

SUPPLEMENT TO GOVERNING DOCUMENTS
FOR
COUNTRYSIDE HOMEOWNER ASSOCIATION, INC.

STATE OF TEXAS }
 }
COUNTY OF GALVESTON }

RESOLUTION GOVERNING THE FOLLOWING SUBDIVISIONS:

Countryside, Section One (1), an addition in Galveston County, Texas, according to the Map or Plat thereof recorded at Plat Record Number 15, Maps Number 60 and 61, of the Plat Records of the County Clerk of Galveston County, Texas.

Countryside, Section Two (2), an addition in Galveston County, Texas, according to the map or plat thereof recorded in Volume 15, Page 83 of the Map Records of Galveston County, Texas.

FILED OF RECORD IN COMPLIANCE WITH SECTION 202.006 OF THE TEXAS
PROPERTY CODE, AS PART OF THE DEDICATORY INSTRUMENTS GOVERNING THE
ABOVE-DESCRIBED SUBDIVISIONS

**RESOLUTION REGARDING
ADOPTION OF MEETING FRAMEWORK GUIDELINES
and OPEN FORUM RULES
COUNTRYSIDE HOMEOWNER ASSOCIATION
A TEXAS NON-PROFIT CORPORATION**

WHEREAS, the By-Laws governing Countryside Homeowner Association, Inc. ("the Association"), as well as the pertinent provisions of the Texas Property Code, and the Texas Non-Profit Corporation Act (Business Organizations Code), authorize the Association, acting through its Board of Directors to exercise all powers reasonable and necessary for the governance and operation of the Association;

WHEREAS, the Board of Directors desire to adopt those Guidelines and Rules as specified below, and which shall be attached hereto and recorded in the office of the County Clerk, and have determined such documents to be in the best interest of the Association, and in the best interest of the ongoing administration and governance of the community governed thereby.


NOW, THEREFORE, BE IT RESOLVED that the following and attached Guidelines and Rules are hereby adopted in accordance with the authority of Chapter 204 of the Texas Property Code:


- CHOA Board of Directors Meeting Framework
- CHOA Property Owners Open Forum Rules

This Resolution is hereby adopted on behalf of the Association, and in accordance with the rights and authorities mentioned herein.

Adopted on this 15th day of June, 2016.

COUNTRYSIDE HOMEOWNER ASSOCIATION, INC.


Signature
Marshall Bayless
Print Name
Director
Position


Signature
Jessica Toshey
Print Name
Treasurer
Position

Dennis A. Dover
Signature
DENNIS A. DOVER
Print Name
PRESIDENT
Position

Jay Personette
Signature
Jay Personette
Print Name
VICE-PRESIDENT
Position

Linda Roberts
Signature
LINDA ROBERTS
Print Name
Secretary
Position

Signature

Print Name

Position

Signature

Print Name

Position

Signature

Print Name

Position

STATE OF TEXAS §
COUNTY OF GALVESTON §

Before me, the undersigned authority, on this day personally appeared DENNIS DOVER,
PRESIDENT (position) of Countryside Homeowner Association, a Texas non-profit
corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument
and acknowledged to me that he/she had executed the same as the act of said entity for the purpose and
consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 15th day of JUNE, 2016.



Patty Brown
Notary Public, State of Texas
PATTY BROWN
Printed Name

CHOA Board of Directors Meeting Framework

Date _____

I. Call to order:

Meeting called to order by _____ at _____ p.m.

II. Roll Call and Determination of Quorum:

Dennis Dover	—	President
Jay Personette	—	Vice President
Linda Roberts	—	Secretary
Jessica Toohey	—	Treasurer
Cheryl Romig	—	Director

Patty Brown — Administrator

Assignment of meeting chairperson will be decided after roll call

III. Approval of Minutes from Previous Board Meeting(s)

All present Board Members will read the provided copy of minutes and if there are any question or needed corrections, they will be raised at that time. After discussion the minutes will be considered for approval. No questions will be accepted from the general membership at this time unless specifically recognized by the meeting Chair.

