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11/13/2025 02:11 PM Page: 1 of 14 Fees: $72.00
NOTICE
SUBMITTER: JENNIFER UMPHRESS
MARY LOUISE NICHOLSON
COUNTY CLERK

KELLER SADDLEBROOK ESTATES HOMEOWNERS ASSOCIATION
NOTICE OF FILING OF DEDICATORY INSTRUMENT

STATE OF TEXAS §
§ KNOW ALL PERSONS BY THESE PRESENTS:
COUNTY OF TARRANT §

This Second Amended Bylaws for the Association ("Bylaws") are made this November 6, 2025, by the Keller Saddlebrook Estates Homeowners Association ("Association"), a non-profit corporation organized and existing under the laws of Texas, consisting of members that are the owners of certain real property in the City of Keller, Tarrant County, State of Texas.

WITNESSETH:

WHEREAS, the Association recorded the Bylaws of Keller Saddlebrook Estates Homeowners Association on October 7,2005, as Instrument D205298017 in the Deed Records of Tarrant County, Texas ("Original Bylaws"), and

WHEREAS, the Original Bylaws were amended by that certain First Amendment to the Bylaws of Keller Saddlebrook Estates Homeowners Association, Inc., ("First Amended Bylaws") recorded on November 20, 2012, as Instrument D212285887 in the Deed Records of Tarrant County, Texas; and

WHEREAS, Article XV of the Original Bylaws provides for amendment of that instrument upon the express written consent of a majority (51%) of the total outstanding votes held by the Owners at a meeting at which a quorum is present; and

WHEREAS, the First Amended Bylaws provides for a quorum of five percent (5%) of the total votes of the Association, and

WHEREAS, Owners representing at least five percent (5%) of the total votes of the Association makes these Second Amended Bylaws concerning the residential subdivision known as Keller Saddlebrook Estates, desire to revoke and replace the Original Bylaws, as amended by the First Amended Bylaws, for the purpose of making Saddlebrook Estates a single residential community with access, use, and rights and obligations toward the ownership, operation, and maintenance of community facilities, open space, and other amenities, and that such are also benefited and burdened by the same land-use restrictions and controls; to provide minimum construction, use, and maintenance restrictions to promote and assure that Saddlebrook Estates is a quality residential community; and to enhance and protect the value, desirability, and attractiveness of Saddlebrook Estates, and

NOW THEREFORE, the Association declares that all of the real property described in Exhibit A below shall be held, sold, and conveyed subject to the following Second Amended Bylaws. These Bylaws shall run with the real property and be binding on all parties having or acquiring any right, title or interest in the real property or any part thereof, and their heirs, successors, and assigns, and shall benefit the Association and each of its members.

CERTIFICATION

I certify that I am the duly-elected Secretary of Keller Saddlebrook Estates Homeowners Association, and that this constitutes the Second Amended Bylaws of the Corporation. These Bylaws were amended by the Corporation at a meeting on November 6, 2025.

Signed this 13th day of November, 2025.

Jennifer Poe Umphress, Secretary
Keller Saddlebrook Estates Homeowners Association

ACKNOWLEDGEMENT

STATE OF TEXAS §
§
COUNTY OF TARRANT §

Before me, the undersigned Notary Public, on this day personally appeared Jennifer Poe Umphress, as Secretary of Keller Saddlebrook Estates Homeowners Association, known to me by identification through an identification card bearing her photograph and signature to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the instrument for the purposes expressed in it.

Given under my hand and seal of office on this 13th day of November, 2025.

Notary Public, State of Texas

NOTARY PUBLIC STATE OF TEXAS
CELIA LEWIS
Notary ID #128798480
My Commission Expires
November 10, 2027

AFTER RECORDING RETURN TO:
Jennifer Poe Umphress
P. O. Box 2493
Keller, TX 76244

KELLER SADDLEBROOK ESTATES HOMEOWNERS ASSOCIATION
SECOND AMENDED BYLAWS

1. PURPOSE

The Keller Saddlebrook Estates Homeowners Association (“Association”), a non-profit corporation organized and existing under the laws of Texas, consists of members that are the owners of certain real property in the City of Keller, Tarrant County, State of Texas. The Association desires that Saddlebrook Estates constitute a single residential community with access, use, and rights and obligations toward the ownership, operation, and maintenance of community facilities, open space, and other amenities, and that such are also benefited and burdened by the same land-use restrictions and controls, to provide minimum building and maintenance restrictions to promote and assure that Saddlebrook Estates is a quality residential community, and to enhance and protect the value, desirability, and attractiveness of Saddlebrook Estates. These Bylaws revoke and replace all previous Bylaws.

