

Canyon Lake Acres Civic Club Incorporated

Members Handbook

Revised June 2016

Revised August 2020

Bylaw Amendment Approved April 7, 2026

Address: 705 Lonesome, Canyon Lake, TX 78133

Website: <http://www.canyonlakeacrescivicclub.org>

Contents

Section I

- General Information
- General Rules for Recreational Facilities
- Swimming Pool Information
- Swimming Pool Rules
- Gazebo Information and Rules
- Lower Level Park Information and Rules

Section II Bylaws

- Article I Name
 - Article II Purpose
 - Article III.A Membership
 - Article III.B Associate Memberships
 - Article IV Transfer of Property
 - Article V Membership Meetings
 - Article V-A Electronic and Mail-In Voting [Added April 7, 2026]
 - Article VI.A Board of Directors – Elections
 - Article VI.B Board of Directors – Meetings
 - Article VI.C Board of Directors – Conduct
 - Article VI.D Removal, Resignations and Vacancies
 - Article VII Officers and Duties of Officers
 - Article VIII Financial Responsibilities
 - Article IX Maintenance Assessments
 - Article X Bylaw Changes
 - Article XI Notices
-
- Footnotes and Definitions

CORPORATION MANAGEMENT, MEMBERSHIP, AND FUNDING

The Canyon Lake Acres Civic Club, Inc. was established under the Texas Non-Profit Corporation Act, in April of 1981.

Reference: Footnote of the By-Laws

Corporation direction and overall management is provided by a Board of Directors, elected by the membership.

Reference: Article VI of the By-Laws

Membership in the Canyon Lake Acres Civic Club consists of the subdivision property owners.

Reference: Article IIIA of the By-Laws

Funding of corporate activities is provided by Maintenance Assessment Fees.

Reference: Article I Number 6 of the By-Laws

Article IX of the By-Laws.

An annual membership meeting, special called meetings, and monthly meetings of the Board of Directors provide for membership participation in Civic Club management.

Reference: Article V of the By-Laws

CORPORATE ACTIVITIES

1. Enforce covenants and deed restrictions
2. Promote good will and provide mutual helpfulness of the members
3. Own, operate, and maintain non-residential, non-commercial properties, and recreational facilities, for the use of members
4. Collect maintenance assessment fees and disburse funds as necessary to support corporate activities and comply with By-Laws Reference: Article II of the By-Laws.

Section I

GENERAL INFORMATION

When used in this handbook or other corporate documents that are intended primarily for internal corporate use, the acronym CLACC shall be interpreted to mean: CANYON LAKE ACRES CIVIC CLUB, Inc.

The CLACC address is: 705 Lonesome
 Canyon Lake, TX. 78133

Maintenance assessment fees are billed annually by 1 May and are due by the date of the annual meeting. A service charge of \$1.50 will be made on accounts that are 90 days overdue. An additional charge of \$1.50 will be added to the balance due each 90 days until the account is paid up to date. The service charge is needed by CLACC to defray the costs of additional billing and the costs involved in filing liens on property having outstanding balances. Questions and comments concerning maintenance assessment accounts should be directed to the Treasurer at the CLACC address.

Reference: Article IX of the By-Laws.

Property owners who are planning to build on their lot(s) should review the Deed Restrictions and submit building plans to the Vice President of the Building and Planning Committee at least 30 days prior to the desired construction start date. Failure to submit plans prior to constructions start will be grounds for legal action by CLACC. Address plans and correspondence to: B & P Committee at the CLACC address.

CLACC Recreational Facilities consist of:

The upper level park area includes the swimming pool, bathhouse, gazebo, and surrounding picnic areas. The lower level park area includes camping and picnic space, plus access to the "fishing hole" on the lake.

Access to the swimming pool enclosure and to the lower park area is via locked gates.

CLACC property does not extend to the shoreline of the lake and access to the lake is controlled by the U.S. Army Corps of Engineers. Corps rules and regulations prohibit overnight camping, open fires, cutting of trees, and boat launching except in designated areas.

Recreation facilities are available for use only by CLACC members (in good standing), resident families, and guests as defined by the club By-Laws.

