# **Atascocita Community Improvement Association**

January 21, 2015

Attention: Director of Multifamily Finance Texas Department of Housing and Community Affairs c/o Nichole Fisher PO Box 13941 (MC 332-10) Austin, TX 78711-3941

Re: Neighborhood Organization Registration

Dear Ms. Fisher:

Please accept this letter as Atascocita Community Improvement Association's ("ACIA") request to be on record with the Texas Department of Housing & Community Affairs as a Neighborhood Organization for the purpose of providing input for Quantifiable Community Participation ("QCP") during the 2015 Competitive 9% Housing Tax Credit Application round.

The following information is submitted as per your registration guidelines:

# **Neighborhood Organization Name:**

Atascocita Community Improvement Association, Humble, TX 77346

#### **Contact Information for 2 members:**

Ric Halbrook 20027 Legend Oak 7410 CARMANE WYSSE Et Humble, Texas 77346 (713) 826-6321 rhalbrookacia@yahoo.com

Edwin D'Artois
20266 Ivy Point Circle Humble, TX 77346
(_281)7311284
edwin.dartoisl.acc@gmail.com

Map of organization's boundary: Map attached

**Evidence of existence:** The following documents have been attached:

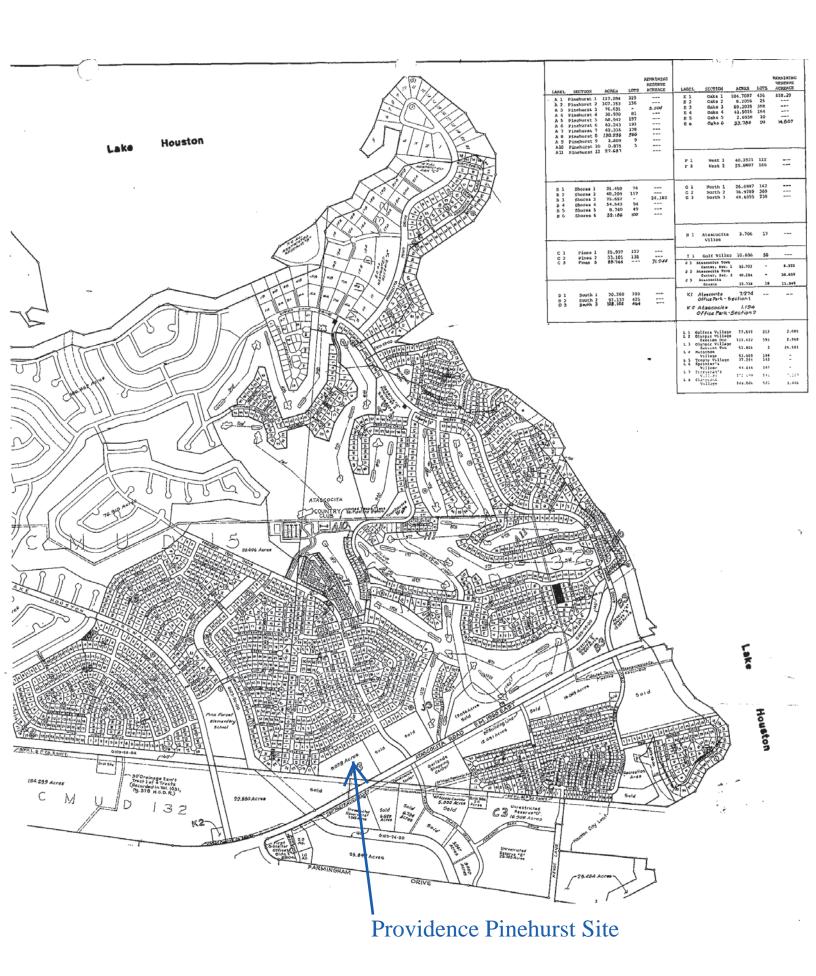
Articles of Incorporation dated January 22, 1973

By-laws dated June 28, 1973

Please feel free to contact me with any questions.

Sincerely,

Ric Halbrook President



FILED In the Office of the Secretary of State of Texas

#### ARTICLES OF INCORPORATION

OF

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ATASCOCITA (LICE Symmetric COMMUNITY IMPROVEMENT ASSOCIATION Desire Desi

We, the undersigned and natural persons of the age of twenty-one years or more, at least two of whom are citizens of the State of Texas, acting as incorporators of a corporation under the Texas Non-Profit Corporation Act, do hereby adopt the following Articles of Incorporation for such corporation:

#### ARTICLE I

#### CORPORATE NAME

The name of the corporation is ATASCOCITA COMMUNITY IMPROVEMENT ASSOCIATION.

