

**AFTER RECORDING, PLEASE RETURN TO:**

**Judd A. Austin, Jr.  
Henry Oddo Austin & Fletcher, P.C.  
1717 Main Street  
Suite 4600  
Dallas, Texas 75201**

**SECOND SUPPLEMENTAL CERTIFICATE AND MEMORANDUM  
OF RECORDING OF DEDICATORY INSTRUMENTS  
FOR  
M3 RANCH HOMEOWNERS ASSOCIATION**

**STATE OF TEXAS           §  
  §  
COUNTY OF JOHNSON   §**

The undersigned, as attorney for M3 Ranch Homeowners Association, a Texas nonprofit corporation, for the purpose of complying with Section 202.006 of the Texas Property Code and to provide public notice of the following dedicatory instrument affecting the owners of property described in the Declaration of Covenants, Conditions and Restrictions for M3 Ranch, recorded as Instrument No. 2021-3445, in the Official Public Records of Johnson County, Texas, including any amendments and supplements thereto ("*Property*"), hereby states that the dedicatory instrument attached hereto is a true and correct copy of the following:

- ***Committee Charter Resolution (Exhibit A).***

All persons or entities holding an interest in and to any portion of the Property are subject to the foregoing dedicatory instrument until amended. The attached dedicatory instrument replaces and supersedes all previously recorded dedicatory instruments addressing the same or similar subject matter and shall remain in force and effect until revoked, modified, or amended by the Board of Directors.

IN WITNESS WHEREOF, M3 Ranch Homeowners Association, has caused this Second Supplemental Certificate and Memorandum of Recording of Dedicatory Instruments to be recorded in the Official Public Records of Johnson County, Texas; and serves to supplement that certain Certificate and Memorandum of Recording of Dedicatory Instruments filed on September 13, 2023, and recorded as Instrument No. 2023-26020, in the Official Public Records of Johnson County, Texas; and that certain First Supplemental Certificate and Memorandum of Recording of Dedicatory Instruments filed on September 19, 2023, and recorded as Instrument No. 2023-26516, in the Official Public Records of Johnson County, Texas.