Signs posted at the upper level park area, the swimming pool gate, and the lower level park gate clearly state that the facilities are "For Use By Members Only".

Non-members, who do not have proof of relationship to a member in good standing, will be asked to leave CLACC property. Persons refusing to leave will be considered as trespassers and will be reported to law enforcement agencies.

The Recreation Facilities cost money to operate and maintain; therefore, members are requested to make a contribution of one dollar per guest, per day, for use of the pool. The contributions can be made at the swimming pool donation box.

Reservation requests, comments, suggestions or complaints may be addressed to the Treasurer at the CLACC address.

GENERAL RULES FOR ALL CLACC RECREATION FACILITIES

1. The maximum speed limit for any vehicle on CLACC Recreation property is five (5) miles per hour.
2. Pets are not allowed in the upper level park area at any time. Pets are allowed in the lower park area under the following conditions: The person bringing the pet into the park area must be able to show proof that the pet has a current inoculation. Pets must be caged or on a leash, under control of a responsible person at all times. Cleaning up after pets is the responsibility of the person bringing the pets into the Recreational Facilities area.
3. Overnight camping is not permitted in the upper level park area or in the "fishing hole" area.
4. Open fires are not permitted in any area at any time. Fires are to be confined to the available fire pits or to a portable cooking device provided by the user. Charcoal, wood, and other such fuels must be discarded in a fire pit or removed from the facility property.
5. No trees will be cut on CLACC property and cutting of trees on the adjacent federal property could result in prosecution by the federal government.
6. Discharge of firearms, B-B guns, pellet guns, sling shots, explosion of fireworks, or use of archery equipment is prohibited on CLACC property.
7. Refuse must be removed from all recreational facility areas upon leaving. Metal refuse containers are available at the upper level park.
8. The volume on radios or other sound equipment must be kept at a level not offensive to other members in the area. Requests to reduce volume will be strictly enforced. Loud noises are not permitted from 9:00 pm until 9:00 am the following day.

ANY PROPERTY OWNER OR GUEST NOT COMPLYING WITH THE RULES OF THE CANYON LAKE CIVIC CLUB INC. WILL SUBJECT THE PROPERTY OWNER TO PROBABLE LOSS OF ALL RECREATION FACILITY PRIVILEGES, SUBJECT TO REVIEW BY THE BOARD OF DIRECTORS.

SWIMMING POOL GENERAL INFORMATION

The pool will be open daily from 1, May through Labor Day except when unscheduled maintenance is required or during inclement weather. Pool hours are from 9:00 am until sunset. The pool may be closed for two to three hours on random days so that sanitary standards can be maintained.

The pool capacity is 50 people and the first 50 people to sign in on the Recreational Facilities daily log have priority for that day until they sign out.

SWIMMING POOL SPECIFIC RULES

1. Showers are provided and must be used prior to entering the pool. Also, persons leaving the pool enclosure must assure that their feet are clean prior to reentering the enclosure.
2. No one will be admitted to the pool area showing evidence of a skin disorder or open lesions.
3. Only appropriate swimwear shall be worn in the pool. An upper body covering to prevent sunburn is permissible if the garment is clean, hemmed, and free of strings or other components that might easily become detached. Common dress shorts, cut-offs, and other daily attire are not permitted.
4. Suntan lotions or oils are not permitted inside the pool enclosure. Water based sun screen may be used.
5. Flotation devices will be restricted to plastic inflatable.
6. Unsanitary actions will not be permitted in the pool area.
7. Children under 14 years of age must be accompanied by an adult and remain under direct supervision of the adult while inside of the pool enclosure.
8. No food, beverages, or breakable items will be permitted inside of the pool enclosure.
9. No pets will be permitted inside of the pool enclosure or in the upper recreational park area.
10. Throwing of foreign objects, running, or other dangerous actions will not be permitted inside the pool enclosure.
11. Diapered children are not permitted in the pool.
12. The pool gate must be latched at all times when not being used to enter or depart the enclosure. The last person leaving the enclosure is responsible for locking the gate.
13. Electrical wires or electrical equipment are not permitted inside the pool enclosure and are not to be attached to the pool fence or placed close enough that someone inside the pool enclosure could touch the wire or equipment.
14. The liability insurance company required that the diving board be removed; consequently, diving is not permitted.
15. No member is allowed to give the combination out to others, without penalty:
 - 1st offense- lose privileges for 1 month and pay a fine of \$20
 - 2nd offense- lose privileges for 2 months and pay a fine of \$50
 - 3rd offense- lose privileges for one year

