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12/17/2019 11:04 AM



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Lee Haidusek Chambers, County Clerk
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LIBERTY LAKES PROPERTY OWNERS' ASSOCIATION, INC.'S
POLICY FOR OPEN BOARD MEETINGS

WHEREAS, Liberty Lakes Property Owners' Association, Inc. ("Association") constitutes a property owners association under the provisions of Chapter 209 of the Texas Property Code ("TPC"); and

WHEREAS, the Board of Directors of the Association (the "Board") desires to adopt an Open Board Meetings Policy pursuant to TPC Section 209.0051.

NOW, THEREFORE, the Board hereby adopts this Policy for Open Board meetings ("Policy"), as set forth below.

TO THE EXTENT THAT ANY PROVISION OF THIS POLICY IS IN CONFLICT WITH THE TPC OR ANY OTHER APPLICABLE LAW, INCLUDING WITHOUT LIMITATION, GOVERNING TEXAS STATUTES, REGULATIONS, AND/OR COMMON LAW (REPORTED DECISIONS), SUCH CONFLICTING PROVISION SHALL BE SUPERSEDED BY THE APPLICABLE LAW.

THIS POLICY SUPERSEDES ANY CONFLICTING POLICIES, RULES, AND REGULATIONS ADOPTED BY THE ASSOCIATION.

The adoption of this Policy for the purposes stated herein is in compliance with TPC Section 202.006, requiring all property owners' associations to file all Governing Documents in the real property records of each county in which the Property to which the Governing Documents relate is located. This Policy shall become effective as of the date it is filed in the Official Public Records of Liberty County, Texas.

This Policy may be revoked or amended from time to time by the Board. This Policy will remain effective until the Association records an amendment to this Policy in the public records of Liberty County, Texas.

LIBERTY LAKES PROPERTY OWNERS' ASSOCIATION, INC.'S
POLICY FOR OPEN BOARD MEETINGS

A. Open Board Meetings.

Regular and special Board meetings shall be open to Owners, subject to the right of the Board to adjourn a Board meeting and reconvene in closed executive session to consider the following:

1. actions involving personnel;
2. pending or threatened litigation;
3. contract negotiations;
4. enforcement actions;
5. confidential communications with the Association's attorney;
6. matters involving the invasion of privacy of individual Owners; or
7. matters that are to remain confidential by request of the affected parties and agreement of the Board.

B. Oral Summary of Executive Session and Minutes.

Following an executive session, any decision made in the executive session must be summarized orally and placed in the minutes, in general terms, without breaching the privacy of individual Owners, violating any privilege, or disclosing information that was to remain confidential at the request of the affected parties. The oral summary must include a general explanation of expenditures approved in executive session.

C. Location of Board Meeting.

Except for a meeting held by electronic or telephonic means as permitted by the Tex. Prop. Code §209.0051(h), a Board meeting must be held in Liberty County, Texas, or in a county adjacent to that county.

D. Electronic or Telephonic Means.

A Board meeting may be held by electronic or telephonic means provided that:

1. each Board member may hear and be heard by every other Board member;
2. except for any portion of the meeting conducted in executive session:

- a. all Owners in attendance at the meeting may hear all Board members; and
 - b. Owners are allowed to listen using any electronic or telephonic communication method used or expected to be used by a Board member to participate; and
3. the notice of the meeting includes instructions for Owners to access any communication method required to be accessible as stated herein.

E. Minutes of Board Meeting.

The Board shall keep a record of each regular or special Board meeting in the form of written minutes of the meeting. The Board shall make meeting records, including approved minutes, available to an Owner for inspection and copying on the Owner's written request to the Association's managing agent at the address appearing on the most recently filed management certificate, or, if there is not a managing agent, to the Board.

F. Notice of Board Meeting to Members.

Members shall be given notice of the date, hour, place, and general subject of a regular or special Board meeting, including a general description of any matter to be brought up for deliberation in executive session. The notice shall be:

1. mailed to each property Owner not later than the 10th day or earlier than the 60th day before the date of the meeting; or
2. provided at least 72 hours before the start of the meeting by:
 - a. posting the notice in a conspicuous manner reasonably designed to provide notice to the Association members
 - i. in a place located on the Association's common property or, with the property Owner's consent, on other conspicuously located privately owned property within the subdivision; or
 - ii. on any Internet website maintained by the Association or other Internet media; and
 - b. sending the notice by e-mail to each Owner who has registered an e-mail address with the Association.
3. It is an Owner's duty to keep an updated e-mail address registered with the Association.

