



BYLAWS of COVINGTON WEST HOMEOWNERS ASSOCIATION

ARTICLE I GENERAL PROVISIONS

Section 1. Name and Location.

The name of this non-profit corporation is Covington West Homeowners Association, (hereinafter referred to as "the Association"). The mailing address of the Association shall be located at PO Box 224, Sugar Land, TX 77487, but meetings of Owners and the directors may be held at such places within the State of Texas, County of Fort Bend, as may be designated by the Board of Directors.

Section 2. Fiscal Year.

The fiscal year of the Association shall begin on the 1st day of January and end on the 31st day of December every year, except that the first fiscal year shall begin on the date of incorporation.

Section 3. Definitions.

Except as otherwise provided herein, the terms used in these Bylaws that are capitalized shall have the same meanings as those defined in the Association's Declaration of Amended and Restated Covenants, Conditions, and Restrictions (hereafter referred to as the "Declaration") under Article I – Definitions, recorded in the real property records of the County of Fort Bend, Texas.

ARTICLE II MEETING OF MEMBERS

Section 1. Annual Meetings.

The Association's Annual Meeting of the Members shall be held each year in October at such place and time as the Board of Directors may designate. The purpose of the annual meeting shall be to elect any officers of the Board of Directors whose term of office will be expiring at the end of that year, updating the Members on previous and future plans regarding the community, making decisions that concern the Association, and addressing other issues or concerns.

Section 2. Special Meetings.

Special Meetings of the Members may be called at any time by the President or by the majority of the Board of Directors or upon written request signed by Members

representing at least twenty percent (20%) of the total votes of the Association. No business will be transacted at a special meeting except as stated in the special meeting notice.

Section 3. Notice of Meetings.

Each Owner shall receive a notice at least fourteen (14) days prior to any annual or special meeting. Notices of meetings shall be posted on the Association's website (www.covingtonwesthoa.org), electronically mailed to all Members of the Association, and posted in the designated Common Area by the Front Sign of the Subdivision. The notice shall set forth the date, time, and location of the proposed meeting along with the purpose of the meeting.

Section 4. Eligibility to Vote.

Every Owner of a Lot subject to a maintenance charge assessment by the Association shall be a Member of the Association. Members are entitled to one (1) vote per Lot owned. When more than one (1) person holds an interest, the vote for such Lot shall be exercised as they among themselves determine. However, in no event shall more than one (1) vote be cast with respect to any Lot.

Section 5. Quorum.

Ten percent (10%) of the voting Members of the Association are needed to constitute a quorum. If, however, such quorum shall not be present or represented at any meeting, the Members entitled to vote thereat shall have the power to adjourn the meeting from time to time, without notice other than an announcement at the meeting, until a quorum as foresaid shall be present or represented.

Section 6. Proxies.

Members may vote in person or by proxy in all meetings of the Members, including Board elections. Every proxy shall be in writing, signed by the Member, and filed with the Association's secretary before a scheduled meeting or Members may assign their vote via proxy to another Member who is voting in person. No proxy shall be valid for a period longer than 14 days at any one time unless earlier revoked by the Member, except as otherwise provided by law.

Section 7. Elections

Members may cast their votes in person or by proxy . Proxy forms shall be sent out with the notice of the annual meeting and election fourteen (14) days prior to the election. An Election Committee consisting of three (3) Members of the Association will be appointed by the President of the Board prior to the counting of the ballots.

This Election Committee will preside over the election and insure that:

- a. All ballots are signed;
- b. All ballots are checked against the Association's membership roll; and
- c. No more than one (1) ballot per Lot is counted.

Persons receiving the greatest number of votes shall be elected. Cumulative voting is not permitted. If the election is uncontested, the slate may be accepted by acclamation.

ARTICLE III BOARD OF DIRECTORS

Section 1. Board of Directors.

The affairs of the Association shall be managed by a Board of not less than three (3) officers (per Texas Business Organizations Code 22.204) – President, Secretary, & Treasurer - who shall be Members of the Association.

Section 2. Eligibility.

- a. The officers must be Members in "Good Standing" (as used herein is defined as a Member who is current on regular maintenance fees, special assessments, fines, and other charges owed to the Association, and who has no unresolved, uncured violations of the Declaration under formal notice by the Association).
- b. Members who live in the same residence may not serve on the Board at the same time.
- c. Officers may be relieved of their duties and prevented from serving on the Board in the future if by written documented evidence from a law enforcement agency they were shown to be convicted of a felony involving moral turpitude within the past 20 years.