Unofficial Copy

**M3 RANCH  
HOMEOWNERS ASSOCIATION,  
a Texas nonprofit corporation**

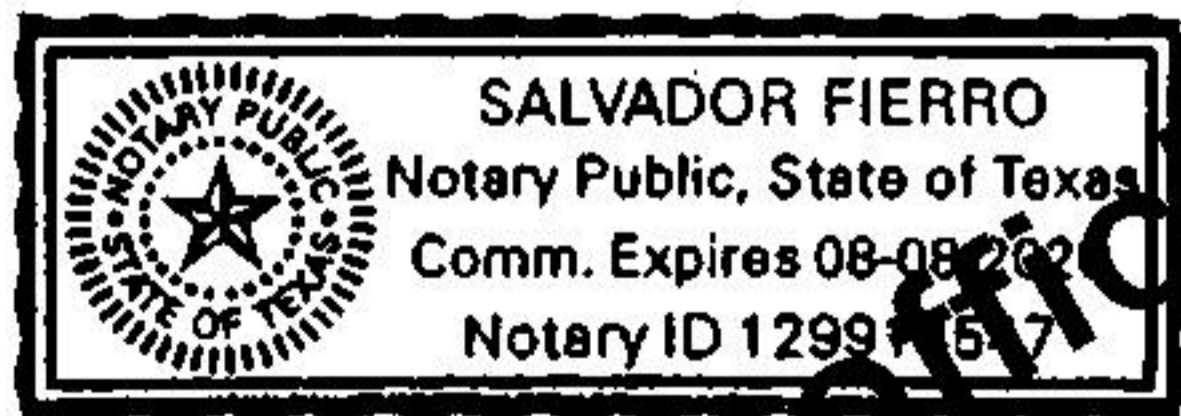


By: \_\_\_\_\_  
Its: Attorney

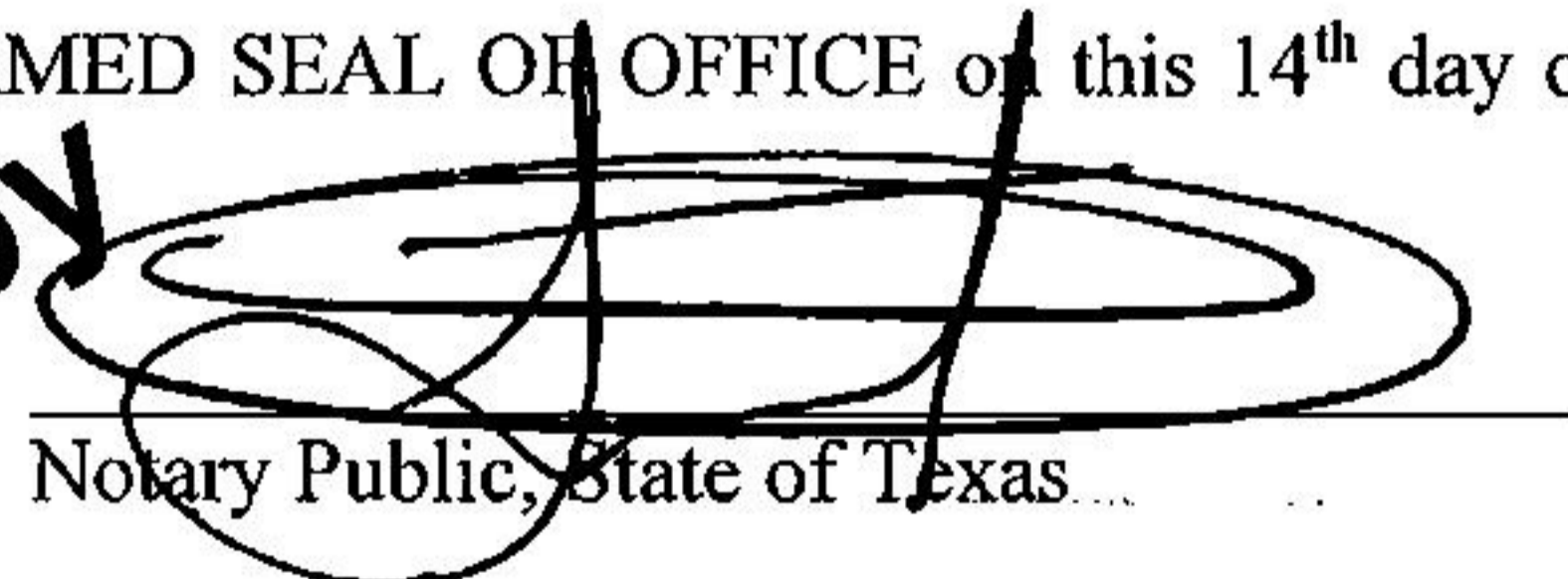
STATE OF TEXAS           §  
  §  
COUNTY OF DALLAS       §

BEFORE ME, the undersigned Notary Public, on this day personally appeared Vinay B. Patel, attorney for M3 Ranch Homeowners Association, a Texas nonprofit corporation, known to me to be the person whose name is subscribed on the foregoing instrument and acknowledged to me that he executed the same for the purposes therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND AFFIRMED SEAL OF OFFICE on this 14<sup>th</sup> day of March, 2024.



Unofficial Copy

  
Notary Public, State of Texas

**Unofficial Copy**

# Exhibit A

**Unofficial Copy**

**M3 RANCH HOMEOWNERS ASSOCIATION  
COMMITTEE CHARTER RESOLUTION**

**WHEREAS**, The Bylaws of the Association, Article II., Section 2.9.1., authorize the Board of Directors (“Board”) of M3 Ranch Homeowners Association, a Texas nonprofit corporation (Association”) to establish such committees as necessary; and

**WHEREAS**, the Board has determined that the best interests of the Association would be served by the establishment of charters for all Committees for the purpose of providing direction and functioning roles to volunteers; and

**WHEREAS**, the Committees shall perform their duties in accordance with the Board Resolution, Committee Resolution, until resolved by the Board.

**NOW, THEREFORE BE IT RESOLVED**, by the Board, that the following Committee charters be created for the association.

- 1) Communications Committee
- 2) Landscape Committee
- 3) Welcome Committee
- 4) Social Committee
- 5) Amenity Committee
- 6) Safety Committee

**Section 1. Number of Members and Term of Office**

The number of members of each Committee (hereinafter the “Committee Member” or “Committee Members”) shall be at least one (1), but no more than five (5) unless a larger number is approved by the Board. The Committee Members will be appointed by the Board. The Board may require that the assessment account of each Committee Member be paid current, and that the Association property owned by each Committee Member be clear of deed restriction violations. The term of each Committee Member will expire at the annual meeting occurring after the date the Committee Member is appointed to the Committee.

**Section 2. Chairperson(s)**

The chairperson of the Committee shall be appointed by the Board. The Board may require that the chairperson be a member of the Board. The Board may appoint one or more vice-chairperson(s) as determined by the Board. If required by the Board, the chairperson or a member of the Committee shall attend each Board meeting and/or send a written report as directed by the Board. The Board appointed chairperson and vice-chairperson(s), if any, may be removed from office by the Board at any time with or without cause.