ANY PROPERTY OWNER OR GUEST NOT COMPLYING WITH THE RULES OF THE CANYON LAKE CIVIC CLUB INCORPORATED WILL SUBJECT THE PROPERTY OWNER TO PROBABLE LOSS OF ALL RECREATION FACILITY PRIVILEGES, SUBJECT TO REVIEW BY THE BOARD OF DIRECTORS.

GAZEBO GENERAL INFORMATION

The gazebo constructed in 1993 by member labor and funded by member donations, is available all year from 9:00 am to 9:00 pm daily to all members for official meetings, family gatherings, and other appropriate uses.

More than one resident family and guests are permitted to use the gazebo at the same time; therefore, for groups of more than ten people, reservations are permitted and recommended. The gazebo can be reserved for any day of the year, except for the Saturday of the annual meeting, in June. Reservations can be made by contacting the Club Treasurer.

Improvements are being made to the gazebo, as funds are available. Maintenance is a never-ending process; therefore, a minimum donation of \$25.00 is requested for each reservation. Donations can be made at the same time the reservations are made or at the swimming pool donation box.

GAZEBO SPECIFIC RULES

1. All rules listed under GENERAL RULES FOR ALL CIVIC CLUB RECREATION FACILITIES, apply to the gazebo.
2. Cooking is not permitted in the gazebo.
3. Picnic tables placed in the gazebo by the user must be returned to their previous location.
4. The gazebo must be left clean and orderly.

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LOWER LEVEL PARK GENERAL INFORMATION

Potable water, electricity, and sanitary facilities are not available in the lower park and picnic area.

Toilet and bath facilities are available in the upper level daily from 9:00 am until sunset, 1 May through Labor Day.

A dump station, operated by the Corps of Engineers, at the entrance to Canyon Park, is available for self-contained recreational vehicles.

LOWER LEVEL PARK SPECIFIC RULES

1. Dumping of black water in the park area or on federal property is a violation of county, state, and federal health laws. Violators will be prosecuted.
2. Members are responsible for their guests and must make them aware of the Specific Rules.
3. No member is allowed to give the combination out to others.
 - 1st offense - lose privileges for 1 month and pay a fine of \$20
 - 2nd offense - lose privileges for 2 months and pay a fine of \$50
 - 3rd offense - lose privileges for one year

ANY PROPERTY OWNER OR GUEST NOT COMPLYING WITH THE RULES OF THE CANYON LAKE CIVIC CLUB INCORPORATED WILL SUBJECT THE PROPERTY OWNER TO PROBABLE LOSS OF ALL RECREATION FACILITY PRIVILEGES, SUBJECT TO REVIEW BY THE BOARD OF DIRECTORS.

Section II By-Laws

BY-LAWS OF THE CANYON LAKE ACRES CIVIC CLUB

ARTICLE I

THE NAME OF THIS CORPORATION IS: CANYON LAKE ACRES CIVIC CLUB, Inc.

ARTICLE II- PURPOSE

The purposes for which this corporation is organized, are:

1. To perpetuate the restrictions as recorded in the records of the County Clerk of Comal County, Texas.
2. To foster a spirit of sympathetic good will and mutual helpfulness of the property owners in Canyon Lake Acres.
3. To own, operate, and maintain a swimming pool and park for the pleasure and recreation of the property owners and guests of Canyon Lake Acres.
4. To have and exercise all the rights and powers conferred on non-profit corporations under the Texas Non-Profit Corporation Act, as such law is now in effect or may at any time hereafter be amended.
5. To do all other acts necessary or expedient for the administration of the affairs and attainment of the purposes of this corporation.
6. To collect and hold assessments collected from the property owners in Canyon Lake Acres, Unit 1, and Canyon Lake Acres, Unit 2, Subdivisions in Comal County, Texas, as provided in the Deed Restrictions applicable to property in said Subdivisions, and to disburse these funds as and when necessary to comply with the usage thereof as designated in said Deed Restrictions.
7. To own and maintain the non-residential and non-commercial properties and areas within said Subdivisions dedicated for the general use and benefit of the property owners therein. The operations aforesaid are to be exclusively limited to the type of operations contemplated by Section 501:C4 of the Internal Revenue Code.