#### ARTICLE II

#### **CORPORATE STATUS**

The corporation is a non-profit corporation.

#### ARTICLE III

#### DURATION

The period of its duration is perpetual.

#### ARTICLE IV

The corporation is formed for the purposes of providing for maintenance and preservation of the properties subject to the Covenants, Conditions and Restrictions applicable to ATASCOCITA, SECTION ONE, a subdivision in Harris County, Texas, and any additional properties that may hereafter be brought within the jurisdiction of this Association and to promote the health, safety and welfare of the residents within the above-described property and to

I. exercise all of the powers and privileges and to perform all of the duties and obligations of the Association as set forth in that certain Declaration of Covenants, Conditions and Restrictions, hereinafter called the "Declaration," applicable to the property and recorded or to be recorded in the Map Records of Harris County, Texas, and as the same may be amended from time to time as therein provided, said Declaration being incorporated herein as if set forth at length;

- 2. fix, levy, collect and enforce payment by any lawful means, all charges or assessments pursuant to the terms of the Declaration; to pay all expenses in connection therewith and all office and other expenses incident to the conduct of the business of the Association, including all licenses, taxes or governmental charges levied or imposed against the property of the Association; and
- 3. have and exercise any and all powers, rights and privileges which a corporation organized under the Non-Profit Corporation Act of the State of Texas may by law now or hereafter have or exercise; provided that none of the objects or purposes herein set out shall be construed to authorize the corporation to do any act in violation of said Non-Profit Corporation Act or Part Four of the Texas Miscellaneous Corporation Laws Act, and all such objects or purposes are subject to said Acts.

#### ARTICLE V

The street address of the initial registered office of the corporation is c/o Johnson-Loggins, Inc., 1600 First City East Building, 1111 Fannin Street, Houston, Texas 77002, and the name of its initial registered agent at such address is Larry D. Johnson.

#### ARTICLE VI

#### TRUSTEES

The affairs of the Association shall be managed by a Board of five (5) Trustees, who need not be members of the Association.

The number of Trustees may be changed by amendment of the Bylaws of the Association. The names and addresses of the persons who are to act in the capacity of their successors are:

Larry D. Johnson 1600 First City 1111 Fannin Str Houston, Texas
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Glenn W. Loggins 1600 First City East Building 1111 Fannin Street Houston, Texas 77002

R. E. Reamer 1600 First City East Building 1111 Fannin Street Houston, Texas 77002

Carroll Brown

1600 First City East Building 1111 Fannin Street Houston, Texas 77002

Norman Tubelman

1600 First City East Building 1111 Fannin Street Houston, Texas 77002

At the first annual meeting beginning in 1973 the members shall elect one trustee for a term of one year, two trustees for a term of two years, and two trustees for a term of three years; and at each annual meeting thereafter the members shall elect that number of trustees equal to the number of trustees whose terms expire at such time.

#### ARTICLE VIII

#### MEMBERSHIP

Every person or entity who is a record owner of a fee or undivided fee interest in any property which is subject to a maintenance charge assessment by the Association, including contract sellers, such persons or entities being hereinafter referred to as an "Owner," shall be a member of the Association. The foregoing is not intended to include persons or entities who hold an interest merely as security for the performance of an obligation. No Owner shall have more than one membership. Membership shall be appurtenant to and may not be separated from ownership of the property which is subject to assessment by the Association. Ownership of such property shall be the sole qualification for membership.

#### ARTICLE IX

#### **VOTING RIGHTS**

The Association shall have two classes of membership:

Class A. Class A members shall be all those Owners as
defined in Article VIII with the exception of the Declarant. Class
A members shall be entitled to one vote for each Lot in which they
hold the interest required for membership by Article VIII. When
more than one person holds such interest in any Lot, all such persons
shall be members. The vote for such Lot shall be exercised as they
among themselves determine, but in no event shall more than one vote
be cast with respect to any Lot.

Class B. The Class B member shall be Johnson-Loggins, Inc., the Declarant as defined in the Declaration. The Class B member shall be entitled to three (3) votes for each Lot in which it holds the interest required for membership by Article VIII; provided, however, that the Class B membership shall cease and be converted to Class A membership on the happening of either of the following events, whichever occurs earlier:

- (a) when the total votes outstanding in the Class A membership equal the total votes outstanding in the Class B membership, or
- (b) on January 1, 1982.