G. Recess of Meeting.

If the Board recesses a regular or special Board meeting to continue the following regular business day, the Board is not required to post notice of the continued meeting if the recess is taken in good faith. If a regular or special Board meeting is continued to the following regular business

day, and on that following day the Board continues the meeting to another day, the Board shall give notice of the continuation in at least one manner prescribed by Section F above within two (2) hours after adjourning the meeting being continued.

H. Board Actions Without a Meeting.

Except as stated below, a Board may take action outside of a meeting, including voting by electronic or telephonic means, without prior notice to owners under Section F above, if each Board Member is given a reasonable opportunity to express the Board Member's opinion to all other Board Members and to vote.

Any action taken without notice to owners under Section F above must be summarized orally, including an explanation of any known actual or estimated expenditures approved at the meeting, and documented in the minutes of the next regular or special Board meeting.

Notwithstanding the foregoing, the Board may not, unless done in an open meeting for which prior notice was given to Owners under Section F above, consider or vote on the following:

1. fines;
2. damage assessments;
3. initiation of foreclosure actions;
4. initiation of enforcement actions, excluding temporary restraining orders or violations involving a threat to health or safety;
5. increases in assessments;
6. levying of special assessments;
7. appeals from a denial of architectural control approval;
8. a suspension of a right of a particular Owner before the Owner has the opportunity to attend a Board meeting to present the Owner's position, including any defense, on the issue.
9. lending or borrowing money;
10. the adoption or amendment of a dedicatory instrument;
11. the approval of an annual budget or the approval of an amendment of an annual budget that increases the annual budget more than 10 percent;
12. the sale or purchase of real property;

13. the filling of a vacancy on the Board;

14. the construction of capital improvements other than the repair, replacement or enhancement of existing capital improvements; or

15. the election of an officer.

Other Provisions.

The Board hereby authorizes and empowers its management to do all such things and perform all such acts as are reasonably necessary to implement and effectuate the purposes of this Policy without further action by the Board.

The terms and conditions of this Policy, as may be amended from time to time by the Board, shall bind all Owners including their heirs, successors, transferees, or assigns, and all Property as defined in the Declaration, and the Property shall hereafter be held, occupied, transferred, and conveyed subject to the terms and conditions of this Policy, as amended.

If a provision of this Policy, or its application to any person or circumstance, is invalid or unenforceable, then the remainder of this Policy or the application of those provisions to other persons or circumstances shall not be affected thereby.

CERTIFICATION

IN WITNESS WHEREOF, the undersigned, Lisa Gloyna, as the duly elected, qualified, and acting Secretary of Liberty Lakes Property Owners' Association, Inc., a Texas nonprofit corporation, hereby certifies on behalf of the Association that this Policy for Open Board Meetings was duly adopted at a meeting of the Membership held on November 19, 2019 and continued on December 14, 2019, and shall take effect upon its recording in the Official Public Records of Liberty County, Texas.

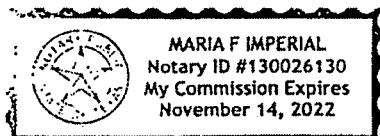
LIBERTY LAKES PROPERTY OWNERS' ASSOCIATION, INC.
a Texas nonprofit corporation

By: *Lisa Gloyna*
Lisa Gloyna, Secretary

THE STATE OF TEXAS §
COUNTY OF HARRIS §

This instrument was acknowledged before me on the 14 day of December, 2019, by Lisa Gloyna, Secretary of Liberty Lakes Property Owners' Association, Inc., a Texas nonprofit corporation.

Maria Imperial
Notary Public Signature



AFTER RECORDING PLEASE RETURN TO:

Liberty Lakes Property Owners' Association, Inc.
c/o Lisa Gloyna, Secretary
P.O. Box 573036
Houston, Texas 77257