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******* THIS PAGE IS PART OF THE INSTRUMENT *********

Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.



I hereby certify that this instrument was filed on the date and time stamped hereon by me and was duly recorded in the volume and page of the Official Public records of BRAZOS COUNTY, TEXAS

Honorable Karen McQueen, County Clerk, Brazos County

ARTICLES OF INCORPORATION AND BYLAWS FOR DUCK HAVEN HOMEOWNERS ASSOCIATION, INC.

I, the undersigned, pursuant to the Texas Property Code §202.006 do hereby certify:

That I am the Secretary of Duck Haven Homeowners Association, Inc., (hereinafter the "Association"), a Texas non-profit corporation;

That the attached documents apply to the operation and utilization of the Duck Haven Estates subdivision, located in Brazos County, Texas;

That the property affected by the documents is set out on the attached Exhibit "A"; and,

That the documents which affect the use and operation of the Duck Haven Estates subdivision are set out on the attached Exhibit "B."

That the attached documents are true and correct copies of the originals.

October 1, 2012.

Cindy Miller, Secretary

STATE OF TEXAS

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COUNTY OF BRAZOS

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BEFORE ME the undersigned authority, on this day personally appeared Cindy Miller, the Secretary of Duck Haven Homeowners Association, Inc., known by me to be the person whose name is subscribed to this document and, being by me first duly sworn, declared that she is the person who signed this document in her representative capacity, and that the statements herein contained are true and correct.

Given under my hand and seal of office, this 16th day of

2012

NOTARY PUBLIC - STATE OF TEXAS

After Recording, Return To: Stephanic Quade Roberts Markel Weinberg, P.C. 2800 Post Oak Blvd., 57th Floor Houston, TX 77056

3394-00001 Doc# 21



EXHIBIT "A"

PROPERTY DESCRIPTION

DUCK HAVEN, a subdivision of multiple sections located in Brazos County, Texas, originally encumbered by the Declaration of Covenants, Conditions, Reservations and Restrictions of Duck Haven, recorded under Brazos County Document No. 00846415, as same has been or may be amended from time to time, and any other property which has been or may be annexed into the Duck Haven subdivision and made subject to the authority of the Duck Haven Homeowners Association, Inc.

EXHIBIT "B"

- 1. 09/10/03 Articles of Incorporation of Duck Haven Homeowners Association, Inc.
- 2. 09/10/03 Bylaws of Duck Haven Homeowners Association, Inc.

In the Office of the Secretary of State of Texas

SEP 10 2003

ARTICLES OF INCORPORATION OF DUCK HAVEN HOMEOWNERS ASSOCIATION, INC.

Corporations Section

I, the undersigned natural person over the age of eighteen (18) years, acting as incorporator, adopt the following Articles of Incorporation for DUCK HAVEN HOMEOWNERS ASSOCIATION. INC.

ARTICLE 1 NAME

The name of the Corporation is DUCK HAVEN HOMEOWNERS ASSOCIATION, INC.

ARTICLE 2 NONPROFIT CORPORATION

The Corporation is a nonprofit corporation.

ARTICLE 3 DURATION

The period of duration of the Corporation is perpetual.

ARTICLE 4 PURPOSES

The purposes for which the corporation is formed are:

- a. Specifically and primarily to provide an organization consisting of the owners of lots in Duck Haven Estates as it is amended and replatted from time to time in the City of College Station, Brazos County, Texas and is more particularly described in the plat or plats recorded or to be recorded in the Official Records of Brazos County, Texas, in order to provide for the management, maintenance, preservation and architectural control of said subdivision located in Brazos County, Texas; and
- b. Generally to promote the health, safety and welfare of the owners of lots in the section, to exercise all of the powers and privileges and to perform all of the duties and obligations of the association as set forth in the Declaration of Covenants, Conditions and Restrictions of Duck Haven Estates (the "Declaration"), to be recorded in the Official Records of Brazos County, Texas, and their subsequent amendments and its Bylaws, and to do any and all other acts, levies, collections, enforcements, acquisitions, lending transactions, construction and maintenance obligations and any and all other powers, rights and privileges that a corporation organized under the Texas Non-Profit Corporation Act, by law may now or at a later time have to exercise.