ARTICLE III.A - MEMBERSHIP

Membership in the corporation shall be composed of all persons now or hereafter owning property in Canyon Lake Acres, Unit I and Canyon Lake Acres, Unit 2, Subdivisions in Comal County, Texas, according to plats thereof recorded in the Map and Plat Records of Comal County, Texas. For the purposes of these Bylaws, a “member” is defined as follows:

1. Every lot owner (whether one or more, a natural person, or otherwise) owning fee simple title and/or a contract to acquire fee simple title, and required by contract, deed, or other restriction or lien, to pay the full property maintenance assessment set out in any of the covenants and restrictions of record affecting the title to property in said Subdivisions.
2. If more than one owner has a fee simple interest and/or a contract to acquire a fee simple interest in any one lot, it is specifically provided that such multiple owners are considered as a unit to be one member. Each member shall, regardless of the number of lots owned, have the right to cast one vote per Directors and one vote in the determination of any other matters properly presented to the membership of the corporation.

Article III.B - ASSOCIATE MEMBERSHIPS

Associate memberships in the CANYON LAKE ACRES CIVIC CLUB, Inc. are granted to persons who do not live in Canyon Lake Acres Subdivision 1 or Subdivision 2. They are approved to use the CLACC owned facilities, under the following conditions:

1. Approvals of Associate memberships are at the discretion of the Board of Directors and will not be valid until payment of the Associate membership fee has been received.

2. There is a non-prorated and non-refundable Associate membership fee which is determined by the Board of Directors
3. Associate members will be informed, and must abide by the rules of the CANYON LAKE ACRES CIVIC CLUB, Inc. regarding the pool, gazebo, and the lower park.
4. Associate Members shall have no voting rights and shall not serve in any official capacity in the Corporation.
5. Total Associate memberships at any one time shall not exceed 25 and are not transferable.

ARTICLE IV - TRANSFER OF PROPERTY

Upon the transfer of a property, all membership fees must be current and a transfer fee must be paid to CLACC. Transfer fees are determined by the Board of Directors.

ARTICLE V - MEMBERSHIP MEETINGS

The annual meeting of members of the corporation shall be held on a Saturday in June each year; to be determined by the Board of Directors. Written or printed notices detailing the place and time of the meeting shall be delivered to each member, not less than ten (10) nor more than sixty (60) days before the date of the meeting, either personally or by mail, at the direction of the President or the Secretary and such notices shall be deemed to be delivered when deposited in the United States Mail. Individual notices will be addressed to each member at his or her address as it appears in the records of the corporation, with postage paid thereon. The members present at annual meetings shall constitute a quorum for the transaction of business at such meeting. Special meetings of the members may be called by either the President, the Board of Directors, or by written petition filed with the Board of Directors signed by not less than one-tenth (1/10th) of the total membership. Notices setting forth the place, time, and purpose of a special meeting shall be posted at the park and on the CLACC website not less than ten (10), nor more than thirty (30) days before the date of the meeting. The members present at a special meeting shall constitute a quorum for the transaction of business at such meeting.

A proxy vote will be accepted at the regular or special called meeting if the proxy meets all requirements as set forth in Article IIIA. All proxy votes must be in the hands of the President 48 hours before the meeting time; the responsibility for this lies with the proxy.

ARTICLE V-A – ELECTRONIC AND MAIL-IN VOTING

(Added by amendment approved April 7, 2026)

Section 1. Authorization. The Board of Directors may conduct a vote of the membership by electronic ballot, mail-in ballot, or a combination of both, in lieu of requiring an in-person vote at a meeting. This authority applies to any matter submitted to a vote of the membership, that requires at least two thirds vote of all property owners. When the Board elects to use electronic and/or mail-in voting under this Article, an in-person meeting for that vote shall not be required.

Section 2. Electronic Voting. The Board of Directors may designate a secure electronic voting system for use in any membership vote.

