their upcoming budget requests.

JULY

- Board will review the future budget submitted by the Treasurer. The new budget will be approved with a vote.
- The Nominating Committee shall have the Self Nominating Forms available for all interested parties to apply for an elected office by July 15 to the end of the first week in August.
- The Self Nominating Forms shall be returned by August 15.

SEPTEMBER - The Nominating Committee will prepare the ballot for approval of the Board.

- The Board will fix and establish, with a vote, the Home Owner's Annual Property Assessment for the Ballot.
- The Treasurer will start to prepare an Annual Financial Statement for the Annual Meeting.
- The Treasurer will also start to prepare to file Federal Income Tax form 1120-H (currently).
- A written or printed notice setting the time and place of the Annual Meeting, with the agenda, ballot, and Home Owner's Annual Assessment rate suggestion shall be delivered with not less than 10 nor more than 30 days before the date of the Annual Meeting.
- The Audit Committee should to be confirmed.



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OCTOBER - Annual Meeting (2nd Sunday of October) Secretary will bring all voting materials.

- Nominations from the floor will be accepted.
- The Nominating Committee will count all of the ballots received after the nominations from the floor have been concluded.
- The Treasurer will report the annual financial status. Property assessments rates shall be approved by the membership with a vote on the ballot.

NOVEMBER

- Audit Committee will audit the Treasurer's financial records and Association's accounts between November 15 and December 15. An Audit report, with suggestions, must be completed for the first Board meeting of the new calendar.
- The Treasurer will prepare the Home Owner's Annual Property Assessment paperwork to be mailed or emailed to each member, for each lot they own, by December 1.
- The Treasurer will file GROPOA's Federal income taxes.
- Board Members and Committee Chairs will prepare to conclude the business year.