ARTICLE 5 POWERS

Except as these Articles otherwise provide, the Corporation has all the powers provided in the Texas Non-Profit Corporation Act. Moreover, the Corporation has all implied powers necessary and proper to carry out its express powers. The Corporation may reasonably compensate directors, or officers for services rendered to or for the Corporation in furtherance of one or more of its purposes.

ARTICLE 6 RESTRICTIONS AND REQUIREMENTS

The Corporation may not pay dividends or other corporate income to its Directors or officers, or otherwise accrue distributable profits, or permit the realization of private gain. The Corporation may not take any action prohibited by the Texas Non-Profit Corporation Act.

ARTICLE 7 MEMBERSHIP

The Corporation shall have one or more classes of members. The designation of such class or classes, the manner of election or appointment and the qualifications and rights of the members of each class are set forth in the Declaration and the Bylaws of the Corporation.

ARTICLE 8 INITIAL REGISTERED OFFICE AND AGENT

The street address of the Corporation's initial registered office is 3608 E. 29th Street, Suite 100, Bryan TX 77802. The name of the initial registered agent at this office is **PAUL J. CLARKE.**

ARTICLE 9 MANAGING BODY OF CORPORATION

The management of the Corporation is vested in its Board of Directors and such committees of the board that the board may, from time-to-time, establish. The Bylaws will provide the qualifications, manner of selection, duties, terms, and other matters relating to the Board of Directors. The initial Board of Directors will consist of three (3) persons at the following addresses:

<u>Name</u>	<u>Address</u>
PAUL J. CLARKE	3608 E. 29th Street, Suite 100 Bryan, Texas 77802
CINDY MILLER	3608 E. 29th Street, Suite 100 Bryan, Texas 77802
PAM JOHNSON	3608 E. 29th Street, Suite 100 Bryan, Texas 77802

The number of Directors may be increased or decreased by amending the Bylaws. The number of Directors may not be decreased to fewer than three.

Any action required by the Texas Non-Profit Corporation Act, these Articles, or the Bylaws or the Declaration to be taken at a meeting of the members or directors of a corporation or any action that may be taken at a meeting of the members or directors or of any committee may be taken without a meeting if a consent in writing, setting forth the action to be taken, is signed by a sufficient number of members, directors, or committee members as would be necessary to take that action at a meeting at which all of the members, directors, or members of the committee were present and voted.

ARTICLE 10 LIMITATION ON LIABILITY OF DIRECTORS

A Director is not liable to the Corporation for monetary damages for an act or omission in the Director's capacity as Director except as otherwise provided by a Texas statute.

ARTICLE 11 INDEMNIFICATION

The Corporation may indemnify a person who was, is, or is threatened to be made a named defendant or respondent in litigation or other proceedings because the person is or was a Director or other person related to the Corporation as provided by the provisions of the Texas Non-Profit Corporation Act governing indemnification. As the Bylaws provide, the Board of Directors may define the requirements and limitations for the Corporation to indemnify Directors, officers, or others related to the Corporation.

ARTICLE 12 CONSTRUCTION

All references in these Articles to statutes, regulations, or other sources of legal authority refer to the authorities cited, or their successors, as they may be amended from time to time.

ARTICLE 13 INCORPORATORS

The name and street address of the incorporator is:

Name of incorporator

Address

Charles A. Ellison

2501 Ashford Drive, Suite 100 College Station, Texas 77840-4698

ARTICLE 14 DISSOLUTION

The Corporation may be dissolved in accordance with the limitations set out in the

Declaration. The Corporation is one which does not contemplate pecuniary gain or profit to the members thereof, and it is organized solely for non-profit purposes. In the event of liquidation, dissolution, or winding up of the Corporation, whether voluntarily or involuntarily, the Directors shall dispose of the Property and assets of the Corporation in such manner as they, in the exercise of their discretion (as set forth in the Declaration), deem appropriate; provided, however, that such disposition shall be exclusively in the furtherance of the object and purposes for which the Corporation is formed and shall not accrue to the benefit of any Director of the Corporation or any organization which engages in any activity in which the Corporation is precluded from engaging.

