

**From:** [Larriann Curtis](#)  
**To:** [Nicole Fisher](#)  
**Subject:** Neighborhood Organization Registration  
**Date:** Thursday, January 28, 2016 10:26:25 PM  
**Attachments:** [McNeil ByLaws\\_amended 9-4-2008.doc](#)  
[McNeil Estates.PNG](#)

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Ms. Fisher,  
We wish to register the:  
McNeil Estates Neighborhood Association  
Austin, 78727

President -  
Jon Meredith  
13314 Council Bluff  
Austin, 78727  
512-585-6249  
[jon.meredith@gmail.com](mailto:jon.meredith@gmail.com)

Vice President -  
Ryan Crow  
4600 Secluded Hollow  
Austin, 78727  
409-779-9299  
[jrcrow2000@yahoo.com](mailto:jrcrow2000@yahoo.com)

Secretary-Treasurer -  
Larriann Curtis  
4421 Secluded Hollow  
Austin, 78727  
512-255-6954  
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Attached are the Association Bylaws and a map showing the location of the neighborhood.

If there are any questions, please contact me.

Larriann Curtis



# **By-Laws**

## **McNeil Estates Neighborhood Association**

### **Article I - Name**

The name of this organization shall be the McNeil Estates Neighborhood Association, a non-profit organization, hereinafter referred to as the Association.

### **Article II - Purpose**

The purpose of the Association is to seek to maintain or improve the quality of home ownership and property value in the neighborhood in matters such as land use, environmental protection, public services, consumer protection, and other matters of neighborhood concern.

### **Article III - Objectives**

The objectives of the Association are to:

1. Represent and advance the interests of residents in the neighborhood.
2. Monitor and enforce the deed restrictions.
3. Keep all residents informed of issues vital to the neighborhood by appropriate communications and meetings.
4. Establish Standing and Ad-Hoc committees to investigate and make recommendations to the Association on all matters of neighborhood concern.
5. Seek the improvement of dwellings by resident and absentee owners.
6. Establish mutual protection and safety.
7. Maintain and improve safety of the streets.
8. Facilitate the education of residents regarding all available options open to them relating to the problems of home ownership, zoning rights, and so on.

9. Work toward development and preservation of natural green spaces, landscaping and general land use management.

#### **Article IV - Membership**

Section 1: Eligibility - The Membership shall consist of all owners in the subdivision who are in good standing. A member in good standing shall be one whose past and current dues are paid in full; hereinafter referred to as Member.

Section 2: Dues - Dues in the amount of ten (10) dollars per household per year shall be payable at the first meeting of each fiscal year.

#### **Article V - Voting**

Section 1: Members of the Association present at any meeting shall be entitled to one vote per household on each matter submitted to a vote of the Membership.

Section 2: A quorum shall be necessary for the transaction of Association business. In no event, however, shall a quorum be constituted with less than twenty-five (25) percent of the Members.

Section 3: An affirmative vote of more than fifty (50) percent of the Members constituting a quorum shall be binding on the Association.

Section 4: To be eligible to vote for Association officers, Members must have held memberships in the Association prior to the regular annual meeting.

#### **Article VI - Officers**

Section 1: The officers of the Association shall be elected from the Members in good standing and shall be a President, Vice-President, and a Secretary/Treasurer. These elected officers and all Standing Committee Chairpersons shall comprise the Executive Committee. The officers of the Association shall also act in the capacity of the Architectural Control Committee, pursuant to the Declaration of Covenants, Conditions and Restrictions of the McNeil Estates Subdivision, initially filed in Travis County on September 1, 1983. The officers of the Association shall all be signers on the checking account of the Association.

Section 2: Officers shall be elected for two year terms at the annual meeting. Election shall be by secret written ballot, unless there is only one nominee for the position in which case a voice vote will be taken. This election will be conducted as an order of business at the annual meeting. A candidate must have a plurality of votes cast to win election. Officers-elect shall be installed immediately thereafter. No officer shall serve more than two consecutive full terms in the same office, and only one member of the household may serve on the Executive Committee at one time.

Section 3: Nomination of officers shall be made known to any incumbent officer prior to the annual meeting, who will in turn place the nominee in consideration for the position and communicate this at the annual meeting. Nominations may also be made from the floor at the annual regular meeting, with the prior consent of persons nominated. Nominations shall take place every other year, consistent with the two year term for officers.