2. GOVERNANCE

2.1 Statutes, Governing Documents, and Parliamentary Authority The Association shall be governed in accordance with the laws and ordinances of the United States of America, the State of Texas, Tarrant County, and the City of Keller, the Association’s Articles of Incorporation, the Association’s Declaration of Covenants, Conditions and Restrictions, and these Bylaws. Guidance may be found in the Keller Saddlebrook Estates Homeowners Association Manual of Operations. The most recent edition of Roberts Rules of Order shall be used for parliamentary guidance.

2.2 Conflicts In the case of any conflicts between the governing documents of the Association, the hierarchy of control is the Articles of Incorporation, the Declaration of Covenants, Conditions and Restrictions, the Bylaws, and the Manual of Operations.

2.3 Fiscal Year The fiscal year of the Association shall begin on January 1st and end on December 31st of every year.

2.4 Amendment These Bylaws may be amended at an annual or special meeting of the members of the Association, by a majority vote at a meeting at which a quorum is present.

3. MEMBERSHIP

3.1 Qualification for Membership Each record owner of a fee simple interest in a lot within Saddlebrook Estates shall be a member of the Association, but shall not include persons or entities who hold an interest merely as security for the performance of an obligation. No owner shall have more than one (1) membership. When a lot has more than one (1) owner, all owners shall be members.

3.2 Termination of Membership Transfer of ownership, either voluntarily or by operation of law, shall terminate such owner’s membership in the Association, and membership shall be vested in the transferee.

4. ASSOCIATION MEETINGS

4.1 Annual Meeting In either September or October of each fiscal year, the date, time, and place of which is at the discretion of the Board of Directors, the members of the Association shall meet to a) receive annual reports from the Board of Directors and Association committees, b) receive the financial report on the current year, c) elect Directors to serve on the Board of Directors for the coming fiscal year, d) receive the budget approved by the

Board of Directors for the coming fiscal year, e) approve annual assessment increases for the coming fiscal year; and f) conduct other business as determined by the Board of Directors.

4.1.1 Alternate Forms of Meeting The Association may hold membership meetings in any of the following ways:

4.1.1.1 a face-to-face, in person, meeting, which is the preferred method;

4.1.1.2 conference telephone or similar communication equipment, or another suitable electronic communications system, including videoconferencing technology, the internet, or any combination of the following, provided,

4.1.1.2.1 each member participating in the meeting may communicate with all other persons participating in the meeting, and

4.1.1.2.2 if voting is to take place at the meeting,

4.1.1.2.2.1 the Association implements reasonable measures to verify that every member voting at the meeting by means of remote communications is sufficiently identified, and

4.1.1.2.2.2 the Association keeps a record of any vote or other action taken, or

4.1.1.3 a hybrid face-to-face/electronic meeting.

4.2 Special Meetings Special meetings of the members of the Association may be called by the President, by a majority of the Board of Directors, or by the Secretary upon written request of the members entitled to cast ten percent (10%) of the votes entitled to be cast at the meeting. Business transacted at any special meeting shall be confined to the purposes stated in the notice of the meeting.

4.3 Notice Written notice stating the date, time, and place (including instructions on attending electronically if applicable) of a meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered personally, by mail or electronic mail to the owner at the owner's most recent mailing address or registered electronic mailing address as shown on the Association's records at the time of such delivery, not less than ten (10) and no more than sixty (60) days before the day of the meeting. Each member must keep an updated electronic mail address registered with the Association.

4.4 Quorum The presence at any meeting of the members entitled to cast ten percent (10%) of the outstanding votes, represented in person, by proxy, absentee ballot, or electronic ballot shall constitute a quorum at Association meetings. If the required quorum is not present, another meeting may be called subject to the same notice requirements and the required quorum at the subsequent meeting shall be one-half (1/2) of the required quorum at the preceding meeting.