Executed this ____ day of September, 2003.

Charles A. Ellison, Incorporator

DUCK HAVEN MANAGEMENT, LLC

3608 East 29th Street, Suite 100 Bryan, TX 77802

OFFICE OF THE SECRETARY OF STATE Corporate Filings Division Austin, TX

Re:

DUCK HAVEN HOMEOWNERS ASSOCIATION, INC.

I, PAUL J. CLARKE, Manager of DUCK HAVEN MANAGEMENT, LLC, am authorized, and do hereby, on behalf of the limited liability company, consent to the unconditional use by DUCK HAVEN HOMEOWNERS ASSOCIATION, INC., in the formation of a corporation.

DUCK HAVEN MANAGEMENT, LLC

By:

PAUL J. CLARKE, Manager

THE STATE OF TEXAS COUNTY OF BRAZOS

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This instrument was acknowledged before me on the 8^{+/1} day of September, 2003, by PAUL J. CLARKE, Manager of DUCK HAVEN MANAGEMENT, LLC, Texas limited liability company, on behalf of said limited liability company.

Notary Public, State of Texas



DUCK HAVEN, LTD.

3608 East 29th Street, Suite 100 Bryan, TX 77802

OFFICE OF THE SECRETARY OF STATE Corporate Filings Division Austin, TX

Re:

DUCK HAVEN HOMEOWNERS ASSOCIATION, INC.

I, PAUL J. CLARKE, Manager of DUCK HAVEN MANAGEMENT, LLC, General Partner of DUCK HAVEN LTD., am authorized, and do hereby, on behalf of the limited partnership, consent to the unconditional use by DUCK HAVEN HOMEOWNERS ASSOCIATION, INC. of the name, DUCK HAVEN HOMEOWNERS ASSOCIATION, INC., in the formation of a corporation.

DUCK HAVEN, LTD., a Texas limited partnership

By:

DUCK HAVEN MANAGEMENT, LLC.

a Texas limited liability company,

its General Partner

By:

PAUL J. CLARKE, Manager

THE STATE OF TEXAS COUNTY OF BRAZOS

8

This instrument was acknowledged before me on the ______ day of September, 2003, by PAUL J. CLARKE, Manager of DUCK HAVEN MANAGEMENT, LLC, Texas limited liability company, as General Partner of DUCK HAVEN, LTD., a Texas limited partnership, on behalf of said limited partnership.

Notary Public, State of Texas



Dated effective: September 10, 2003

BYLAWS OF DUCK HAVEN HOMEOWNERS ASSOCIATION, INC.

ARTICLE 1 DEFINITIONS

- 1.1 "Declaration" shall mean all of the Declarations of Covenants, Conditions and Restrictions, now or hereafter filed in the County Clerk's office in Brazos County, Texas, and affecting Duck Haven or any portions thereof, including any amendments to the Declaration as may be made from time to time in accordance with the terms of the Declaration.
- 1.2 "Development Period" shall mean a period commencing on the date of the recording of the Declaration in the Official Records of Brazos County, Texas and continuing thereafter until and ending on the earlier to occur of: (i) substantial completion of all development (including without limitation the completion and sale of all Lots to third parties) within the Property; (ii) the twenty-fifth (25th) anniversary of the date of recordation of the Declaration in the Official Records of Brazos County, Texas; or (iii) the date determined by Duck Haven, Ltd. ("DH") to be the end of the Development Period.
- 1.3 "Duck Haven" shall mean all of the real property located in the County of Brazos, State of Texas, including the land, all improvements and structures on the land, and all easements, rights, and appurtenances to the land, more particularly described on Exhibit "A" attached hereto, and any additions or deletions to such land made pursuant to the terms of the Declaration. Duck Haven will consist of a subdivision or subdivisions subject to this Association.
- 1.4 Other capitalized terms used in these Bylaws shall have the meaning given them in the Declaration, incorporated by reference and made a part of these Bylaws.

ARTICLE 2 APPLICABILITY OF BYLAWS

Corporation

2.1 The provisions of these Bylaws constitute the Bylaws of the nonprofit corporation known as DUCK HAVEN HOMEOWNERS ASSOCIATION, INC., referred to as the "Association."