Section 3. Mail-In Voting. The Board of Directors may distribute official mail-in ballots to all members of record for any vote submitted to the membership. Mail-in ballots shall be sent to each member at the address appearing in the records of the Corporation. To be counted, a completed mail-in ballot must be received by the Secretary or other designated officer at the Corporation's official address no later than the deadline established by the Board of Directors, which shall be clearly stated on the ballot.

Section 4. Ballot Requirements. All electronic and mail-in ballots shall: (a) clearly state each matter to be voted upon; (b) provide the member an opportunity to vote for or against each matter; (c) identify the deadline for submission; and (d) include instructions for proper completion and submission.

Section 5. Counting of Votes. All votes cast by electronic ballot and mail-in ballot shall be counted together as a single tally. No member shall cast more than one vote. If a member casts votes by more than one method, only the last vote received before the deadline shall be counted.

Section 6. Record Keeping. The Secretary shall maintain a record of all electronic and mail-in ballots received for a period of not less than one (1) year following the date of the vote.

Section 7. Board Authority. The Board of Directors shall have the authority to adopt reasonable procedures and rules for the administration of electronic and mail-in voting, consistent with this Article and applicable Texas law.

ARTICLE VI.A– BOARD OF DIRECTORS - ELECTIONS

The management of the corporation shall be vested in a Board of Directors, elected by the membership of CLACC. The Board shall consist of six members, with two members retiring each year in rotating order. New Board members will be elected each year, to serve a three-year term.

No Board member of Canyon Lake Acres Civic Club may be elected for two successive terms unless no one else from the membership volunteers to fill a vacant Director's position. After rotation off the Board, at least ONE year must elapse before a member can be considered for election again, with the above exception.

Subject to the foregoing, the election of any additional Director ,or Directors at any time shall, without any additional action by the members, automatically increase the number of Directors to the number elected.

ARTICLE VI.B - BOARD OF DIRECTORS - MEETINGS

The Board of Directors shall schedule a monthly meeting of the Board at a date, time, and place agreeable to the Board and interested members.

Special meetings of the Board of Directors may be called by the President, or by the majority of the Board of Directors. Written or printed notices stating the place, day, and hour of such meetings of the Board, and the purpose or purposes for which the meeting is called, shall be delivered to each Director not less than ten (10), nor more than thirty (30) days before the date of the meeting, either personally or by mail. Any Director either before, or after the meeting is held, may waive such notice. Three (3) Directors shall constitute a quorum for the transaction of business.

ARTICLE VI.C - BOARD OF DIRECTORS - CONDUCT

A member of the Board may be asked to resign after three or more absences in one year, at the discretion of the Board.

No Director shall expect or receive any compensation.

The following principles and guidelines constitute the CODE OF CONDUCT:

1. No individual shall use their position as a Board member for private or personal gain inclusive of and not limited to the following actions:
 - a. No Board member shall solicit or accept, directly or indirectly, any gifts, gratuity favor, entertainment, loan or anything of monetary value from, a person who is seeking to obtain contractual or other business or financial relations with Canyon Lake Acres Civic Club, unless full disclosure is made to the Board of Directors and the membership of Canyon Lake Acres Civic Club.
 - b. No Board Member may provide any bid specifications including but not limited to costs, labor, materials and or components to any contractor or vendor prior to said contractor or vendor receiving a Request For Proposal [RFP] from Canyon Lake Acres Civic Club.
 - c. No Board member shall accept any gift or favor made with intent of influencing decisions or action on any official matter.