4.5 Voting

4.5.1 Voting Roster At least thirty (30) days prior to notice being sent of all meetings of the Association, the Board of Directors shall determine the total number of votes outstanding and entitled to be cast by the members, generate a list of members, and their addresses, entitled to vote at the meeting, and, for a period of ten (10) days prior to the meeting, shall make the list available for inspection by any member.

Members shall be entitled to one (1) vote for each lot owned, and may vote in person, by proxy, absentee ballot, or electronic ballot. The vote for such lot shall be exercised as they among themselves determine, but in no event shall more than one (1) vote be cast with respect to any lot. There shall be no cumulative voting.

4.5.2 Voting Thresholds Every act or decision made by a majority (51%) of the members present at a meeting at which a quorum is present shall be regarded as an act of the Association. Notwithstanding the foregoing, a supermajority vote of sixty-six percent (66%) shall be required to increase the annual assessment, to levy a special, specific, or shortfall assessment, or to amend the Declaration of Covenants, Conditions, and Restrictions.

4.5.3 Methods of Voting A member may vote in person, by proxy, or by absentee ballot. A member may also vote by electronic or by written ballot, if those methods are available.

4.5.3.1 Proxy A member may vote by proxy executed in writing by the member or by his or her duly authorized attorney in fact. No proxy shall be valid after ninety (90) days from the date of its execution unless otherwise provided in the proxy. Each proxy shall be revocable unless it expressly provides the proxy to be irrevocable, and no proxy shall remain irrevocable for a period of more than twelve (12) months from the date of its execution. A proxy holder's entitlement to exercise his or her own vote is not affected by a grant of proxy.

4.5.3.2 Electronic Ballot Electronic ballot means a ballot given by (i) electronic mail, (ii) facsimile, or (iii) posting on an internet website, for which the identity of the member can be confirmed and for which the member may receive a receipt of the transmission and receipt of the member's ballot. If an electronic ballot is posted on an internet website, a notice of the posting shall be sent to each member that contains instructions on obtaining access to the website posting. Electronic ballots which are electronically mailed from the member's registered electronic mail address shall be deemed to be signed by the member.

4.5.3.3 Voting Options The Association is not required to provide members with more than one voting method, provided, however, members shall be allowed to vote by proxy, absentee ballot, or by electronic ballot.

5. BOARD OF DIRECTORS

5.1 Composition The responsibilities and activity of the Association shall be managed by a Board of Directors. The Board of Directors shall be composed of five (5) members. At least four (4) directors shall be members of the Association.

5.2 Responsibilities and Duties of Director A director should possess leadership skills, professionalism, executive experience, and a sense of service to the Saddlebrook Estates community. A director shall:

5.2.1 attend Board of Directors open meetings and executive sessions for his or her term,

5.2.2 possess a general working knowledge of the Saddlebrook Estates governing documents, 5.2.3 provide current contact information to be kept informed as to Association business, and to respond timely and diligently when asked to participate in Association business matters,

5.2.4 strive to set an example to owners and residents of financial responsibility, property maintenance, and compliance with the governing documents,

5.2.5 assist directors-elect with the transition from the current Board of Directors to the Board of Directors for the coming fiscal year, and

5.2.6 adhere to the following standards of conduct:

5.2.6.1 A director owes the Association a duty to act in a manner the director reasonably believes to be in the best interest of the Association,

5.2.6.2 A director owes the Association a duty of ordinary and reasonable care in conducting Association business, meaning he or she performs duties in good faith with the care an ordinary prudent person would exercise in a similar situation,

5.2.6.3 A director owes the Association a duty of confidentiality, meaning he or she does not disclose Board of Director decisions or actions to any unauthorized person or entity during or following his or her term of service, and

5.2.6.4 A director owes the Association a duty of loyalty, meaning he or she does not use his or her position to take unfair advantage of the association, and fully discloses any conflicts of interest.