Applicability

2.2 The provisions of these Bylaws are applicable to Duck Haven as defined in Paragraph 1.1 of these Bylaws.

Personal Application

2.3 All present or future Owners, their employees, guests, or other persons that use the facilities of Duck Haven or its Common Areas, in any manner are subject to the regulations set forth in these Bylaws. The mere acquisition of any of the Lots of Duck Haven or the mere act of occupancy of any of the Lots or Common Areas will signify that these Bylaws are accepted and ratified and will be complied with by the purchaser or occupant.

ARTICLE 3 OFFICES

Principal Office

3.1 The initial principal office of the Association shall be located at 3608 E. 29th St. Suite 100, Bryan, Brazos County, Texas 77802.

Registered Office and Registered Agent

3.2 The Association shall have and shall continuously maintain in the State of Texas a registered office and a registered agent, whose office is identical with the registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principal office of the corporation, and the address of the registered office may be changed from time to time by the Board of Directors.

ARTICLE 4 QUALIFICATIONS FOR MEMBERSHIP

Membership

4.1 Each and every Owner of each and every Lot which is subjected to the Declaration shall automatically be, and must at all times remain, a Member of the Association in good standing. During the Development Period, the Association shall have two (2) classes of Members: Class A and Class B. The Class A Members shall include all Owners (other than DH during the Development Period). The Class B Member shall be DH.

Proof of Membership

4.2 The rights of membership shall not be exercised by any person until satisfactory proof has been furnished to the Secretary of the Association that the person is qualified as a Member. Such proof may consist of a copy of a duly executed and acknowledged deed or title insurance policy evidencing ownership of a Lot in Duck Haven. Such deed or policy shall be deemed conclusive in the absence of a conflicting claim based on a later deed or policy.

No Additional Qualifications

4.3 The sole qualification for membership shall be ownership of a Lot in Duck Haven. No initiation fees, costs, or dues shall be assessed against any person as a condition of membership except such assessments, levies, and charges as are authorized or permitted under the Articles of Incorporation or the Declaration.

Certificates of Membership

4.4 The Board of Directors may provide for the issuance of certificates evidencing membership in the Association that shall be in such form as may be determined by the Board. All certificates evidencing membership, if issued by the Board of Directors, shall be consecutively numbered. The name and address of each Member and the date of issuance of the certificate shall be entered on the records of the Association and maintained by the Secretary at the registered office of the Association.

ARTICLE 5 VOTING RIGHTS

Voting

5.1 There are two classes of voting members during the Development Period. These two classes shall have the following voting rights during the Development Period:

Class A: The Owner

The Owner(s) of each Lot (other than DH) shall be entitled to no votes.

Class B:

The Class B Member shall have one (1) vote for each Lot it owns and one

(1) vote per acre for unplatted land made subject to the Declaration.

After the Development Period, there shall be one class of voting Members as follows: The Owner of each Lot (including DH) to the extent it owns a Lot(s) shall be entitled to one (1) vote per Lot. Where more than one (1) Owner owns and holds a record fee interest in a Lot such Owner (s) may divide and cast portions of the one (1) vote as they decide, but in no event shall any one (1) Lot yield more than one (1) vote. If DH or its successors and assigns owns unplatted land subject to the Declaration, DH shall have one (1) vote per acre of such land.

An Owner must be in good standing before being entitled to vote. Any Owner, Resident or Member shall not be in "good standing" if such person or entity is: (a) in violation of any portion of the Declaration, or any rule or regulation promulgated by the Board; (b) delinquent in the full, complete and timely payment of any Assessments, annual and/or special, or any other fee, charge or fine which is levied, payable or collectible pursuant to the provisions of the Declaration, these Bylaws or any rule or regulation promulgated by the Board.

The Board may make such rules and regulations, consistent with the terms of the Declaration and these Bylaws, as it deems advisable, for: any meeting of Members; proof of membership in the Association; the status of good standing; evidence of right to vote; the appointment and duties of examiners and inspectors of votes; the procedures for actual voting in person or by proxy; registration of Members for voting purposes; and such other matters concerning the conduct of meetings and voting as the Board shall deem fit.