#### ARTICLE X

#### DISSOLUTION

Upon dissolution of the Association, other than incident to a merger or consolidation, the assets of the Association shall be dedicated to an appropriate public agency to be used for purposes similar to those for which this Association was created or shall be granted, conveyed and assigned to any nonprofit corporation, association, trust or other organization to be devoted to such similar purposes.

Dissolution of the Association must be approved in writing and signed by not less than two-thirds (2/3s) of each class of members. So long as there is a Class B membership, dissolution and/or amendment of these Articles must have the prior approval of the Federal Housing Administration or Veterans Administration.

Larry D. Johnson

Glenn W. Loggins

Ralph E. Reamer

OF

# ATASCOCITA COMMUNITY IMPROVEMENT ASSOCIATION

# ARTICLE I

#### NAME AND LOCATION

The name of the corporation is ATASCOCITA COMMUNITY IMPROVEMENT ASSOCIATION, hereinafter referred to as the "Association".
The principal office of the corporation shall be located at
the office of Johnson-Loggins, Inc., 1600 First City East Building,
lill Fannin Street, Houston, Texas, but meetings of members
and trustees may be held at such places within the State of
Texas, County of Harris, as may be designated by the Board
of Trustees.

# ARTICLE II

#### DEFINITIONS

Section 1. "Association" shall mean and refer to ATAS-COCITA COMMUNITY IMPROVEMENT ASSOCIATION, a Texas non-profit corporation, its successors and assigns.

Section 2. "Properties" shall mean and refer to that certain property or properties described in the Declaration of Covenants, Conditions and Restrictions for ATASCOCITA SHORES and PINEHURST OF ATASCOCITA, existing or contemplated subdivisions in Harris County, Texas, and any additional properties which may hereafter be brought within the jurisdiction of the Association.

Section 3. "Lot" shall mean and refer to a plot of land subject to the jurisdiction of the Association as is more fully specified in the Declaration.

Section 4. "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any Lot which is a part of the Properties subject to a maintenance charge assessment by the Association, including contract sellers, but excluding those having such interest merely as security for the performance of any obligation.

Section 5. "Declarant" shall mean and refer to Johnson-Loggins, Inc., the Declarant in the Declaration.

Section 6. "Declaration" shall mean and refer to the Declaration of Covenants, Conditions and Restrictions for ATASCOCITA SHORES and PINEHURST OF ATASCOCITA, existing or contemplated subdivisions in Harris County, Texas, and any additions or supplements thereto.

Section 7. "Member" shall mean and refer to those persons entitled to membership as provided in the Articles of Incorporation of the Association.

# ARTICLE III

#### MEETING OF MEMBERS

Section 1. Annual Meetings. The regular annual meeting of the members of the Association shall be held on the third THURSDAY JANUALY Wednesday in February of each year beginning in 1983, at 10:00 a.m. at the principal office of the Association. If such date for the annual meeting of the members is a legal holiday, the meeting will be held at the same hour on the first day following

which is not a legal holiday.

Section 2. Special Meetings. Special meetings of the members may be called at any time by the president or by the Board of Trustees, or upon the written request of the members who are entitled to vote one-fourth (1/4) of all of the votes of the membership.

Section 3. Notice of Meetings. Written notice of each special meeting of the members shall be given by, or at the direction of, the secretary or any person or persons authorized to call a meeting, by mailing a copy of such notice, postage paid, at least 15 days before such meeting to each member entitled to vote thereat, addressed to the member's address last appearing on the books of the Association, or supplied by such member to the Association for the purpose of notice. Such notice shall specify the place, day and hour of the meeting, and the purpose of the meeting. Notice of annual meetings shall not be required, but may be given in a like manner.

Section 4. Quorum. The presence at the meeting of members entitled to cast, or of proxies entitled to cast, one tenth (1/10) of the votes of each class of membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these Bylaws. If, however, such quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall

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be present or be represented.

Section 5. Proxies. At all meetings of members, each member may vote in person or by proxy. All proxies shall be in writing and filed with the secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the member of his Lot.

### ARTICLE IV

#### BOARD OF TRUSTEES

Section 1. Board of Trustees. The affairs of this Association shall be managed by a Board of five (5) trustees, who need not be members of the Association.

Section 2. Term of Office. The initial trustees for the Association set forth in the Articles of Incorporation shall hold office until the 1983 annual meeting. At the annual meeting of 1983, the members shall elect one trustee for a term of one year, two trustees for a term of two years and two trustees for a term of three years; at each annual meeting thereafter the members shall elect that number of trustees equal to the number of trustees whose terms expire at such time, for three year terms of office.

