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DOC #2017063526

CHARTER BY-LAWS COMMITTEE

Approved by the Board of Directors on June 12, 2017

Establishment and Authority

The BY-LAWS COMMITTEE (the Committee) is a POA Member committee established by authority of the Grand Harbor Property Owner's Association (POA) Board of Directors (the BoD). Members of this committee serve at the pleasure of the BoD and shall be vested with advisory powers only.

The Committee is not authorized to act on behalf of the POA.

Any vacancy on the Committee that occurs may be filled by the Committee through recommendations presented to the BoD by the Chairman (or Co-Chairs, as applicable) of the Committee for acknowledgement and confirmation at the next BoD meeting.

Purpose/Responsibilities

- The Committee shall on behalf of the BoD review the state of the POA By-Laws, recommend to the BoD and the POA Members such amendments or revisions to the POA By-Laws as the Committee deems desirable, including, but not limited to:
- The Committee will make editorial changes such as correcting errors in grammar or spelling, resolving contradictions in provisions, clarifying confusing or otherwise unclear text and removing duplicative or redundant provisions.
- The Committee will amend the By-Laws to bring them into agreement with the current Texas Property Code sections that pertain to homeowner associations, including any revisions or amendments made by the State Legislature to the Texas Property Code in its' recently concluded biennial session.
- The Committee will minimize descriptive "steps to be taken" if these steps are already included in State Code. A simple "...see Texas State Code..." can replace lengthy explanations if they currently exist.
- The Committee will consider all suggested amendments or revisions to the By-Laws proposed by either the BoD or other POA Members.
- The Committee will re-evaluate the provisions of the bylaws that impose annual funding targets for the reserve accounts that have been established to provide for repair and maintenance of the POA infrastructure.
- The Committee will present its revisions to the BoD on a weekly basis.

Committee Composition, Governance and Reporting

Membership:

- The Committee shall be composed of residents in good standing of Grand Harbor/Harbor Side.
- If a committee member falls out of good standing during the process, they will be removed from the committee.



- The members of the By-Laws Committee are volunteers and will receive no compensation for their services other than the reimbursement of expenses incurred by the committee members with prior approval of the BoD liaison in writing.
- Participation on this committee is a temporary situation and ends when the final draft of the revised bylaws is put to a vote of the community or is rejected by the BoD.

Leadership

- The Committee Chair will be determined by the BoD.
- The Committee Chair shall appoint a Vice Chair and Secretary with approval from the BoD.
- The Committee Chair shall manage the Committee and its meetings.
- The Vice-Chair shall perform the duties of the Chair in the other's absence or, in the event of a vacancy in the office of Chair.
- The Secretary shall prepare the recommendations for corrections/changes or modifications to the POA By-Laws and keep minutes of the Committee meetings as necessary for the Committee to accurately report their progress to the BoD.
- All meetings of the Committee will be recorded by an Audio device to make the taking of minutes easier and more accurate. These recordings do not have to be retained once the meeting minutes are approved by the Committee.

Meetings

The Committee shall determine the time and place of its meetings, provided that it shall meet at least twice per month.

The Committee shall determine the procedures for its meetings, reporting and approval process

Timing

The Committee will work with the BoD liaison to complete this task in a minimal time frame.

The Committee will submit drafts of the changes being made to the BoD for confirmation every two weeks.

The BoD will respond with confirmation or offer additional edits within 7 days.

The Committee will submit a final recommendation of the Fifth Amended and Revised By-Laws directly to the BoD no later than September 1, 2017. The final version will be distributed to the Membership in preparation for a vote to be held soon after.

Unforeseen circumstances may lengthen this process. If a time extension is necessary, it will be clearly recapped to the BoD and the community as to why and when the new completion date will be.

Conduct:

All members of the Committee will conduct themselves in the execution of their assignments in accordance with the Grand Harbor POA Code of Ethics and are subject to the terms and conditions of the Confidentiality Agreement and Social Media Policy.



Indemnification

The Grand Harbor POA shall fully defend, protect, and indemnify all Committee members, properly appointed and remaining in good standing, in accordance with the By-Laws Article VI, Section G, indemnity through suitable, comprehensive insurance policies continuously maintained in effect with all policy premiums paid by the Grand Harbor POA

Committee Member Assignments

The BoD will solicit volunteer members for the Committee by e-blast to all residents. Residents in good standing that volunteer for the committee will be determined by the BoD. Once Committee members are identified, they will meet to determine the Vice Chair and Secretary positions per the Leadership guidelines set forth above. Committee Members will serve until the amended Bylaws are put to a vote of the residents after which time their service on the committee will expire



CHARTER BY-LAWS COMMITTEE

EXECUTED this the 22 day of June, 2017

**GRAND HARBOR PROPERTY OWNERS
ASSOCIATION, a Texas Non-profit
Corporation**

By: _____

BOD member

THE STATE OF TEXAS

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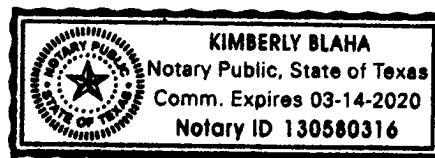
COUNTY OF MONTGOMERY

THIS INSTRUMENT was acknowledged before me on the 22 day of June, 2017 by John Wathen, the President of GRAND HARBOR PROPERTY OWNERS ASSOCIATION Board of Directors, a Texas non-profit corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes therein expressed and in the capacity therein expressed.

Kimberly Blaha
Notary Public – State of Texas

After filing, mail to:

Grand Harbor POA
18956 Freeport Dr. Ste A
Montgomery, TX 77356



FILED FOR RECORD
07/19/2017 03:02PM



COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS,
COUNTY OF MONTGOMERY

I hereby certify that this instrument was filed in the file number
sequence on the date and time stamped herein
by me and was duly RECORDED in the Official Public
Records of Montgomery County, Texas.

07/19/2017



County Clerk
Montgomery County, Texas