Section 3. Officer Positions and Their Responsibilities.

The officers on the Board of Directors of the Association shall consist of a President, Secretary, and Treasurer and their duties are as follows:

- a. **President.** The President shall be the chief executive officer of the Board and shall in general, supervise and control all affairs of the Association. They shall preside at all meetings of the Board of Directors and at all annual and special meetings of the Owners. They shall see that all orders and resolutions of the Board and these Bylaws are carried out and enforced. They are also charged with signing any contracts, leases, deeds, mortgages & other written instruments, and is designated as an authorized co-signer, along with the Treasurer, on financial accounts. They shall assist the Treasurer in the collection of past due accounts and fines, and they shall perform such other duties as may be prescribed by the Board from time to time.

- b. **Secretary.** The Secretary shall record votes and keep the minutes of all meetings and proceedings of the Board and of the Members; serve notice of all meetings; keep a current register showing the Members of the Association together with their addresses, emails, and contact information; and be custodian of all legal records for the Association in compliance with Texas State Property Code requirements. He is the contact person for all Association communications, including on real estate transaction paperwork, the Covington West email and website maintenance, and shall perform such other duties as directed by the Board.
- c. **Treasurer.** The Treasurer shall keep full and accurate records of receipts and disbursements of the Maintenance Fund and all monies of the Association. They shall be an authorized co-signer, along with the President, on the financial accounts of the Association, receive and deposit all monies in the appropriate accounts, and disburse such funds as directed by resolution of the Board of Directors. They shall be responsible for the notification of all property Owners of the amount of the annual maintenance fee by the 15th day of December of each year and for the collection of the same. They shall advise the Board of all unpaid accounts as of the 1st day of February of each year and shall work with the President in collecting delinquent assessment accounts and fees. They shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at the annual meeting and shall perform such other duties as directed by the Board.

Section 4. Term of Office.

All officers on the Board shall serve overlapping two-year terms of office so as to preserve continuity. All officers' terms shall expire on December 31st of the year their term ends. Elections for the officers whose terms are expiring shall be held at the annual meeting of the Members in October each year. The President and the Secretary will be elected in odd-numbered years, and the Treasurer will be elected in even-numbered years.

Section 5. Multiple Offices.

No person may simultaneously hold more than one of any of the other offices except in the case of special assignments created pursuant to Section 6 of this Article.

Section 6. Special Assignments.

The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority and perform such duties as the Board may, from time to time, determine.

Section 7. Removal or Resignation.

Any officer can be removed from the Board, with or without cause by a majority vote of the Members of the Association. Any officer may resign by giving written notice to the Board, the President, or the Secretary. Such resignation will take effect on the date specified in the notice. Unless otherwise specified herein, the acceptance of such resignation will not be necessary to make it effective.

Section 8 Vacancies

In the event of a resignation, death, or removal of a director prior to the end of an officer's term of office, his successor shall be filled by an affirmative vote of the remaining officers of the Board and appointed to the vacancy to serve for the unexpired term of his predecessor.

Section 9. Compensation.

No officer shall receive compensation for their services. However, they may be reimbursed for actual expenses incurred in the performance of their duties.

Section 10. Action Taken Without a Meeting.

The directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval and consent of all the directors. Any action so approved shall have the same effect as though taken at the meeting of the directors.

**ARTICLE IV
NOMINTION AND ELECTION OF DIRECTORS**

Section 1. Nomination

The Secretary will send out a written notice to all Members of the Association soliciting candidates interested in running for a position on the Board. The notice shall contain information about the position & the term of office, instructions on what is needed to be an eligible candidate, and the deadline for the Member to submit the candidate request. The deadline may not be earlier than the 10th day after the date the Association provides notice. Qualifications of the candidates will be reviewed and the eligible candidates for that position will be nominated and placed on the ballot.

Section 2. Election

Election to the Board of Directors shall be by in person ballot. At such election the Members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration and Article II Section 2.4 of these Bylaws. The person receiving the largest number of votes shall be elected. Cumulative voting shall not be permitted. If the election is uncontested, the slate may be accepted by acclamation.

