

2022~~17~~ Amended and Restated OFHA. Inc.

Bylaws For

Oak Forest Homeowners Association

These 2022~~17~~ Amended and Restated OFHA, Inc. Bylaws for Oak Forest Homeowners Association amend and replace all prior bylaws of OFHA, Inc. in their entirety as permitted by law. Upon adoption by the owners and recording with the County Clerk, this document shall be effective, and shall replace all prior bylaws of OFHA, Inc., such prior bylaws being no longer in effect.

Article I: Name

The name of this organization shall be OFHA, Inc., chartered by the State of Texas doing business as Oak Forest Homeowners Association (hereinafter referred to as the "Homeowners Association"), whose mailing address is P. O. Box 920616, Houston, Texas 77292-0616, organized under the Texas Nonprofit corporation Act, website: [WiNVv.ofha.org](http://WiNVv.ofha.org).

Article II: Purpose

The Homeowners Association is hereby organized for the purpose of creating a medium for the residents of the Oak Forest Subdivision in Houston, Harris County, Texas, USA, to meet, organize, bring about the enforcement of deed restrictions and promote programs which shall help make the Oak Forest Subdivision a better place in which to live.

Article III: Political and Legal Matters

Section 1. The Homeowners Association ~~may host shall have as one of its purposes the sponsoring of~~ informational meetings with various candidates for local, state, and national offices, affording a fair opportunity to each candidate to express his/her view, but the Homeowners Association and/or its officers shall under no circumstances endorse or otherwise support any political candidate or party as an organization.

Section 2. This restriction on endorsement and support applies only to the Homeowners Association as an organization, and does not in any way restrict or prohibit individual Homeowner Association members from seeking elective office or endorsing and advocating any candidate or party, as long as such activity does not involve the Homeowners Association and any direct or indirect use of its name.



Article VI: Board of Directors, Officers and Elections

Section 1. Board of Directors. The Homeowners Association shall be governed by a Board of Directors (the "Board") consisting of ten officers, each to be elected by the majority of owner members in good standing in attendance at the annual member's meeting.

Section 2. Officers. The elected officers of the Homeowners Association shall be the President, First Vice President, Second Vice President, Secretary, Treasurer, Parliamentarian, Sergeant-at-Arms, Director of Neighborhood Patrol Program, Director of Community Relations and the Director of Public Relations. These officers shall perform the duties prescribed by the Bylaws.

The outgoing Board members shall ensure that there is a proper hand-off of Homeowners Association business to the incoming Board by attending the first monthly Board meeting in January.

The immediate past-President shall serve as a non-voting Board member for the following year.

Section 3. Nomination and time of election. The Second Vice President shall appoint a nominating committee of three (3) to five (5) members at the November Board meeting.

The nominating committee shall present a slate of officers at the December annual meeting of members. Members of this committee are not prohibited from being nominated for a Board position.

Officer nominations may also be made from the floor at the December annual meeting of members. Only owner members in good standing may be elected for office. Permission of the nominee must be secured before a name may be placed in nomination. Election for office shall be at the December annual meeting of members.

Section 4. Officers shall be elected for a term of one fiscal year except that they may continue to perform the duties of the position in the event of a vacancy, or until the Board appoints a replacement.

Section 5. The First Vice President shall fill a vacancy in the office of President. The Second Vice President shall become the First Vice President and any other vacancy occurring during the fiscal year shall be filled by majority vote of the Board of Directors.

Section 6. ~~No officer may succeed himself/herself (in the same officer position) more than once until he or she has been out of that office for one year, but he/she may be elected to another officer position.~~

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Section 5: The Treasurer. The Treasurer shall be entrusted with the custody of the Homeowners Association's funds, maintaining an account for this purpose in a bank or similar financial institution convenient to the neighborhood. The Treasurer shall make a report to the Homeowners Association at each meeting, showing all receipts and disbursements by item since the last meeting. The Treasurer shall countersign all checks drawn on the Homeowners Association's account, together with the President or Vice President. The Treasurer is the Chief Financial Officer of the Association.

The Treasurer shall maintain all records necessary to fulfill the requirements of State and Federal Tax Exempt Status held by the Homeowners Association and file all required applications as necessary to retain such status in a timely manner. The Treasurer shall maintain an up-to-date list of members.

Section 6. The Parliamentarian. The Parliamentarian shall advise the President and other officers, committees and members of Parliamentary procedure. The Parliamentarian shall be a member of the Bylaws Committee, ~~and shall serve as Chairman of Legislative Reform on the local and state level, which benefits the Homeowners Association.~~

Section 7. The Sergeant-at-Arms. The Sergeant-at-Arms shall assist the President, shall keep the peace, regulate and control entrance to all sessions, welcome guests and members at meetings. ~~He/she shall~~ assist as required in setting up and clearing meeting rooms and perform other duties as assigned by the President, ~~or assign a proxy in their absence.~~

Section 8. The Director of Neighborhood Patrol Program. The Director of Neighborhood Patrol Program shall plan, organize and direct Oak Forest subdivision security activities. He/she shall serve as liaison to external law enforcement agencies and neighborhood security associations.

