

CANYON CREEK PRESERVE II PROPERTY OWNERS ASSOCIATION
RULES OF ORDER AND CODE OF CONDUCT
for
MEMBER MEETINGS AND BOARD MEETINGS

THE STATE OF TEXAS §
 §
COUNTY OF MEDINA §

I, Jodi Miller, Secretary of Canyon Creek Preserve II Property Owners Association ("Association"), certify that at a meeting of the Board of Directors of the Association ("Board") duly called and held on the 19 day of August, 2024, with at least a quorum of the Directors being present and remaining throughout, and being duly authorized to transact business, the following Rules of Order and Code of Conduct for Member Meetings and Board Meetings ("Rules of Order and Code of Conduct") was approved by not less than a majority of the Directors in attendance.

RECITALS:

WHEREAS the property encumbered by this Rules of Order and Code of Conduct is that property restricted by the Declaration of Covenants, Conditions and Restrictions for Canyon Creek Preserve Phase 5 and Declaration of Covenants, Conditions and Restrictions for Canyon Creek Preserve Phase 6 (Excluding Lot 1), recorded as Document Nos. 2018001445 and 2018003663 in the Official Public Records of Medina County, Texas, as same has been or may be amended and supplemented from time to time (all such documents collectively referred to as the "Declaration"), and any other property that is annexed thereto and/or made subject to the Association's authority;

WHEREAS, the governing documents of the Association delegate the authority and responsibility to manage the affairs of the Association and make decisions for the benefit of the community of the Canyon Creek Preserve subdivision to its Board;

WHEREAS, Article V, Section 5.4(A) of the Declaration grants the Board the power to make, establish, and promulgate rules not in conflict with the Declaration covering any and all aspects of the Association's functions; and

WHEREAS, pursuant to the Declaration, the Board has determined that it is appropriate and in the best interest of the Association to adopt this Rules of Order and Code of Conduct for the purposes of establishing rules of order and standards of behavior and conduct at Board meetings and Member Meetings.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of the Association hereby adopts the following Rules of Order and Code of Conduct that are applicable to all Association Members, Board members, officers and committee members:

1. Member meetings and Board meetings shall be held at such times, dates, and places as determined by the Board of Directors in accordance with the Association's dedicatory instruments and/or as required by applicable law.

The President of the Board of Directors or, in the absence of the President, the Vice President, or other Director or agent as designated by the Board shall preside at all Member meetings and Board meetings.

3. The following conduct is required at all Member meetings and Board meetings:

- a. Directors, Members, and other attendees at any meeting must treat each other in a courteous and respectful manner at all times.
- b. Communication must be business-like, without anger or the threat of action, and without raising the voice.
- c. Vulgar or profane language will not be tolerated.
- d. Verbally abusive or threatening behavior, either verbally or by conduct, will not be tolerated.
- e. Statements and/or questions shall be directed at the general membership and/or Board and not individual Members/attendees or Board members.
- f. A Member must refrain from interrupting another person who is speaking at a meeting.
- g. If a Member unreasonably disrupts a meeting, the Board has the authority, after an initial warning, to cause that Member to be removed from the meeting.
- h. To promote the free flow of ideas and open discussions during a Board meeting, there may be no audio or video recording of the proceedings, either by a Director, a Member in the audience, or a Member addressing the Board. In the event a Member refuses to stop recording upon a request from the Board, the Board may: (i) ask the Member to leave the meeting; (ii) adjourn the meeting, or (iii) adjourn into a closed session to conduct the remainder of the Board meeting excluding the Member who refuses to stop recording; provided however, that other Members present may be entitled to attend the closed session. This provision shall not prohibit an open meeting from being held by electronic or telephonic means as permitted by the Bylaws of the Association ("Bylaws").
- i. Pursuant to the Bylaws, the Board may adjourn a regular or special meeting of the Board and reconvene in a closed executive session in order to consider certain allowable matters. Following an executive session, any decision made in executive session must be summarized orally and placed in the minutes in general terms, without breaching any privacy or privilege of any Member involved.