ARTICLE V MEETING OF THE BOARD OF DIRECTORS

Section 1. Regular Meeting.

Regular meetings of the Board of Directors shall be held as needed.

Section 2. Special Meetings.

Special meetings of the Board of Directors shall be held when called by the President, or by a request from two (2) members of the Board after not less than five (5) days' notice has been given to each director which such notice may be waived prior to such a meeting.

Section 3. Quorum.

Two members of the Board of Directors are required to constitute a quorum for the transaction of business. Every act or decision made by the directors present at the meeting shall be regarded as a valid act if the required quorum is present at the time of the vote. Each director has one vote, regardless of the number of properties they own.

ARTICLE VI POWERS AND DUTIES OF THE ASSOCIATION

Section 1. Powers.

The Association by and through its Board of Directors shall have the following powers and rights:

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- a. Adopt and publish rules and regulations, and enforce fines to dissuade any lack of compliance;
- b. Enter into management and/or operating contracts or agreements relative to the maintenance and operation of the Common Areas;
- c. Designate a depository of the funds of the Association and designate directors or officers who shall be authorized to withdraw funds and sign checks on such account;
- d. Exercise all other such powers, privileges, and authority granted through the Bylaws, the Articles of Incorporation, or the Declaration, to administer the Association's affairs and perform the Association's duties and obligations in order to maintain and preserve the property values and promote the health, safety and welfare of the residents within the Covington West Subdivision

Section 2. Duties.

It shall be the duty of the Association by and through the Board of Directors to perform the duties specified in this section of the Bylaws in addition to other duties that may be assigned:

- a. Maintain a complete and detailed record of all the Association's transactions and acts and provide a statement thereof to the Members at the Annual Meeting or when such statement is requested by a Member.
- b. Prepare and adopt an annual budget.
- c. Pay all expenses in connection therewith and all office and other expenses incident to the conduct of the business of the Association.
- d. Fix the amount of the annual maintenance fee against each Lot and send written notice of the annual fee to each Owner in advance of each assessment period.
- e. Collect, manage, and enforce payment of maintenance fees, fines, and all other lawful assessments and charges.
- f. issue, or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;
- g. Cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate;
- h. Provide for the care, upkeep, and maintenance of the Common Areas thereon, and any adjacent or included public properties.

ARTICLE VII COMMITTEES

Section 1 Committees.

The Board of Directors shall maintain an Architectural Control Committee, as stated in the Declaration, and a Deed Restriction Compliance Committee as standing committees to preserve property values and enforce the governing documents. In addition, the Board may appoint other committees as deemed appropriate to assist in carrying out the Association's purpose. Committee Members must be Owners and shall serve for such term as may be designated by the Board or until resignation or removal by the Board. Neither the Members of these committees nor any designated representatives shall be entitled to any compensation for services performed but may be reimbursed for related and necessary expenses.

Standing Committees

- a. **Architectural Control Committee (ACC):** The purpose of the ACC is to preserve the architectural and aesthetic appearance and natural setting of the Subdivision and maintain a harmonious design to preserve and promote the property values of all Lots in the Subdivision. The ACC shall be a committee consisting of three (3) Members, all of whom shall be appointed by the Board.

- b. **Deed Restriction Compliance Committee (DRC):** The purpose of the DRC, on behalf of the Board, is to maintain the overall appearance of the Subdivision and to protect property values of all Lots in the Subdivision by monitoring the the Lots, reviewing complaints submitted by Owners, and notifying Owners of any violations according to the Declarations, Guidelines and policies of the Association. The DRC may include up to three (3) Members, all of whom shall be appointed by the Board.

ARTICLE VIII MAINTENANCE FUND

Section 1. Custody.

The Board shall have custody of the Maintenance Fund and shall disburse such funds as it deems necessary, keeping proper receipts for all disbursements.

Section 2. Spending Authority

All disbursements must be authorized by two officers of the Board of Directors. Any disbursement or contractual obligation for any amount in excess of \$750.00 must first be approved by all the officers of the Board. Contractual obligations for any amount in excess of \$3,000.00 must first be approved by a majority vote of Members present at any annual or special meeting of the Association.

Section 3. Accounting.

The Board shall keep complete books, records of account and minutes of its proceedings.

Section 4. Delinquency of Annual Maintenance Fee.