- d. No Board member shall enter into a contractual agreement with any vendor, contractor or sub-contractor currently under contract with Canyon Lake Acres Civic Club.
 - e. No Board member shall receive any compensation from Canyon Lake Acres Civic Club for acting as a Board member, other than normal reimbursement of expenses on behalf of Canyon Lake Acres Civic Club.
2. Canyon Lake Acres Civic Club will make no contributions to any political parties or political candidates.
 3. No Board member shall engage in any writing, publishing, or speech making that defames any other member of Canyon Lake Acres Civic Club, Board of Directors, property owner or resident of Canyon Lake Acres Units I & II.
 4. No Board member shall willingly misrepresent facts to the residents of the community for any reason, including but not limited to advancing a personal cause or influencing the community to place pressure on the Board to advance a Board member's personal cause.
 5. Members of the Board will conduct themselves in a respectful manner to other members of the Board, part time personnel, property owners, renters, and guests.
 6. Board Members will not publicly or privately ridicule anyone.
 7. The President or his/her appointed designee is the only individual authorized to speak on behalf of Canyon Lake Acres Civic Club.
 8. No Board member, except for the President, will assume or is vested with any authority to direct a member, contractor, agent or employee of Canyon Lake Acres Civic Club. The authority of Board members is limited to the vote upon policies of Canyon Lake Acres Civic Club and participation in the meetings of the Board.
 9. No Board member shall interfere with the system of management established by the Board of Directors of Canyon Lake Acres Civic Club.
 10. No Board member shall interfere with duties of any employee performing their duty within the reasonable scope of agreement with Canyon Lake Acres Civic Club.
 11. Confidentiality of other Board member's personal lives, all property owners' lives, all resident's personal lives, as well as employee's personal lives will be protected by the Board officers.
 12. Any Board member under investigation for a felony will be given a leave of absence from the Board of Directors during the investigation and trial period. Being convicted of a felony will be deemed immediate resignation as a member of the Board of Directors or as an officer of Canyon Lake Acres Civic Club.
 13. A Board member will at all times subsequent to a vote, support the decisions of the majority of the Board regardless of the position that Board member has taken at the time of the vote.
 14. Discussions and deliberations of the Board shall be free of any political affiliations.
 15. A Board member will at all times uphold his/her Fiduciary Duty to Canyon Lake Acres Civic Club in addition to upholding a Duty of Care, a Duty of Loyalty and a Duty of Confidentiality.

I understand that I have various duties to Canyon Lake Acres Civic Club and that I will be in breach of such duties if I divulge confidential information to persons who are not on the Board of Directors. I further understand that these duties extend into the future so that I will be bound by this confidentiality requirement even after I no longer serve on the Board of Directors.

In addition to any other remedies that may be available to Canyon Lake Acres Civic Club in law or in equity, any Board member who violates this code of conduct or refuses to sign the code of conduct agrees to immediately resign from the Board. In the event a Board member refuses to resign after violating this code of conduct, then the remaining Board members may vote to determine whether the code of conduct has been violated. If a majority of the Board determines that the code of conduct has been violated, then

such a finding shall be entered in the meeting minutes, and the decision shall have the same impact as if the Board member in violation had submitted a formal resignation.

No provision of this Agreement can be rescinded, altered, and or amended without a majority vote of the members of the Board of Directors.

(Signed and dated by each board member for the term they are appointed to, whether elected during the annual election of Board members, or upon appointment to fulfill a vacancy of a Board member.)

Approved August 15, 2020 (This ARTICLE shall be effective immediately upon passage.)

ARTICLE VI.D - BOARD OF DIRECTORS – REMOVAL, RESIGNATIONS, AND VACANCIES

Any Board member may be removed from office, with or without cause, by a majority vote of Members comprising a quorum in an Annual or Special members meeting. The removal from the board for any actions involving acts in bad faith, fraud, theft, cohesion, verbal or physical assault of another Board member, property owner, renter, or resident of Canyon Lake Acres Unit I&II, or acts of moral turpitude defined as conduct that is contrary to justice, honesty, or morality, shall be enacted immediately upon decision of the majority of Members present or by proxy, and at the discretion of the Members, shall be deemed as an Indefinite Removal. A removal for any other reason with or without cause, at the discretion of the majority vote, can be determined to be for the period of the remainder of the term, for one year, or for a period longer as defined by the same Members that voted to remove the Board member.

Any Board member may resign at any time by giving written or verbal notice to the Board, or the Board President. Such resignation shall take effect on the date of receipt of such notice unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Any Board member either removed or resigning, shall make available to the Board, all property owned by the Board including but not limited to hardware, keys, electronic devices, credit cards, tools, machinery, records, whether electronic or in print form, passwords, pass codes, and any other tangible, intellectual, or real property in their possession or control. Failure to do so may constitute theft or unapproved use and may be reported to law enforcement for appropriate action.