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j. Members wishing to address the Board and/or Association may do so during the open forum session or other designated times during the meeting as permitted by raising their hand and waiting to be recognized by the President or individual presiding at the meeting or their designee.

(i) Once recognized, the Member will be allowed to speak for five (5) minutes unless further time is granted by the Board and may transfer any unused time to another Member.

(ii) A Board member or their designee may not interrupt a Member who is speaking, except as needed to maintain order and/or ensure compliance with meeting procedures or the code of conduct herein. A Board member may speak after the Member has finished speaking or the expiration of the Member's time to speak and once recognized by the President or individual presiding at the meeting.

4. The agenda for the annual meeting of Members will include the following if determined to be applicable by the Board:

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- a. Call to order;
- b. Establishment of a Quorum;
- c. Proof of Notice of a Meeting;
- d. The election of (1) Board member and (1) Architectural Control Committee ("ACC") member or announcement of the election results;
- e. Reading and approval of previous annual meeting minutes;
- f. Financials Report by the Board Treasurer;
- g. An update on any old business, such as ongoing issues or projects;
- h. New business as identified by Board or at the request of a Member;
- i. A report/update by the Architectural Control Committee;
- j. Open forum session for Member questions and discussion; and
- k. Adjournment

5. All proxies, if any, must be presented to the Board Secretary prior to or at the commencement of the meeting at which the proxy is to be used.

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6. Any item or topic raised at a Member meeting may, at the Board's sole discretion, be discussed at such meeting but no vote shall occur, and no business will be transacted, at the meeting unless prior notice of the vote and/or agenda item as stated in the meeting notice has been provided to the Members.

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CANYON CREEK PRESERVE II PROPERTY OWNERS ASSOCIATION

By: Jodi Miller

Printed: Jodi Miller

Its: Secretary

THE STATE OF TEXAS

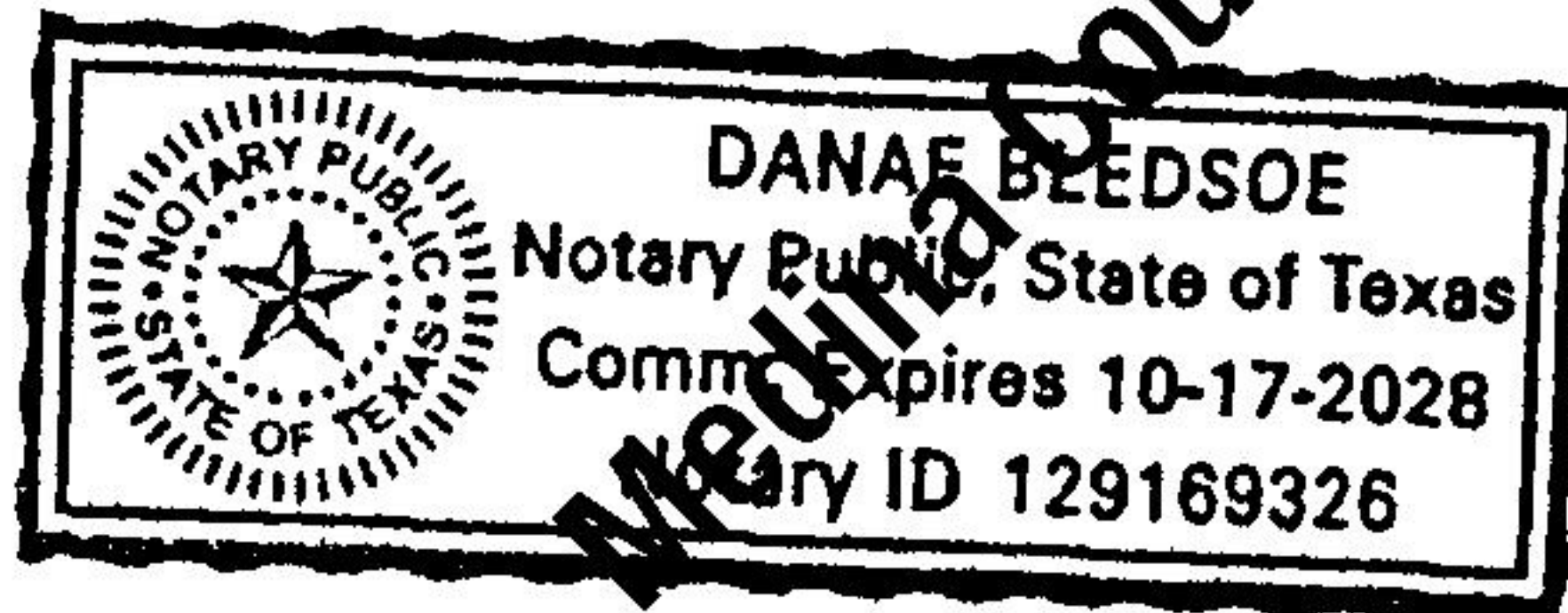
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COUNTY OF MEDINA