Proxies

5.2 At all meetings of Members, each Member entitled to vote may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary of the Association. Every proxy shall be revocable and shall automatically cease on conveyance by the Member of the Member's Lot, or on receipt of notice by the Secretary of the death or judicially declared incompetence of such Member. No proxy shall be valid after eleven (11) months from the date of its execution, unless otherwise specifically provided in the proxy.

Quorum

5.3 The presence, either in person or by proxy, at any meeting, of Members entitled to cast at least 51% of the total voting power of the Association shall constitute a quorum for any action, except as otherwise provided in these Bylaws or the Declaration. In the absence of a quorum at a meeting of Members, a majority of those Members present in person or by proxy may adjourn the meeting to a time not less than five (5) days nor more than thirty (30) days from the meeting date.

Required Vote

5.4 The vote of the majority of the votes entitled to be cast by the Members present, or represented by proxy, at a meeting at which a quorum is present shall be the act of the meeting of Members, unless the vote of a greater number is required by statute or by these Bylaws or the Declaration.

ARTICLE 6 MEETINGS OF MEMBERS

Annual Meetings

6.1 The first meeting of the Members of the Association shall be held no later than two (2) months after the end of the Development Period, at a time and place to be designated by the Board. After the first meeting, the annual meeting of the Members of the Association shall be held on the third Tuesday of May of each succeeding calendar year at the hour of 7:00 P.M. If the day for the annual meeting of the Members is a federal legal holiday, the meeting shall be held at the same hour on the first day following that is not a federal legal holiday (excluding Saturdays and Sundays).

Special Meetings

6.2 Special meetings of the Members may be called by the President, the Board of Directors, or by Members representing at least 51% of the total voting power of the Association.

Place

6.3 Meetings of the Members shall be held within Duck Haven or at a convenient meeting place, as the Board may specify in writing in its sole discretion.

Notice of Meetings

6.4 Written notice of all Members' meetings shall be given by or at the direction of the Secretary of the Association (or other persons authorized to call the meeting) by mailing or personally delivering a copy of such notice at least 10 days but not more than 50 days before the meeting to each Member entitled to vote at the meeting. The notice must be addressed to the Member's address last appearing on the books of the Association or supplied by such Member to the Association for the purpose of notice. The notice shall specify the place, day, and hour of the meeting and, in the case of a special meeting, the nature of the business to be undertaken.

Order of Business

- 6.5 The order of business at all meetings of the Members shall be as follows:
- (a) Roll call.
- (b) Proof of notice of meetings or waiver of notice.
- (c) Reading of Minutes of preceding meeting.
- (d) Reports of officers.
- (e) Reports of committees.
- (f) Election of directors.
- (g) Unfinished business.
- (h) New business.

Action Without Meeting

6.6 Any action required by law to be taken at a meeting of the Members or any action that may be taken at a meeting of the Members may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Members and filed with the Secretary of the Association.

ARTICLE 7 BOARD OF DIRECTORS

Number

7.1 During the Development Period, the affairs of the Association shall be managed by a board of three (3) individuals elected by the Class B Member. Thereafter, the affairs of this Association shall be managed by a Board of Directors consisting of not less than three (3) nor more than nine (9) persons, all of whom may be, but need not be, Members of the Association.

Compensation

7.2 With the prior approval of a majority of the voting power of the Association, a Director may receive compensation in a reasonable amount for services rendered to the Association. A Director may be reimbursed by the Board for actual expenses incurred by the Director in the performance of the Director's duties.

Powers and Duties

7.3 The Board shall have the powers and duties, and shall be subject to limitations on such powers and duties, as enumerated in the Declaration.

ARTICLE 8 NOMINATION AND ELECTION OF DIRECTORS

Nomination

8.1 After the Development Period, nomination for election to the Board of Directors shall be made from the floor at the annual meeting of the Members.

Election

- 8.2 During the Development Period, DH shall appoint, remove, elect and replace the Directors. After the Development Period, at the first meeting of the Association and each annual meeting thereafter, the Members shall elect the Directors who shall hold office for terms of one (1) year and shall serve until their successors are elected and qualified.
- 8.3 After the Development Period, Directors are elected at the annual meeting of Members of the Association. Members, or their proxies, may cast, in respect to each vacant directorship, as many votes as they are entitled to exercise under the provisions of the Declaration. The nominees receiving the highest number of votes shall be elected.