Section 3. Nomination. Nomination for election to the Board of Trustees shall be made by a Nominating Committee.

Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Trustees, and two or more members of the Association. The Nominating Committee shall be appointed

by the Board of Trustees prior to each annual meeting of the members, to serve from the close of such annual meeting until the close of the next annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Trustees as it shall in its discretion determine, but not less than the number of vacancies that are to be fillled. Such nominations may be made from among members or non-members.

Section 4. Election. Election to the Board of Trustees shall be by secret written ballot. At such election the members or their proxies may cast, in respect of each vacancy, as many votes as they are entitled to cast under the provisions of the Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting shall not be permitted.

Section 5. Removal. Any trustee may be removed from the Board, with or without cause, by a majority vote of the members of the Association. In the event of death, resignation or removal of a trustee, his successors shall be selected by the remaining members of the Board and shall serve for the unexpired term of his predecessor.

Section 6. Compensation. No trustee shall receive compensation for any service he may render to the Association; provided, however, any trustee may be reimbursed for his actual expenses incurred in the performance of his duties.

Section 7. Action Taken Without a Meeting. The trustees shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the

written approval of all of the trustees. Any action so approved shall have the same effect as though taken at a meeting of the trustees.

#### ARTICLE V

# MEETINGS OF TRUSTEES

Section 1. Regular Meetings. Regular meetings of the Board of Trustees shall be held annually without notice, at such place and hour as may be fixed from time to time by resolution of the Board. Should said meeting fall upon a legal holiday, then that meeting shall be held at the same time on the next day which is not a legal holiday.

Section 2. Special Meetings. Special meetings of the Board of Trustees shall be held when called by the president of the Association or by any trustee after not less than three (3) days notice to each trustee, which such notice may be waived at or prior to such meeting.

Section 3. Quorum. A majority of the number of trustees shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the trustees present at a duly held meeting at which a quroum is present shall be regarded as the act of the Board.

# ARTICLE VI

POWERS AND DUTIES OF THE ASSOCIATION

Section 1. Powers. The Association, by and through its Board of Trustees, shall have the following rights and powers:

- (a) to construct, manage and maintain Common

  Properties and Facilities; and to make assessments annually there
  for, and for other purposes, all pursuant to the Declaration;
- (b) to charge reasonable admission and other fees
  for the use of the recreational facilities located on the Common
  Properties, and to make, publish and enforce reasonable rules and
  regulations governing the use and enjoyment of the Common
  Properties and Facilities, or any part thereof, all of which
  reasonable rules and regulations shall be binding upon, complied
  with, and observed by each Member. These rules and regulations
  may include provisions to govern and control the use of the Common
  Properties and Facilities by guests and invitees of the Members,
  including, without limitation, the number of guests or invitees
  who may use the Common Properties and Facilities, or any part
  thereof, at the same time;
- (c) to suspend the voting rights of a Member and his right and the rights of the members of his immediate family residing with him and his guests, to use any recreational Common Facility of the Common Properties during the period he is in default in excess of thirty (30) days in the payment of any maintenance charge assessment against his Lot; and to suspend such rights for a period not to exceed sixty (60) days for any infraction of its published rules and regulations;
- (d) to enter management and/or operating contracts or agreements relative to the maintenance and operation of the Common Properties and Facilities, in such instances and on such

terms as the Board of Trustees may deem appropriate; to operate recreational facilities and related concessions located on the Common Properties; to enter lease agreements or concession agreements granting leasehold, concession, or other operating rights relative to recreational facilities located on the Common Properties in such instances and on such terms as the Board of Trustees may deem appropriate;

- (e) to own, operate, manage and make contributions in support of boat-launching facilities on Lake Houston and contract with the community improvement association in Timbers of Atascocita, a subdivision in Harris County, Texas, for the use of such facilities by the members of such association; and
- (f) to exercise such other rights and powers granted to it under the Declaration, the Articles of Incorporation of the Association, or these Bylaws.
- Section 2. Duties. It shall be the duty of the Association, by and through its Board of Trustees, to:
- (a) cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting of the members, or at any special meeting when such statement is requested in writing by one-fourth (1/4) of the Class A members who are entitled to vote;
- (b) supervise all officers, agents, and employees of this Association, and to see that their duties are properly performed;
- (c) fix the amount of the annual assessment . against properties subject to the jurisdiction of the Associa-

tion and take such actions as it deems appropriate to collect such assessments and to enforce the liens given to secure payment thereof;

- (d) issue, or cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states that an assessment has been paid, such certificate shall be conclusive evidence of such payment;
- (e) procure and maintain such liability and hazard insurance as it may deem appropriate on any property or facilities owned by the Association; and
- (f) cause any officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate.

