

**** Electronically Filed Document ****

**Brazos County, TX
Karen McQueen
County Clerk**

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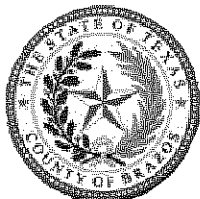
Parties:

**Direct- DUCK HAVEN HOMEOWNERS ASSOCIATION INC
Indirect- PUBLIC**

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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.



I hereby certify that this instrument was filed on the date and time stamped hereon by me and was duly recorded in the volume and page of the Official Public records of BRAZOS COUNTY, TEXAS

Honorable Karen McQueen, County Clerk, Brazos County

DUCK HAVEN HOMEOWNERS ASSOCIATION, INC.

BOARD MEETING POLICY

STATE OF TEXAS §
 §
COUNTY OF BRAZOS §

WHEREAS, the property encumbered by this Board Meeting Policy (“Policy”) is that property restricted by the Declaration of Covenants, Conditions, Reservations and Restrictions of Duck Haven Estates, recorded under Brazos County Clerk’s File No. 00846415, as same has been or may be amended from time to time (“Declaration”), and any other subdivisions which have been or may be subsequently annexed thereto and made subject to the authority of the Duck Haven Homeowners Association, Inc. (the “Association”); and

WHEREAS, pursuant to the Declaration, the Board of Directors (the “Board”) of the Association hereby adopts this Policy for the purposes of establishing a uniform and systematic procedure regarding the conduct and notice of Board meetings that are open to the Members pursuant to Texas law; and

WHEREAS, the Development Period is in place and pursuant to Texas Property Code §209.0051, there are certain Board meetings that shall be open to the Members, and when applicable, such meetings shall be conducted pursuant to the terms of this Policy; and

WHEREAS, reference is hereby made to the Declaration for all purposes, and any and all capitalized terms used herein shall have the meanings set forth in the Declaration, unless otherwise specified in this Policy; and

WHEREAS, in the event of a conflict between the terms of this Policy and any previously adopted regulations and/or policies addressing the notice and conduct of Board meetings as set forth herein, this Policy shall control,

NOW, THEREFORE, IT IS RESOLVED, that the following Policy is hereby adopted by the Board:

I. DEVELOPMENT PERIOD

Per the Declaration and Texas Property Code §209.0051, the Subdivision is currently within the Development Period. As such, pursuant to Texas Property Code §209.0051, Board meetings shall be open to the Members during the Development Period when the meeting is conducted for the purpose of:

- (1) Adopting or amending the governing documents, including the Declaration, Bylaws, rules, and regulations of the Association;
- (2) Increasing the amount of regular annual Assessments of the Association or adopting

- or increasing a Special Assessment;
- (3) Electing non-developer board members of the Association or establishing a process by which those members are elected; or
- (4) Changing the voting rights of Members of the Association.

II. NOTICE OF BOARD MEETINGS

When Board meetings are open to the Members pursuant to Article I of this Policy, the Members shall be notified of regular or special Board meetings in the following manner:

1. The notice shall contain the date, hour, place and general subject of a regular or special Board meeting, including a general description of any matter to be brought up for deliberation in executive session;
1. The notice shall be posted at least 72 hours before the start of the meeting by posting the notice at one or both of the following locations:
 - a. At a location reasonably designed to provide notice to the members of the association;
 - b. On any internet website maintained by the Association;
2. The notice will also be e-mailed to each Member who has registered their e-mail address with the Association. Members are responsible for keeping an updated e-mail address registered with the Association.

III. MEMBERS' TIME PRIOR TO BOARD MEETING

When Board meetings are open to the Members pursuant to Article I of this Policy, time will be set aside prior to the start of the regular or special Board meeting for the purpose of allowing Members to address the Board in person and in a public forum in order to express their views and opinions on the affairs of the Subdivision and other matters of interest.

1. **Notice.**
The Notice of regular or special Board meetings will include 15 minutes (unless otherwise determined by the Board President) set aside by the Board, prior to the Board meeting, for input from Members. The Board meeting will convene at the time set forth in the Notice.
2. **Procedure.**
 - a. Any Member (or other party at the Board's discretion) may address the Board once during the Member's allotted time. Members wishing to speak should advise the property manager or Board before the start of the meeting, or request permission to speak before the Members' allotted time ends.
 - b. The Member must include in their request to speak the following information: name, address, phone number, email (if any) and topic of discussion.

- c. Each Member will be allowed approximately 3 minutes to speak. Depending on the number of Members wishing to speak, the President (or his/her designee) may adjust the time allotted for each Member. A Member may not yield his/her allotted time to any other person.
- d. No Member shall otherwise speak at any Board meeting open to the Members unless recognized by the President (or his/her designee).
- e. Members shall refrain from obscenity, vulgarity, or any breach of respect. Improper or disrespectful conduct shall result in the immediate expiration of the Member's allotted time and may result in the Member's expulsion from the meeting.

3. Board's Role.

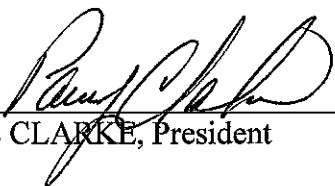
- a. The President (or his/her designee) may address a Member's comments, or allow another Board member to address the comments as appropriate.
- b. While some discussion between the Member and the Board may take place, a lengthy dialogue will be avoided.
- c. The Board may refer comments made during the Members' allotted time to an appropriate committee for review and/or action, or to be placed on a future Board agenda for discussion and/or action.
- d. Unless comments relate to matters already on agenda, or the Board adds the matter to the agenda, the Board will not address the topic at the Board meeting.

Invalidation of any one or more of the provisions contained in this Policy shall in no way affect any of the other dedicatory instruments governing the Duck Haven Estates Subdivision, which shall remain in full force and effect.

CERTIFICATION

I hereby certify that the foregoing Board Meeting Policy was approved on the 23rd day of October, 2012, at a meeting of the Board of Directors at which a quorum was present

DATED this the 23rd day of October, 2012.

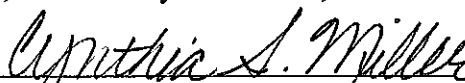


PAUL CLARKE, President

STATE OF TEXAS §
 §
COUNTY OF BRAZOS §

BEFORE ME, on this day personally appeared Paul Clarke, the President of the Duck Haven Homeowners Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that he executed the same for the purposes herein expressed and in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal of office, this 23rd day of October, 2012.



Notary Public – State of Texas



After Recording Please Return To:
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Roberts Markel Weinberg P.C.
2800 Post Oak Blvd., 57th Floor
Houston, TX 77056