Section 4: Duties of Officers - The President shall preside at all meetings of the Executive committee and the Association and shall be an ex-officio member of all committees, and shall approve all disbursements of the Association's monies.

The Vice-President shall serve in the absence of the President and shall perform such other duties as assigned by the President.

The Secretary/Treasurer shall be responsible for keeping an accurate record of all business of the Association and for all outside correspondence of the Association.

In addition, the Secretary/Treasurer shall be responsible for the Association monies, shall keep an accurate record of receipts and expenditures and present a Treasurer's Report at the annual meeting.

Section 5: Removal from Office - Any officer may be removed from office for cause at any meeting by two-thirds of the Membership, providing that notice has been furnished to the Membership at least two weeks prior to said meeting.

Section 6: Replacement of Officers - When necessary, vacant offices may be filled at any meeting by the Members present for the unexpired portion of the term.

## **Article VII - Meeting and Organization**

Section 1: One annual meeting of the general membership shall be held during the summer months. Additional meetings may be held if neighborhood issues arise that need to be addressed.

Section 2: Special meetings may be called by the Executive Committee or by petitions of not less than twenty-five (25) percent of the Members.

Section 3: The privilege of holding office, introducing motions, and voting shall be limited to the Members of the Association.

Section 4: The fiscal year of the Association shall run from January 1<sup>st</sup> to December 31<sup>st</sup>.

Section 5: Any decisions of the Association may be appealed by a petition signed by not less than twenty-five (25) percent of the Membership. The petition must be presented to the Executive Committee within 30 days of the appealed decision. The executive Committee is required to call a special meeting within 15 days.

## **Article VIII - Committees**

The Executive Committee shall transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the Association, and shall recommend committees.

## **Article IX - Parliamentary Authority**

When not inconsistent with these by-laws, Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure. These rules may be suspended at any meeting by a majority vote.

## **Article X - Amendment of By-Laws**

These By-Laws may be amended by a two-thirds majority of the Membership present, provided that there has been thirty days prior written notice to the Membership of the proposed amendment. Otherwise, the amendment shall require a three fourths vote of the entire Membership.

## History

### Corrections from the original draft:

1. Corrected the spelling of whos to whose in Article IV, Section 1.
2. Corrected the following phrase in Article VI, Section 4:  
"...checks drawn of the association." To ...checks drawn by the association.
3. Corrected the spelling of quorom to quorum in Article V, Sections 2 and 3.
4. Changed "Otherwise amendment shall.." to Otherwise, the amendment shall...in Article X.

### Amendment approved by the Association in 1990:

Dues were increased to ten (10) dollars per year.

### Amendment approved by the Association 8/6/2002:

1. Corrected misc. spelling and typographical errors.
2. Changed voting eligibility from membership at least 30 days prior to the regular January meeting to prior to the regular annual meeting.
3. Declared that the officers of the Association shall also comprise the Architectural Control Committee. Formerly the Architectural Control Committee was a separately-elected committee.
4. Changed the term of officers from one year to two.
5. Replaced the requirement for secret ballot for an officer's election by a voice vote when there is only one nominee for the position.
6. Removed the requirement for a Nominating Committee. Officers may be nominated by any member prior to or during the annual meeting.
7. Replaced quarterly meetings with one annual meeting.

### Amendments approved by the Association September 4, 2008:

1. Article II: Purpose; added "maintain or" to first line  
purpose: to remove the inference that the Association is required only to seek improvement of the properties in McNeil Estates, but is also required to seek maintenance of the properties

2. Article IV – Membership, Section 1  
purpose: to clean up poor grammar, and to clarify those members in good standing by referring to them as Members in this and future sections of the By-Laws, indicated below

Article V – Voting, Section 1, Section 2, Section 3, Section 4

Article VI – Officers, Section 1, Section 5, Section 6

Article VII – Meeting and Organization, Section 2, Section 3, Section 5

Article X

3. Article VI – Officers

purpose: to require all officers of the Association to be signers on the Association's checking account

4. Article VI: - Officers, Section 4, paragraph 4

purpose: to require an annual treasurer's report to be presented at the annual meeting

5. Article VII – Meeting and Organization, Section 2, Section 5

purpose: to make wording concerning quorum and voting percentages consistent with previous sections of the by-laws