In the event of death, resignation, or removal, of a Board member, the board may declare a vacancy and appoint a successor to fill the vacancy until the next annual meeting, at which time the Board of Directors may elect a successor for the remainder of the term.

Approved August 15, 2020 {This ARTICLE shall be effective immediately upon passage.)

ARTICLE VII - OFFICERS

The officers shall be a President, one or more Vice Presidents, a Secretary and a Treasurer. The same person may hold any two (2) or more offices at the same time, provided that the President and Secretary is not the same person. The President and the Treasurer may not be from the same household. The Directors shall choose the officers of the corporation. Whenever the position of an officer becomes vacant for any reason, the Board of Directors may elect a successor to fill the vacancy. The term of office of each officer shall expire at the annual meeting of the members provided; however, the term of office of each officer shall continue until his or her successor has been elected and qualified. The Directors may, by resolution, from time to time extend, restrict, alter, or abolish such powers, authority, and duties.

Duties of Officers of the CLACC Board of Directors

PRESIDENT

1. Voting member and presides over the Board of Directors as Chairperson of the Board, following standard parliamentary procedures and rules of order in so far as possible or deemed necessary
2. Delegates responsibilities to appropriate Board officers
3. Appoints committees to assist Board officers when needed
4. Keeps all Board members advised of meeting times and places
5. Prepares agenda for all meetings
6. Collaborates with the Board to resolve issues and coordinates any action agreed to by the Board

VICE PRESIDENT – PARK (in charge of parks and pool)

1. Voting member of the Board of Directors and in the absence of the President, acts as Chairperson of the Board
2. Chairperson of Parks and Pool Committee
3. Coordinator for all actions pertaining to operation, maintenance, repair, replacement and improvements within the parks and pool area
4. Supervises the activities of all personnel employed by CLACC Inc. for the purpose of maintaining the pool & parks
5. Obtains a minimum of three bids for the purchase of high cost items, including cost of construction, repair and replacement of park & pool buildings and grounds and makes recommendations to the Board
6. Provides guidance and interpretation of all rules and requirements applicable to the use of parks and pool

VICE PRESIDENT – BUILDING (in charge of building and planning)

1. Voting member of the Board of Directors. In the absence of the President or Vice President of Parks and Pools, acts as Chairperson of the Board of Directors
2. Chairperson of Building and Planning Committee
3. Principle contact person for new home construction or other building on owner's lots. Reviews all applications for the construction of buildings in accordance with the provisions of the Title Deed Restrictions and the Canyon Lake Civic Club, Inc. Handbook and makes recommendations to the Board for approval or disapproval of individual building plans, with the concurrence of the Building and Planning Committee
4. Provides interpretation and guidance for all rules, requirements and restrictions pertaining to the construction of buildings

SECRETARY

1. Voting member of the Board of Directors
2. Keeps a record of all official meetings of the Board of Directors and Annual Meeting of the membership and all specially called meetings
3. Assists in promulgation of the Newsletter for CLACC members
4. Handles all correspondence except correspondence relating to maintenance fees, as directed by the Board

TREASURER

1. Voting member of the Board of Directors
2. Receives and keeps an accurate record of maintenance assessments, dues and fees (including pool fees) and reports delinquencies and discrepancies to the Board
3. Disperses funds only upon approval of the Board of Directors
4. Keeps an accurate bank account reconciled monthly
5. Treasurer's books are subject to audit annually upon direction of the Board
6. Provides monthly statements of receipts and expenditures for the Board and an Annual Report for the General Membership meeting
7. Files liens on overdue accounts and releases liens when paid, advising Board of the same

MEMBER(S) AT LARGE

1. Voting member of the Board of Directors
2. Assists Board as needed in caring out responsibilities as listed above

ARTICLE VIII - FINANCIAL RESPONSIBILITY

It is the intent and purpose of the corporation to expend funds for the general benefit of all property owners in the two Subdivisions above described in compliance with and pursuant to the restrictions adopted in connection with the sale of property in said Subdivisions. Within the guidelines of these By-laws, the Articles of Incorporation of the corporation and the aforesaid restrictive covenants affecting property in the said Subdivisions, the Board of Directors shall be authorized to expend funds of the corporation on such projects, as shall qualify under said guidelines for the benefit of all property owners in said Subdivisions.