5.3 Election At each annual meeting, the members shall elect Directors from the slate of nominees presented by the current Board of Directors to fill upcoming vacancies on the Board of Directors for the coming fiscal year. At least ten (10) days before the date the Association disseminates ballots to the members for purposes of voting in a Board of Directors election, the Association shall provide notice to the members that the Association is soliciting candidates interested in running for a position on the Board of Directors. The notice shall contain instructions for an eligible candidate to notify the Association of the candidate's request to be placed on the ballot and the deadline to submit the candidate's request. The deadline shall not be earlier than the tenth (10th) day after the date the Association provides the notice required in this section. The notice shall be provided to the members in the same method as provided in Section 4.3 of these Bylaws. Any member whose nomination is received after this period as well as any member nominated from the floor at the annual meeting shall be included among the nominees running for election to the Board of Directors. A change in the list of nominees after the date that the annual meeting notice is sent shall not constitute an amendment to the motion to elect Directors. All candidates shall have a reasonable opportunity to communicate their qualifications to the members and to solicit votes. The Board of Directors may adopt additional rules governing the procedures for the nomination of Directors. Nominations from the floor shall be in order, and shall be added to the slate of nominees. Members shall have the right to cast as many votes as he or she is entitled to exercise for as many persons as there are Directors to be elected. The persons receiving the largest number of votes shall be elected. There shall be no cumulative voting.

5.3.1 Evaluation of Candidates At the time of notice of the annual meeting, members are encouraged to nominate candidates for the Board of Directors for the coming fiscal year. The Board of Directors is responsible for evaluating a nominee's eligibility for service, willingness to serve the Saddlebrook Estates community, his or her leadership and executive skills, and his or her ability to perform the responsibilities and duties set out above. The Board of Directors shall present its evaluation of the candidates to the members at the annual meeting.

5.3.1.1 Eligibility Members are eligible to serve on all five (5) positions on the Board of Directors. Non-members are eligible to serve on one (1) position on the Board of Directors. Spouses of and those that cohabit with a director shall not be eligible to serve on the Board of Directors at the same time as the director. Any member or non-member that has committed moral turpitude within the last twenty (20) years, evidenced by a written report from a government law enforcement authority, shall not be eligible to serve on the Board of Directors.

5.3.1.2 Moral Turpitude Moral turpitude refers to conduct that is considered contrary to community standards of justice, honesty, or good morals. It generally includes, but is not limited to, crimes against people (murder, aggravated assault, sexual assault, manslaughter, or child abuse or neglect), crimes against property (theft, fraud, arson, or blackmail) and crimes against the government (bribery, counterfeiting, tax evasion, or perjury).

5.4 Term of Office Directors shall serve for a term of two fiscal years. A Director is elected at the annual meeting of the fiscal year preceding his or her term. A director appointed by the Board of Directors to fill an unexpired term shall serve for the unexpired term of the vacated Director position. Directors shall be designated as a class by the last full year of their term of office.

5.5 Responsibilities and Duties The Board of Directors shall:

5.5.1 exercise for the Association all powers and authority delegated to the Association and not reserved to the membership by the Articles of Incorporation, the Declaration of Covenants, Conditions, and Restrictions, and these Bylaws.

5.5.2 execute and maintain the governing documents of the Association,

5.5.3 maintain the principal address and records of the Association,

5.5.4 facilitate communication with the membership of the Association, the management agency, and external parties,

5.5.5 establish, fix, and collect assessments

5.5.6 exercise its authority, in its discretion, to engage a management agency for operation and management of Association responsibilities,

5.5.7 maintain sufficient and proper liability insurance on behalf of the Association,

5.5.8 send proper notices of Board of Directors and Association activity,

5.5.9 maintain the Association’s areas of common responsibility,

5.5.10 supervise and provide guidance to the Architectural Review Committee and other standing committees,

5.5.11 hear owner appeals of Architectural Review Committee decisions, 5.5.12 annually develop short-term and long-term priorities that focus Board of Directors activity and communicate the priorities to the members, and

5.5.13 other duties required by the Association.

5.6 Meetings The Board of Directors shall hold open meetings at least four (4) times per fiscal year, and should meet monthly, the date, time, and place of which shall be determined by the Board of Directors.

5.6.1 Notice Notice of open meetings shall be given at least one hundred and forty-four (144) hours prior to the open meeting, and of special meetings at least seventy-two (72) hours prior to the special meeting, by electronic delivery to the email address shown on the Association's records and posting the notice in a conspicuous manner reasonably designed to provide notice to Association members as described in the Declaration. The notice shall include an agenda.