BEFORE ME, the undersigned notary public, on this 18 day of November, 2024, Jodi Miller personally appeared Jodi Miller, as Secretary of Canyon Creek Preserve II Property Owners Association, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that s/he executed the same for the purpose and in the capacity therein expressed.

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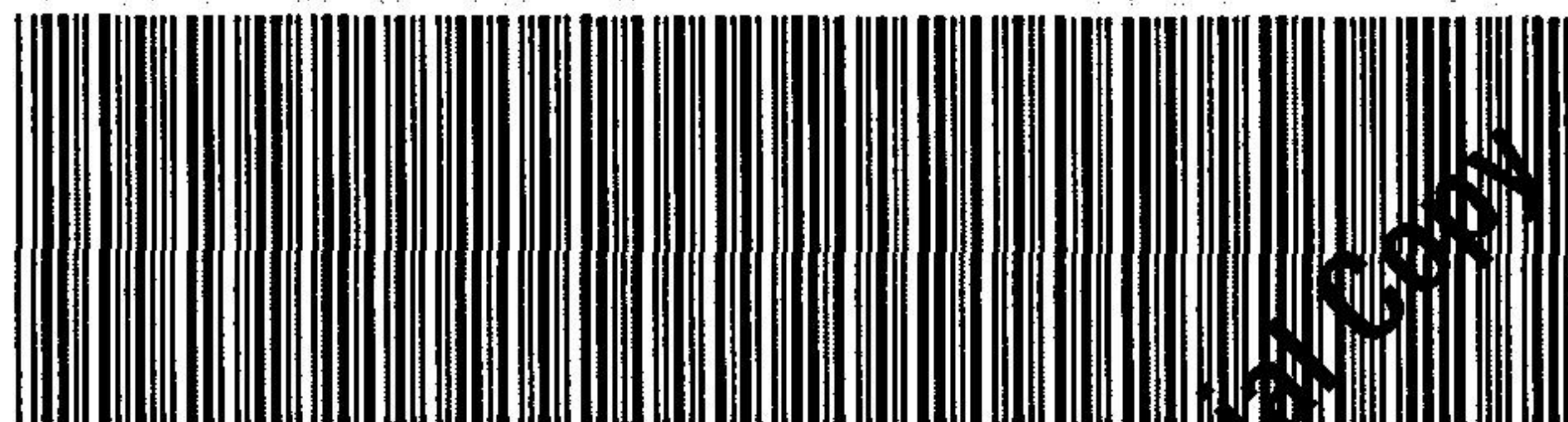
Danae Bledsoe
Notary Public in and for the State of Texas



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*VG-79-2024-2024010573

Medina County
Gina Champion
Medina County Clerk

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Instrument Number: 2024010573

Real Property Recordings

Recorded On: November 21, 2024 11:51 AM

Number of Pages: 5

" Examined and Charged as Follows: "