Removal

8.4 During the Development Period, Directors may be removed by DH. After the Development Period, Directors may be removed from office without cause by a two-thirds (2/3) majority vote of the Members of the Association.

Vacancies

- 8.5 During the Development Period, in the event of a vacancy on the Board caused by the death, resignation, or removal of a Director, the Class B Member shall elect successor Directors who shall serve for the unexpired term of their predecessors.
- 8.6 After the Development Period, in the event of a vacancy on the Board caused by the death, resignation, or removal of a Director, the remaining Directors shall, by majority vote, elect a successor who shall serve for the unexpired term of the predecessor. After the Development Period, any directorship to be filled by reason of an increase in the number of

Directors shall be filled by election at an annual meeting of Members or at a special meeting of Members called for that purpose.

ARTICLE 9 MEETINGS OF DIRECTORS

Regular Meetings

9.1 Regular meetings of the Board of Directors shall be held semi-annually at a place and at a time as may be fixed from time to time by resolution of the Board. Notice of the time and place of regular meetings shall be posted in an area designated by the Board in the Common Areas.

Special Meetings

9.2 Special meetings of the Board of Directors shall be held when called by written notice signed by the President of the Association or by any two Directors other than the President. The notice shall specify the time and place of the meeting and the nature of any special business to be considered. Notice of a special meeting must be given to each Director not less than two (2) days or more than ten (10) days prior to the date fixed for such meeting by written notice either delivered personally, sent by mail, telecopy, or telegram to each Director at the Director's address as shown in the records of the Association.

Quorum

9.3 A quorum for the transaction of business by the Board of Directors shall be a majority of the number of Directors constituting the Board of Directors.

Voting Requirement

9.4 The act of the majority of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors unless any provision of the Articles of Incorporation, Bylaws, Declaration or any other instrument governing Duck Haven requires the vote of a greater number.

Open Meetings

9.5 Regular and special meetings of the Board shall be open to all Members of the Association; provided, however, that Association Members who are not on the Board may not participate in any deliberation or discussion unless expressly authorized to do so by the vote of a majority of a quorum of the Board.

Executive Session

9.6 The Board may, with the approval of a majority of a quorum, adjourn a meeting and reconvene in executive session to discuss and vote on personnel matters, litigation in which the Association is or may become involved, and other business of a confidential nature. The nature of any and all business to be considered in executive session shall first be announced in open session.

ARTICLE 10 OFFICERS

Enumeration of Officers

- 10.1 The Officers of this Association shall be a President and a Secretary and Treasurer. The Board of Directors may, by resolution, create such other offices as it deems necessary or desirable.
- 10.2 The Officers of this Association shall be elected annually by the Board of Directors and each shall hold office for one (1) year unless the Officer shall sooner resign, be removed, or be otherwise disgualified to serve.

Resignation and Removal

10.3 Any Officer may resign at any time by giving written notice to the Board, the President, or the Secretary. Such resignation shall take effect at the date of receipt of the notice or at any later time specified in the notice. Any Officer may be removed from office by the Board whenever, in the Board's judgment, the best interests of the Association would be served by such removal.

Multiple Offices

10.4 Any two or more offices may be held by the same person, except the offices of President and Secretary.

Compensation

10.5 Officers shall not receive compensation for services rendered to the Association, unless determined by the Board of Directors and approved by a majority of the Members of the Association.

ARTICLE 11 PRESIDENT

Election

- 11.1 After the Development Period, at the first meeting of the Board immediately following the first annual meeting of the Members, the Board may elect one of their number to act as President.
 - 11.2 The President shall:
 - (a) Preside over all meetings of the Members and of the Board.
- (b) Sign as President all deeds, contracts, and other instruments in writing that have been first approved by the Board, unless the Board, by duly adopted resolution, has authorized the signature of a lesser Officer.