Section 9. The Director of Community Relations. The Director of Community Relations shall be responsible for planning and organizing neighborhood events. He/she will also be the OFHA liaison for the Oak Forest businesses who provide community support, and shall be ex-officio chairman of the Beautification Committee.

Section 10. The Director of Public Relations. The Director of Public Relations shall be responsible for promoting neighborhood events and may serve as the key spokesperson and media contact. He/She shall develop communication strategies and designate the Oak Forest HOA webmaster who shall be responsible for updating the webpage, [www.ofha.org](http://www.ofha.org), ~~and OFHA social media pages~~ as required. The Director of Public Relations shall also serve as the ex-officio Chairman of the Newsletter Committee.

## Article VIII: Board Meetings

Section 1. Regular meetings of the Board of Directors shall be held at a location determined by the Board on the first Monday of each month from January to December during each year, and at other times as may be called by the President or a majority of the Board of Directors.

Section 2. All Board members shall receive at least 72 hours advance notice by email of all Board meetings.

Section 3. A quorum of four (4) Board members is needed to hold a Board meeting.

Section 4. After giving prior notice to the President, any interested member may attend Board meetings in order to ask the Board questions.

Section 5. All Board meetings shall be open to members to observe Board activities, save and except the following:

Regular and special Board meetings must be open to all members, subject to the right of the Board to adjourn a Board meeting and reconvene in closed executive session to consider actions involving personnel, pending or threatened litigations, contract negotiations, enforcement actions, confidential communications with property owners' association's attorney, matters involving the invasion of privacy of individual owners, or matters that are to remain confidential by request of the affected parties and agreement of the Board. Following an executive session, any decision made in the executive session must be summarized orally and placed in the minutes, in general terms, without breaching the privacy of individual owners, violating any privilege, or disclosing information that was to remain confidential at the request of the affected parties. The oral summary must include a general explanation of expenditures approved in executive session.

Section 6. After the Board discusses old business, -member questions may be included in new business at the end of the meeting, ~~the Board of Directors shall start their Board meeting~~. Only the Board of Directors may discuss and vote on matters before the Board, save and except the matters set forth below (A-E) which require the affirmative majority vote of the members present at a members meeting (one vote per lot) in order to approve those matters. Board members are also permitted to vote and be counted towards the needed majority at all member meetings.

- A. Election of Directors and officers for the Board of Directors.
- B. Increase in membership dues.
- C. Litigation of Homeowners Association and legal fee budget in connection therewith.
- D. Expenditure of Homeowner Association funds and contracts in excess of \$500.00.
- E. Amendments to the Bylaws.

**Article IX: Member meetings**

Section 1. An information only members gathering shall be held ~~on the second Monday of~~ each month to update the membership of the Homeowners Association business and any other events or activities desired by the Board of Directors. ~~As this is a standing monthly event, no separate notice need be issued.~~ All members shall receive at least 72 hours advance notice of OFHA meetings via the website, [www.ofha.org](http://www.ofha.org).

Section 2. There shall be an annual membership meeting in December of each year to elect the entire Board of Directors and all officer positions, and conduct any other needed business. Quorum is 2/3 of attending members in good standing as stated in Article IV section 2.

**Article X: Committees**

Section 1. Standing Committees shall be appointed by the newly elected President and approved by the Board of Directors, after the annual meeting, except as noted, and shall include the following:

A. Beautification Committee, whose ex-officio chairman shall be the Director of Community Relations, shall work for the protection and enhancement of the natural beauty of Oak Forest. The Beautification Committee shall hold at least one (1) meeting per quarter.

The Beautification Committee Chairman shall comprise a group of active volunteers and organize activities to protect or enhance Oak Forest and its surrounding public right-of-ways. The Beautification Committee organize volunteer efforts of property owners for projects such as planting, painting, clean-up and beautification, primarily of the esplanades, parks and playgrounds, and picnic areas. The Committee shall not alter any physical area of Oak Forest without the express permission of the Board of Directors.

B. The Bylaws Committee, whose chairman shall be the Second Vice President, shall be composed of at least three (3) volunteer members, who shall study the bylaws of the Homeowners Association to insure that the wishes of the membership are represented.

The Bylaws Committee shall propose amendments, or revisions, as they are needed. The Bylaws Committee shall also insure that all bylaws, amendments and revisions are incorporated into the present bylaws as they are approved.