5.6.2 Quorum The presence at any meeting of the Board of Directors of a majority of the Directors shall constitute a quorum.

5.6.3. Voting Every act or decision made by a majority of the directors present at a meeting at which a quorum is present shall be regarded as an act of the Board of Directors.

5.6.4 Executive Session The Board of Directors has the right to convene in closed executive session to consider actions involving confidential communications concerning litigation, owner privacy, and/or deliberative matters. Following an executive session, any decision made in the executive session must be summarized orally and placed in the minutes of the next open meeting of the Board of Directors, in general terms, without disclosing information that was to remain confidential. The oral summary must include a general explanation of expenditures approved in executive session.

5.6.5 Methods of Conducting Business The Board of Directors and Association committees may conduct business in any of the following ways:

5.6.5.1 a face-to-face meeting, which is the preferred method;

5.6.5.2 a motion emailed to Board or committee members, provided

5.6.5.2.1 all Board or committee members have access to a compatible email system,

5.6.5.2.2 the email includes a reasonable deadline for response,

5.6.5.2.3 a quorum of Board or committee members responds by the deadline,

5.6.5.2.4 Board or committee members reply with "yes", "no", "abstain", or request to postpone the motion to a face-to-face meeting or electronic meeting, and

5.6.5.2.5 motions approved are ratified and recorded in the minutes of the next open meeting;

5.6.5.3 an electronic meeting, provided,

5.6.5.3.1 each Board or committee member may hear and be heard by every other Board or committee member, and

5.6.5.3.2 except for any portion of the meeting conducted in executive session,

5.6.5.3.2.1 all owners in attendance at the meeting may hear all Board or committee members,

5.6.5.3.2.2 owners are allowed to listen using any electronic communication method used or expected to be used by the Board or committee members to participate, and

5.6.5.3.2.3 the notice of the meeting includes instructions for owners to access the meeting by the same electronic means used by the Board or committee members to conduct the meeting.

5.6.5.4 a hybrid face-to-face/electronic meeting.

5.6.6 Open Meeting Requirement Notwithstanding the foregoing, the Board of Directors shall not, unless done in an open meeting for which prior notice was given to the members under Section 5.6.1, consider or vote on (i) fines, (ii) damage assessments, (iii) initiation of foreclosure actions, (iv) initiation of enforcement actions (except actions that seek the issuance of a temporary restraining order or that related to violations involving a threat to health or safety), (v) increases in assessments, (vi) levying of special, specific, or shortfall assessments, (vii) appeals from a denial of Architectural Review Committee approval, (viii) a suspension of a right of a particular member, (ix) lending or borrowing money, (x) the adoption or amendment of a dedicatory instrument, (xi) the approval of an annual budget or the approval of an amendment to an annual budget, (xii) the sale or purchase of real property, (xiii) the filling of a vacancy on the Board of Directors, (xiv) the construction of capital improvements other than the repair, replacement, or enhancement of existing capital improvements, or (xv) the election of an officer.

5.7 Compensation No director shall receive compensation for any service he or she may render to the Association, except that any director shall be reimbursed for his or her actual reasonable expenses incurred in the performance of his or her duties.

5.8 Resignation, Removal or Vacancy of Directors Any director may resign from the Board at any time by giving written notice to the President, and shall take effect on the date of receipt. Any director may be removed from the Board, with or without cause, by a majority vote of the members of the Association. In the event of the death, resignation, or removal of a director, his or her successor shall be appointed by the remaining directors on the Board.

6. OFFICERS

6.1 Enumeration The officers of the Association shall be a president, a vice-president, a secretary, and a treasurer. All officers shall be members of the Board of Directors. No person shall hold more than one office, except the secretary and treasurer may be combined as secretary-treasurer, and an officer may serve in a special appointment.

6.2 Election To facilitate the transition of leadership from the current Board of Directors to the Board of Directors for the coming fiscal year, the election of officers for the coming fiscal year shall take place at an open meeting of the current Board of Directors within thirty (30) days of the annual meeting, which the directors-elect shall be present. The directors-elect and current directors that will serve in the coming fiscal year shall elect the officers. During the meeting, the Board may convene in executive session for deliberations, then reconvene in open session to conduct the election.