ARTICLE IX MAINTENANCE ASSESSMENTS

The annual property maintenance assessment of thirty dollars (\$30.00) per member shall be due and payable in advance, on or before the date of the annual meeting. In the event of nonpayment of said assessment, the non-paying member's voting rights will be suspended until the assessment is paid. The Board of Directors shall be authorized to take such action, as the Board shall deem necessary to collect delinquent assessments, including the enforcement of any liens on real property the corporation may hold, or by any other reasonable collection procedure.

CLACC members who wish to use the swimming pool must pay an annual pool fee of \$50.00 to have access to the pool. This covers family members living within the household. The pool fee could be increased in \$5.00 increments as needed by a majority vote at an annual meeting.

ARTICLE X - BYLAW CHANGES

These By-laws may be altered, amended, or repealed by vote of the majority of the members present at an annual meeting of the members or at special meeting of the members called for such a purpose.

ARTICLE XI - NOTICES

Whenever any notice is required to be given under the provisions of the Texas Non-Profit Corporation Act or under the provisions of the Articles of Incorporation, or the Bylaws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

The undersigned Secretary of CANYON LAKE ACRES CIVIC CLUB, Inc., a Texas Non-Profit Corporation, does hereby certify that the above and foregoing is the complete set of Bylaws of said corporation, adopted at the Annual Membership Meeting, held on June 4, 2016 and amended August 15, 2020, with further amendment approved April 7, 2026.

FOOTNOTE:

Originally, the developer of what are now Canyon Lake Acres Subdivision I and II maintained the pool, park, and picnic area and collected the annual maintenance fees as prescribed in the deed restrictions.

In the late seventies the amount of delinquent maintenance fees was nearly \$14,000. The developer made it known to members of the Property Owners Association that unless something changed, the areas that the property owners had come to enjoy (especially the pool) would be closed permanently.

In 1979, the Canyon Lake Property Owners Association began the conversion to a corporation, which was completed in April 1981. The developer subsequently deeded all properties and accounts to the CANYON LAKE ACRES CIVIC CLUB, Inc.

Note: The above information was extracted from the writings of Gary Stogsdill in the Canyon Lake Acres Civic Club Handbook, 1987 Revised Edition.

DEFINITIONS

Resident family is defined as the CANYON LAKE ACRES CIVIC CLUB, Inc. member and/or spouse, dependent children and/or dependent grandchildren, dependent parents and/or dependent grandparents living at the same residence as the member. Children and their spouses, parents, grandparents and grandchildren who are not legal dependents and not living at the same geographical residence as the member, are not considered as part of the resident family for use of the CANYON LAKE ACRES CIVIC CLUB, Inc. Recreational Facilities.

Guest is defined as any person who is not in the resident family of the CANYON LAKE ACRES CIVIC CLUB, Inc. member in good standing.

Renter is defined as any person living on property in Canyon Lake Acres Subdivisions I and II and is not a property owner or a part of the resident family of a property owner. A renter may use the recreational facilities if the owner has paid their dues and provides the Treasurer with the renter's contact information for documentation. The renter can also use the pool if they pay the pool fee that has been set by the Board. A renter is subject to the same rules and regulations as a member; however, a renter has no voting rights. Renters may be asked to show proof that they are renting a home in Canyon Lake Acres.

CHANGES TO BYLAWS AND RULES – June 2016

- The pool will be open daily through Labor Day, instead of Sept. 30th.
- Pool hours will be from 9:00 am until sunset, rather than 9:00 a.m. to 9:00 p.m. Reference: Swimming Pool General Rules
- The annual membership meeting will be held on a Saturday in June each year, rather than the first Saturday in June. Reference: Article V
- A renter is no longer considered an Associate member
- Reference: Definitions, page 15

CHANGES TO BYLAWS – August 2020

- Article VI.C Board of Directors - Conduct was amended
- Article VI.D Board of Directors – Removal, Resignations and Vacancies was added.

CHANGES TO BYLAWS – April 7, 2026

- Article V-A Electronic and Mail-In Voting was added.