**Section 6. Authority**

The Committee (and each of its individual members) does not have the authority to and shall not authorize any contract, transaction, action, expenditure of Association funds, or activity on behalf of the Association unless expressly granted permission to do so in writing (including email) by the Board.

**Section 7. Removal**

A Committee Member may be removed from the Committee by the Board at any time with or without cause.

## COMMUNICATIONS COMMITTEE CHARTER

The purpose of the Committee is to ensure that members of the Association are aware of events and situations involving the community, to encourage participation in both Association and other area events, as well as deliver information about the community and local area to all members of the Association.

The following rules and practices apply to this Committee:

1. The Committee shall coordinate and facilitate the publication of the Community Newsletter in accordance with the instructions and approval of the Board. The Board may delegate the approval to the Association manager.
2. The Committee shall serve at the pleasure of the Board. All Committee members shall act and interact within all mediums with the best interest of the Association in mind.
3. All Committee members serve on a voluntary basis. No member, officer, or trustee of a standing committee shall receive emolument or profit from their services to the Association.
4. The Committee shall review its current expenses and present an itemized request for the next fiscal year budget no later than August 30 annually.
5. The Committee without additional approvals is authorized to operate within its awarded budget for the fiscal year to procure required materials through management.
6. The Committee shall provide a written report through management to be presented at Board meetings. Committee members will make good faith efforts to attend all Board meetings as requested.

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## LANDSCAPE COMMITTEE CHARTER

The purpose of the Committee is to make suggestions to the Board as requested, regarding area re-plantings, major proposals submitted by the landscaper, improvements and/or changes in the planting theme, and evaluation of the landscape in relation to the present needs of the community. Day-to-day supervision and direction of the landscape contractor must be avoided, and all concerns should be channeled through management.

The following rules and practices apply to this Committee.

1. The Committee may perform periodic inspections of the community's common areas with management.
2. The Committee may work with management to make recommendations for color change plantings as well as coordinate all project requests through management to procure pricing from the current landscape contractor.
3. Committee and DIY proposals must be approved by the Board with consideration to irrigation access and common area usage.
4. The Committee shall serve at the pleasure of the Board. All Committee members shall act and interact within all mediums with the best interest of the Association in mind.
5. All Committee members serve on a voluntary basis. No member, officer, or trustee of a standing committee shall receive emolument or profit from their services to the Association.
6. The Committee shall adhere to awarded budget restraints and be responsible for procuring Board approval for overages and variances.
7. The Committee without additional approvals is authorized to operate within its awarded budget for the fiscal year to procure required materials through management.
8. The Committee shall provide a written report through management to be presented at Board meetings. Committee members will make good faith efforts to attend all Board meetings as requested.
9. The Committee shall review its current expenses and present an itemized request for the next fiscal year budget no later than August 30th annually.

## WELCOME COMMITTEE CHARTER

The purpose of the Committee is to ensure that new homeowners are personally welcomed to their new community in a timely manner.

The following rules and practices apply to this Committee:

1. The Committee may initiate, organize, and deliver welcome packets for the new homeowners in the community according to the move-in report provided by management.
2. The Committee shall serve at the pleasure of the Board. All Committee members shall act and interact within all mediums with the best interest of the Association in mind.
3. All Committee members serve on a voluntary basis. No member, officer, or trustee of a standing committee shall receive emolument or profit from their services to the Association.
4. The Committee shall review its current expenses and present an itemized request for the next fiscal year budget no later than August 30<sup>th</sup> annually.
5. The Committee without additional approvals is authorized to operate within its awarded budget for the fiscal year to procure required materials through management.
6. The Committee shall provide a written report through management to be presented at Board meetings. Committee members will make good faith efforts to attend all Board meetings.

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## SOCIAL COMMITTEE CHARTER

The primary purpose of the Committee is to provide information and recommendations to the Board and/or management to develop and administer on-going events and activities that enhance the Association. The Committee may be requested to provide recommendations, assist with planning and coordination of events, and conduct other special projects as assigned by the Board.

The following rules and practices apply to this Committee.