Total Recording: \$37.00

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

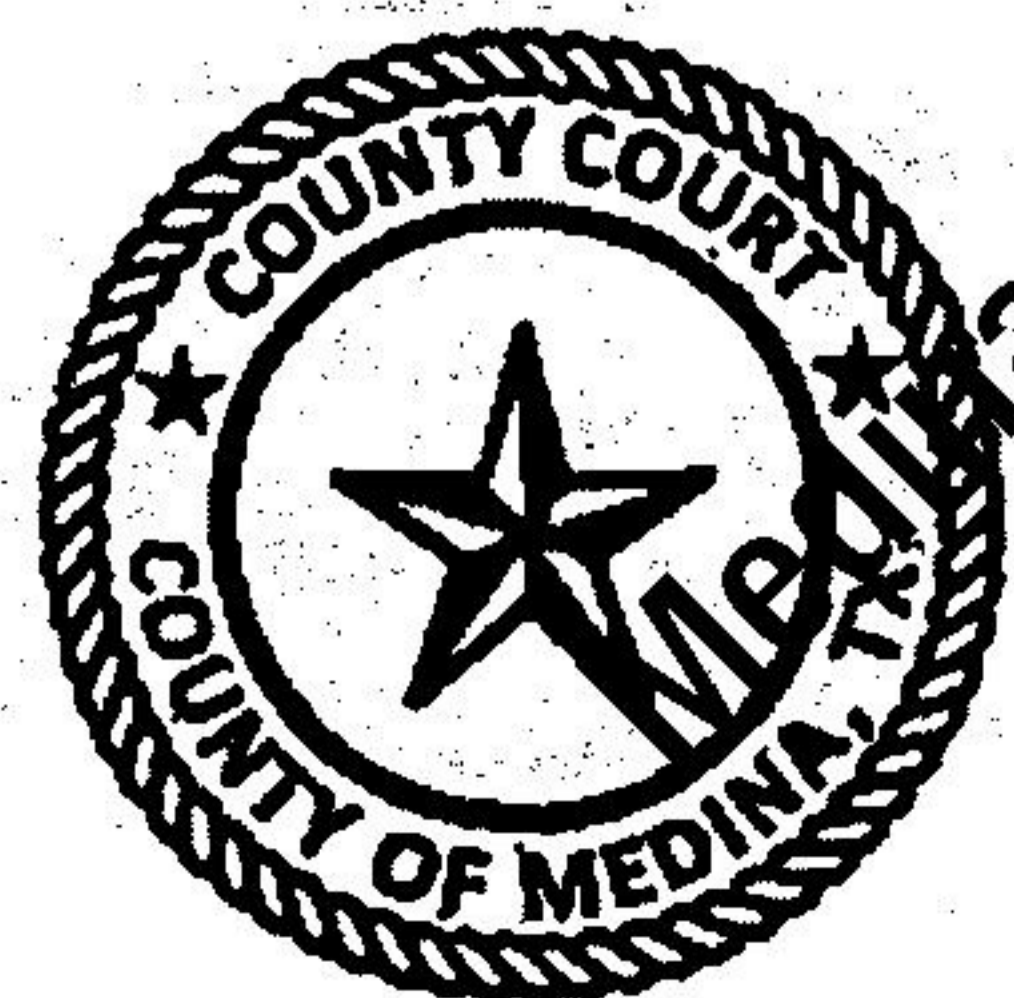
Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

File Information:

Document Number: 2024010573
Receipt Number: 20241121000028
Recorded Date/Time: November 21, 2024 11:51 AM
User: Johnny P
Station: ccscan1@medinacounty.local

Record and Return To:

CANYON CREEK PRESERVE PROPERTY OWNERS ASSOCIATION INC



STATE OF TEXAS
Medina County

I hereby certify that this Instrument was filed in the File Number sequence on the date/time printed hereon, and was duly recorded in the Official Records of Medina County, Texas

Gina Champion
Medina County Clerk
Medina County, TX

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