The maintenance fee is due on the first day of January of each year. It shall be declared delinquent if not paid by the 31st day of January of each year. Any maintenance fee in arrears in excess of 12 calendar months shall be declared grossly delinquent.

Section 5. Delinquency of Fines.

Any fine levied by the Board for violation of the Declaration or Guidelines shall be declared delinquent if not paid by the time stipulated in the notice sent to the Owner.

Section 6. Collection Responsibility.

It shall be the responsibility of the Board, acting through the President and the Treasurer, to ensure the collection of delinquent or grossly delinquent maintenance fees, fines, all other lawful assessments and charges and to enforce or release any imposed lien(s).

Section 7. Action.

Once any maintenance fees, fines, all other lawful assessments and charges become delinquent, the Treasurer, acting on behalf of the Board, shall notify the property Owner of the delinquency and request that the monies be paid. At such time as an account becomes grossly delinquent, the property Owner shall be notified by certified mail of the delinquency and advised that if payment is not received within 30 days, legal action may be taken by the Board. This action may be in the form of a lien placed against the property. No Owner may waive or escape liability for the assessments provided herein by abandonment of his Lot.

**ARTICLE IX
BOOKS AND RECORDS**

Section 1. Recordkeeping.

The Association shall keep correct and complete records of financial transactions and accounts and shall also keep minutes of the proceedings of its Board of Directors. All books and records of the Association are open to and available for inspection by any Member who has submitted a written request for access in accordance with the Association's Open Records Policy. These Bylaws, the Declaration, the Guidelines, the Articles of Incorporation, and any other policies and rules is accessible for inspection on the Association website (www.covingtonwesthoa.org) where copies may be downloaded and printed.

**ARTICLE X
AMENDMENTS**

Section 1. Amendments

These Bylaws may be supplemented, altered, amended, or repealed in whole or in part by an affirmative majority vote of the Board members at a regular or special meeting of the Board of Directors at which a quorum was present.

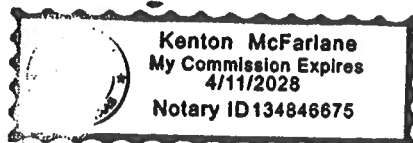
Section 2. Conflict.

In the case of any conflict or inconsistencies, the provisions of Texas State law pertaining to Homeowners Associations, the Association's Declaration and these Bylaws shall prevail in that order. Texas State laws overrule Bylaws.

ADOPTION OF BYLAWS

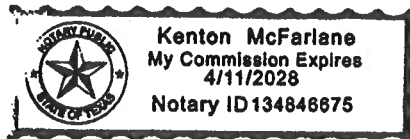
IN WITNESS WHEREOF, we, being the duly elected Board of Directors of the Covington West Homeowners Association, hereby certify that the above Bylaws were duly adopted for the governance of the Association by the Board of Directors at a board meeting on September 28, 2026, at which a quorum was present.

TO CERTIFY which witness our hands this the 16th day of October, 2026

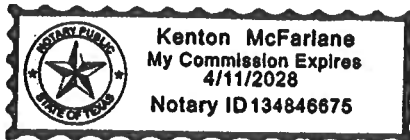


COVINGTON WEST HOMEOWNERS ASSOCIATION

By:
Barry L. Young, President
Board of Directors



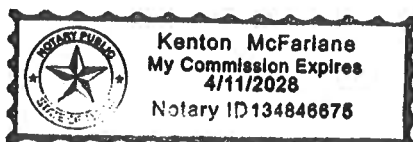
By:
Henry P. Clayton Jr, Treasurer
Board of Directors



By:
Donna M. Goll, Secretary
Board of Directors

THE STATE OF TEXAS §
COUNTY OF Fort Bend §

BEFORE ME, the undersigned notary public, on this 16th day of October, 2026 personally appeared Barry L. Young, President, Henry P. Clayton Jr, Treasurer, and Donna M. Goll, Secretary, of the Board of Directors of Covington West Homeowners Association, known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purpose and in the capacity therein expressed.



Notary Public in and for the State of Texas

RETURNED AT COUNTER TO:

HENRY CLAYTON

14115 LOUAN CT.

SUGAR LAND, TX 77498

FILED AND RECORDED
OFFICIAL PUBLIC RECORDS

Laura Richard

Laura Richard, County Clerk

Fort Bend County Texas

October 19, 2026 08:48:30 AM

FEE: \$51.00 BR1

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