6.3 Term The officers shall serve a term of one (1) fiscal year unless a successor is not elected, he or she resigns, or he or she is removed from office by the Board of Directors.

6.4 Special Appointments The Board of Directors may elect such other officers as the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board of Directors shall determine. A list of special appointments may be found in the Manual of Operations.

6.5 Compensation No officer shall receive compensation for any service he or she may render to the Association, except that any director shall be reimbursed for his or her actual reasonable expenses incurred in the performance of his or her duties.

6.6 Resignation, Removal, or Vacancy of Officers Any officer may resign at any time by giving written notice to the President, and shall take effect on the date of receipt. Any director may be divested of his or her office, with or without cause, by a majority vote of the Board of Directors. The Board of Directors may declare an office vacant in the event the director is absent from three (3) consecutive open meetings or executive sessions. In the event of a resignation, removal, or vacancy of an office, a successor shall be appointed by the remaining directors on the Board, and shall serve for the unexpired term of the vacated office.

6.7 Duties The Association's governing documents authorize the Board of Directors to contract with a management agency for the operation and management of the subdivision and the performance of the Association's obligations under the Declaration of Covenants, Conditions and Restrictions. In that situation, the duties of the officers are as follows:

6.7.1 President The president shall a) preside at all meeting of the Board of Directors and the Association, b) set meeting agendas, c) enforce Board of Directors actions, d) delegate tasks to other officers, directors, and committees, d) act as the spokesperson for the Association by representing it and communicating for it with owners, vendors, and external parties, and e) perform other duties required by the Board of Directors.

6.7.2 Vice-President The vice-president shall a) assume the duties of the president when the president is absent, unable to act, or refuses to act, and b) perform other duties required by the Board of Directors.

6.7.3 Secretary The secretary shall a) record the minutes of all meetings of the Board of Directors and the Association, b) manage the corporate records and documents of the Association, c) respond to requests for information from owners, vendors, and external parties, d) ensure compliance with and maintenance of the governing documents of the Association, e) assist the president with preparing for Board of Directors and Association meetings, and f) perform other duties required by the Board of Directors.

6.7.4 Treasurer The treasurer shall a) enforce Board of Directors financial actions, b) review financial reports for compliance and accuracy, c) facilitate annual budgets, audits, and reserve studies, d) respond to requests for information from owners, vendors, and external parties, and e) perform other duties required by the Board of Directors.

7. COMMITTEES

7.1 Architectural Review Committee As the Association is required by Texas law to empower the Architectural Review Committee with implementing the applicable parts of the Declaration, the Committee has substantial responsibility and authority, and its members and activity play a large role in protecting the value, desirability, and attractiveness of Saddlebrook Estates.

7.1.1 Composition The Architectural Review Committee shall consist of three (3) members of the Association appointed by the Board of Directors.

7.1.2 Responsibilities and Duties of Committee Members A member of the Architectural Review Committee should possess analytical skills, professionalism, executive experience, and a sense of service to the Saddlebrook Estates community. A member of the Architectural Review Committee shall:

7.1.2.1 attend Architectural Review Committee meetings, and participate in Committee approval deliberations for his or her term,

7.1.2.2 possess a general knowledge of the Saddlebrook Estates governing documents, and specific working knowledge of the Conditions and Restrictions sections of the Declaration,

7.1.2.3 provide current contact information to be kept informed as to Committee business, and to respond timely and diligently when asked to participate in Committee deliberations and approvals,

7.1.2.4 strive to set an example to owners and residents of financial responsibility, property maintenance, and compliance with the governing documents, and

7.1.2.5 adhere to the following standards of conduct:

7.1.2.5.1 A Committee member owes the Association a duty to act in a manner the committee member believes to be in the best interest of the Association,

7.1.2.5.2 A Committee member owes the Association a duty of ordinary and reasonable care in conducting Committee business, meaning he or she performs duties in good faith with the care an ordinary prudent person would exercise in a similar situation,

7.1.2.5.3 A Committee member owes the Association a duty of confidentiality, meaning he or she does not disclose Committee decisions or actions to any unauthorized person or entity during or following his or her term of service, and

7.1.2.5.4 A Committee member owes the Association a duty of loyalty, meaning he or she does not use his or her position to take unfair advantage of the association, and fully discloses any conflicts of interest.