- (c) Call meetings of the Board whenever he or she deems it necessary in accordance with rules and on notice agreed to by the Board. The notice period shall, with the exception of emergencies, in no event be less than two (2) days.
- (d) Have, subject to the advice of the Board, general supervision, direction, and control of the affairs of the Association and discharge such other duties as may be required of him or her by the Board.

ARTICLE 12 VICE-PRESIDENT

Election

12.1 After the Development Period, at the first meeting of the Board immediately following the first annual meeting of the Members, the Board may elect one of its Members to act as Vice-President.

Duties

- 12.2 The Vice-President shall:
- (a) Act in the place and in the stead of the President in the event of the President's absence, inability, or refusal to act.
- (b) Exercise and discharge such other duties as may be required of the Vice-President by the Board. In connection with any such additional duties, the Vice-President shall be responsible President.

ARTICLE 13 SECRETARY

Election

- 13.1 After the Development Period, at the first meeting of the Board immediately following the first annual meeting of the Members, the Board shall elect a Secretary.
 - 13.2 The Secretary shall:
 - (a) Keep a record of all meetings and proceedings of the Board and of the Members.
- (b) Keep the seal of the Association, if any, and affix it on all papers requiring the seal.
- (c) Serve notices of meetings of the Board and the Members required either by law or by these Bylaws.
- (d) Keep appropriate current records showing the Members of the Association together with their addresses.

Bylaws of Duck Haven Homeowners Association, Inc.

(e) Sign as Secretary all deeds, contracts, and other instruments in writing that have been first approved by the Board if the instruments require a second Association signature, unless the Board has authorized another Officer to sign in the place and stead of the Secretary by duly adopted resolution.

ARTICLE 14 TREASURER

Election

14.1 After the Development Period, at the first meeting of the Board immediately following the first annual meeting of the Members, the Board shall elect a Treasurer.

Duties

- 14.2 The Treasurer shall:
- (a) Receive and deposit in a bank or banks, as the Board may from time to time direct, all of the funds of the Association.
- (b) Be responsible for and supervise the maintenance of books and records to account for the Association's funds and other Association assets.
- (c) Disburse and withdraw funds as the Board may from time to time direct, in accordance with prescribed procedures.
- (d) Prepare and distribute the financial statements for the Association required by the Declaration.

ARTICLE 15 POWERS AND RESPONSIBILITIES

General Powers and Duties

- 15.1 The Association shall carry out all of the responsibilities and duties, and shall possess all of the powers, set out in the Declaration, acting by and through its Board of Directors and officers. All enforcement of restrictions, assessments, liens, maintenance and other elements of the Declaration shall be diligently and consistently carried out by the Association.
- 15.2 No separate rules or regulations for Duck Haven shall alter or amend the Declaration, but may supplement the Declaration by more restrictive, but not less restrictive, rules or regulations. If the Association desires to do so, subcommittees of the Board may be created to oversee the separate rules or regulations for Duck Haven.

ARTICLE 16 BOOKS AND RECORDS

Maintenance

16.1 Complete and correct records of account and minutes of proceedings of meetings of Members, Directors, and committees shall be kept in the possession of the officers or at the registered office of the corporation. A record containing the names and addresses of all Members entitled to vote shall be kept at the registered office or principal place of business of the Association.

Inspection

16.2 The Declaration, the membership register, the books of account, and the minutes of proceedings shall be available for inspection and copying by any Member of the Association or any Director for any proper purpose at any reasonable time.

ARTICLE 17

Amendment of Bylaws

- 17.1 (a) During the Development Period, these Bylaws may be amended, altered, or repealed by the unanimous vote in person or by proxy, of Directors representing all of the Board of Directors of the Association.
- (b) After the Development Period, these Bylaws may be amended, altered, or repealed at a regular or special meeting of the Members of the Association by the affirmative vote in person or by proxy of Members representing a majority of a quorum of the Association. Notwithstanding the preceding sentence, the percentage of voting power necessary to amend a specific clause or provision shall not be less than the prescribed percentage of affirmative votes required for action to be taken under that clause.

Attestation

17.2 Adopted by the Board of Directors effective as of September 10th, 2003.

PAUL JOCLARKE

CINDY MILLER

PAM JOHNSON