Motion was made by _____ to approve minutes
as read or corrected

Seconded by: _____

For_ Against_____ Abstain_____

IV. Reports

Administrator's Report: All Board members will read the attached Administrator's Report and mark any areas that need clarification. Questions will be addressed to the administrator by Board Members for clarification after everyone has finished reading the report and if any items need action they will be added to the New or Old Business section of the meeting as appropriate. No questions will be accepted from the general membership at this time unless specifically recognized by the meeting Chair

Officer's Reports: Reports will be delivered without interruption. If other Board Members have any questions about the reports, they can request that the Chair add the item to New Business or Unfinished Business as appropriate by request at the end of the report. No questions will be accepted from the general membership at this time unless specifically recognized by the meeting Chair

President-

Vice President-

Secretary-

Treasurer- See Attached Reports

Director-

Committee Reports: Reports to the Board by Committee Representatives will be delivered without interruption, if any discussion is needed, the Chair will add the item to New or Old Business as appropriate upon request of a Board Member or the Committee Chairperson or their designated representative from the committee. No questions will be accepted from the general membership at this time unless specifically recognized by the meeting Chair

A. Recreation Committee:

B. Communications Committee:

C. Add Committee:

- V. **Property Owners Open Forum:** 20 Minute period for Property Owners to speak to the Board about any Issues or Concerns. List of speakers provided by the Administrator. See **CHOA Property Owners Open Forum Rules**. By a Motion of a majority of the Board, a topic brought forward by a property owner during this session can be added to (or addressed within) New or Unfinished Business at the current or a future meeting. This period may be skipped at the Boards discretion if no one has signed up to speak before the meeting is called to order.
- VI. **Unfinished Business:** Discussions about unfinished business from previous meetings. Discussion may be opened to attending property owners at the Board's discretion, on an item by item basis. Discussion will end when the Chair calls an end to discussion. The decision to table, dismiss, or vote will be made at that time.
- VII. **New Business:** New business before the Board to be discussed concerning action required by the Board to fulfill its duties in accordance with our Covenants and By-Laws. Discussion may be opened to attending property owners at the Board's discretion, on an item by item basis. Discussion will end when the Chair calls an end to discussion. The decision to table, dismiss, or vote will be made at that time.
- VIII. **Executive Session:** An Executive session will be called at this time if necessary. When called, the Executive session closes the general open meeting. All general members must leave the meeting room unless they have business to be discussed in the Executive session by request and agreement of the Board, that has been arranged in advance. Minutes of an Executive session will be kept separately from the general minutes and must be read and approved separately in an Executive session. Decisions made during Executive Session shall be summarized orally and placed in the regular meeting minutes, in general terms, without breaching the privacy of individual owners, violating any privilege, or disclosing information that was to remain confidential. The oral summary shall include a general explanation of all expenditures approved in executive session.

IX. Adjournment:

Motion to adjourn made by _____
Seconded by _____
Vote For _____ Against _____ Abstain
Adjournment at _____ PM.

Recording Secretary

Approval: In witness of whereof, the Board of Directors of Countryside Homeowner Association did approve this Meeting Framework on the day of _____, 2016, to be utilized in connection with all Board meetings to be conducted in the future.

President, Board of Directors

CHOA Property Owners Open Forum Rules

1. Property Owners wishing to address the Board during the Property Owners Open Forum portion of the agenda must sign in on the "Forum" sign-in sheet before the meeting is called to order, in order to be recognized. This sign-in sheet will be available at the Association Office during regular business hours. The following information must be provided on the sign in sheet: Name, Property Address and topic, including the specific item(s) to be discussed, if applicable. This will provide a First Come, First Served approach to allocating time for property owners to speak, and a fair and equitable allocation of time, and to allow association business to be taken care of in a timely manner. All the following rules will remain in effect during the Open Forum.
2. Speakers must address their comments to the entire Board rather than to individual members of Board or staff. Furthermore, speakers must be courteous and to the point. Other property owners are not entitled to be recognized or to comment or question the speaker, except with the permission of the Board. Any speaker making personal attacks or using vulgar or profane language shall forfeit his/her remaining time and may be asked to leave the premises. Repeat offenders may be banned from future meetings.
3. The total time of the Property Owners Open Forum is limited to twenty (20) minutes, unless specifically extended by a Motion of the Board during the course of the meeting. If there are less than 4 speakers signed up to speak, the Board may at its discretion reduce the Open Forum time. When there is more than one speaker signed up to address the same subject, members of the Board shall delay their comments and questions until after all speakers on the subject have been heard.

4. Each speaker will have a maximum of five (5) minutes, unless the time is extended by a Motion of the Board. Any such extension will not impact other speakers' time. Members in attendance that have signed in for the Property Owners Forum shall not assign all or some of their time to another signed in member.

5. Once the Property Owners Open Forum period is closed, property owners are not allowed to participate and may not seek to be recognized unless the Board specifically requests input or information from a particular property owner. This restriction will be strictly enforced because the purpose of the Board meeting is for the Board members to conduct business and this cannot be efficiently accomplished if there is interference from the property owners. All disruptions by property owners shall be addressed by the Chair and repeat violators will be asked to leave the meeting.