7.1.3 Appointment In the event of a vacancy on the Committee, the Board of Directors shall provide notice, in the same manner as required for Association meetings to elect directors to the Board of Directors, to the members of the Association of the vacancy, and members are encouraged to nominate candidates for the

Architectural Review Committee. The Board of Directors is responsible for evaluating a nominee's eligibility for service, willingness to serve the Saddlebrook Estates community, his or her analytical and executive skills, and his or her ability to perform the responsibilities and duties set out above. Based on its evaluation, The Board of Directors shall appoint members to fill the vacancy.

7.1.3.1 Eligibility Only those nominees who have timely notified the Association of the person's interest in serving on the Committee in accordance with Section 209.00507 of the Texas Property Code may be appointed to the Committee. Members of the Board of Directors, spouses of a director, and those that cohabit with a director are not eligible to serve on the Architectural Review Committee, except if the Board of Directors has provided notice of the vacancy required above and vacancies remain open.

7.1.4 Responsibilities and Duties of Committee The Architectural Review Committee shall:

7.1.4.1 respond to an owner's general inquiries regarding the governing documents and modifications to an owner's residence and/or lot, especially the Declaration's Conditions and Restrictions,

7.1.4.2 review Modification Request Forms submitted by owners for completeness and request any additional information required,

7.1.4.3 review completed Modification Request Forms submitted by owners for compliance with the governing documents, especially the Declaration's Conditions and Restrictions,

7.1.4.4 timely issue written approvals or disapprovals of the submitted Modification Request Forms to owners,

7.1.4.5 monitor progress of modifications to ensure completion in compliance with the approved modification, and approve or disapprove any requests for extensions,

7.1.4.6 exercise its authority, in its discretion, to inspect a completed modification for compliance with the approval, and notify the owner of deficiencies and deviations, and

7.1.4.7 notify the Board of Directors of modifications that violate the governing documents.

7.1.5 Compensation No Committee member shall receive compensation for any service he or she may render to the Association, except that any Committee member shall be reimbursed for his or her actual reasonable expenses incurred in the performance of his or her duties.

7.1.6 Resignation and Removal Any Committee member may resign from the Committee at any time by giving written notice to the President of the Board of Directors, and shall take effect on the date of receipt. Any Committee member may, at any time and without cause, be removed by a majority vote of the Board of Directors.

7.2 Standing Committees The Board of Directors may appoint other committees as deemed appropriate in carrying out its responsibilities. A list of committees may be found in the Manual of Operations.

7.3.1 Composition and Reporting Members and residents of the Association are eligible to serve on committees, and may be appointed to the committee by the Board of Directors. Directors shall serve *ex officio* on all standing committees. In the first quarter of the fiscal year, each committee shall be appointed by the Board of Directors, shall elect a chairperson to be approved by the Board of Directors, and provide the Secretary a full and accurate roster of membership.

7.3.2 Chairpersons The chairperson of a committee should facilitate reporting on committee activity to the Board of Directors. Chairpersons serve for a term of one (1) year, but may serve additional terms.

7.3.3 Meetings, Minutes and Quorum Committees should hold regular meetings, the time and date of which shall be determined by the committee and regularly publicized. Committees should submit minutes from meetings to the Board of Directors, especially to provide information on proposed financial expenditures, and any member of the committee may keep minutes. Quorum for committee meetings shall be a majority of the members, but not less than two members.

EXHIBIT A

The 28.467-acre tract described by metes and bounds in the Owner's Certification of the Final Plat of Keller Saddlebrook Estates, Phase I Addition, recorded August 12, 1998, as Instrument D198183529, in Cabinet A, Slide 4426, Plat Records, Tarrant County, Texas.
The 26.470-acre tract described by metes and bounds in the Owner's Certification of the Final Plat of Keller Saddlebrook Estates, Phase II Addition, recorded March 30, 2000, as Instrument D200065957, in Cabinet A, Slide 5763, Plat Records, Tarrant County, Texas.
The 23.9118-acre tract described by metes and bounds in the Owner's Certification of the Final Plat of Keller Saddlebrook Estates, Phase III Addition, recorded May 7, 2002, as Instrument D202124607, in Cabinet A, Slide 7462, Plat Records, Tarrant County, Texas.