1. The Committee will hold meetings as directed by the chairperson(s) or by the Board.
2. The Committee will provide the Board with a written report of upcoming projects, activities or events prior to the beginning of such project, activity or event in the time frame established by the Board if requested to do so by the Board.
3. The Committee will prepare recommendations for inclusion of the Committee budget, if any, in the Association's annual operating budget if requested to do so by the Board.
4. The Committee will operate within the budget, if any, approved by the Board for the Committee each year. Purchases or expenditures made without prior written Board approval or purchases that are not within the Board approved Committee budget may not be reimbursed. The purpose of this is to ensure that the entire Association is operating within budget constraints. The Board from time-to-time may need to review budgeting in the event there are other maintenance needs/emergencies.
5. The Committee will develop a budget for each project, activity, or event of the Committee before seeking Board approval for such event.
6. If requested by the Board, the Committee will establish pricing and/or costs for any project, activity or event sponsored or organized by the Committee. Any project, activity or event sponsored or organized by the Committee must be pre-approved by the Board. All expenditures related to any project, activity or event must be pre-approved by the Board.
7. The Committee will coordinate the promotion and dissemination of information regarding any project, activity or event sponsored or organized by the Committee.
8. The Committee will coordinate and staff any project, activity or event sponsored or organized by the Committee.
9. The Committee will solicit residents to assist with proposed projects, activities, or events to ensure more member/resident participation in Committee activities.
10. The Committee will seek input from Association members on ideas for community events. All final decisions on community events shall be made by the Board.
11. The Committee will provide the Board evaluation reports and participation figures for any project, activity or event sponsored by or organized by the Committee if requested to so by the Board.
12. The Committee will provide updates, photos, and pertinent documents for display in the newsletter, as requested and approved by the Board.

## AMENITY COMMITTEE CHARTER

The purpose of the Committee is to check the cleanliness & safety status of the clubhouse before and after events and to verify if the pool is empty during closing hours/days. Day-to-day supervision and direction of any vendors/contractors must be avoided, and all concerns should be channeled through management.

The following rules and practices apply to this Committee

1. The Committee may perform periodic inspections of the community's amenity areas with or without management. Two key fobs will be provided for 24/7 access to the pool and amenity center. Access is monitored. Fobs shall be turned off by management for misuse of access.
2. The Committee may work with management to make recommendations on improvements and repairs to the amenity center.
3. Committee and DIY proposals must be approved by the Board.
4. The Committee shall serve at the pleasure of the Board. All Committee members shall act and interact within all mediums with the best interests of the Association in mind.
5. All Committee members serve on a voluntary basis. No member, officer, or trustee of a standing Committee shall receive emolument or profit from their services to the Association.
6. The Committee shall adhere to awarded budget restraints and be responsible for procuring Board approval for overages and variances.
7. The Committee without additional approvals is authorized to operate within its awarded budget for the fiscal year to procure required materials through management.
8. The Committee shall provide a written report through management to be presented at Board meetings. Committee members will make good faith efforts to attend all Board meetings as requested.
9. The Committee shall review its current expenses and present an itemized request for the next fiscal year budget no later than August 30<sup>th</sup> annually.

## **SAFETY COMMITTEE CHARTER**

The purpose of the Committee is to check on safety aspects of the outdoor common grounds and public streets. Day-to-day supervision and direction of any vendors/contractors must be avoided, and all concerns should be channeled through management.

The following rules and practices apply to this Committee.

1. The Committee will perform periodic inspections of the community's common grounds and street areas with or without management to check for safety concerns. Areas of concern include but is not inclusive of outdoor lighting, signage, sidewalks, holes, dog stations, slip & fall hazards, and other possible safety concerns. Streetlight outages should be reported directly to the city by the Committee.
2. The Committee will work with management to make recommendations on improvements and repairs to the common areas to improve safety.
3. Committee and DIY proposals must be approved by the Board.
4. The Committee shall serve at the pleasure of the Board. All Committee members shall act and interact within all mediums with the best interest of the Association in mind.
5. All Committee members serve on a voluntary basis. No member, officer, or trustee of a standing committee shall receive emolument or profit from their services to the Association.
6. The Committee shall adhere to awarded budget restraints and be responsible for procuring Board approval for overages and variances.
7. The Committee without additional approvals is authorized to operate within its awarded budget for the fiscal year to procure required materials through management.
8. The Committee shall provide a written report through management to be presented at Board meetings. Committee members will make good faith efforts to attend all Board meetings as requested.
9. The Committee shall review its current expenses and present an itemized request for the next fiscal year budget no later than August 30<sup>th</sup> annually.

Johnson County  
April Long  
Johnson County  
Clerk

Instrument Number: 2024 - 7108

eRecording - Real Property  
Certificate/Certification

Unofficial Copy

Recorded On: March 15, 2024 8:13 AM

Number of Pages: 11

" Examined and Charged as Follows: "

Total Recording: \$61.00

\*\*\*\*\* 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: 2024 - 7108  
Receipt Number: 20240315000001  
Recorded Date/Time: March 15, 2024 08:13 AM  
User: Honor C  
Station: CCL45

Record and Return To:

Corporation Service Company

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STATE OF TEXAS  
COUNTY OF JOHNSON

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 Johnson County, Texas.

April Long  
Johnson County Clerk  
Johnson County, TX

*April Long*