# ARTICLE VII

# OFFICERS AND THEIR DUTIES

Section 1. Enumeration of offices. The officers of this Association shall be a president, who shall be at all times a member of the Board of Trustees; a vice president; a secretary; and a treasurer, and such other officers as the Board may from time to time by resolution create.

Section 2. Election of Officers. The election of officers shall take place at the first meeting of the Board of Trustees following each annual meeting of the members.

Section 3. Term. The officers of this Association shall be elected annually by the Board and each shall hold office

for one (1) year unless he shall sooner resign, or shall be removed, or otherwise disqualified to serve.

Section 4. Special Appointments. The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

Section 5. Resignation and Removal. Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time by giving written notice to the Board, the president or the secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. Vacancies. A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

Section 7. Multiple Offices. No person shall simultaneously hold both the offices of president and secretary.

Section 8. Duties. The duties of the officers of the Association are as follows:

# President

(a) The president shall preside at all meetings of the Board of Trustees and of the Association; shall see that

orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks and promissory notes.

# Vice President

(b) The vice president shall act in the place and stead of the president in the event of his absence, inability or refusal to act and shall exercise and discharge such other duties as may be required of him by the Board.

# Secretary

the minutes of all meetings and proceedings of the Board and of the members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the members; keep appropriate current records showing the members of the Association together with their addresses, and shall perform such other duties as required by the Board.

### Treasurer

(d) The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Trustees; shall sign all checks and promissory notes of the Association; keep proper books of account; and keep accurate books and records of the fiscal affairs of the Association and make the same available for inspection by members of the Association during normal business hours.

# ARTICLE VIII

#### COMMITTEES

The Association shall appoint a Nominating Committee, as provided in these Bylaws. The Board of Trustees shall appoint other committees as deemed appropriate in carrying out its purpose.

# ARTICLE IX

#### BOOKS AND RECORDS

The books, records and papers of the Association shall at all times during reasonable business hours be subject to inspection by any member. The Declaration, the Articles of Incorporation and the Bylaws of the Association shall be available for inspection by any member at the principal office of the Association, where copies may be purchased at reasonable cost.

#### ARTICLE X

#### ASSESSMENTS

As more fully provided in the Declaration, each member is obligated to pay to the Association certain annual and special assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, the assessment shall bear interest from the date of delinquency at the rate of ten percent (10%) per annum, and the Association may bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the property, and interests, costs, and reasonable attorney's fees of any such

action shall be added to the amount of such assessment. No

Owner may waive or otherwise escape liability for the assessments

provided for herein by non-use of any of the facilities or ser
vices provided by the Association or by abandonment of his Lot.

# ARTICLE XI

# CORPORATE SEAL

The Association shall have a seal in circular form having within its circumference the name of the Association and within the center the word "Texas".

# ARTICLE XII

## **AMENDMENTS**

Section 1. Amendment. These Bylaws may be amended, at a regular or special meeting of the members, by a vote of a majority of a quorum of members present in person or by proxy.

Section 2. Conflict. In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles shall control, and in the case of any conflict between the Declaration and these Bylaws, the Declaration shall control.

#### ARTICLE XIII

#### **MISCELLANEOUS**

The fiscal year of the Association shall begin on the first day of January and end on the 31st day of December of every year, except that the first fiscal year shall begin on the date of incorporation.

IN WITNESS WHEREOF, we, being all of the trustees of ATASCOCITA COMMUNITY IMPROVEMENT ASSOCIATION, have hereunto set our hands this graded day of hands this graded day of hands this graded day of hands with the community of the trustees of ATASCOCITA COMMUNITY IMPROVEMENT ASSOCIATION, have hereunto set our hands this graded day of hands the graded

### CERTIFICATION

I, the undersigned, do hereby ceritfy:

That I am the duly elected and acting secretary of ATASCOCITA COMMUNITY IMPROVEMENT ASSOCIATION, a Texas non-profit corporation, and

That the foregoing Bylaws constitute the original Bylaws of said Association, as duly adopted at a meeting of the Board of Trustees thereof, held on the god day of line, , 1973.

Elecenter Secretary

# ATASCOCITA COMMUNITY IMPROVEMENT ASSOCIATION BY-LAWS AMENDMENT NO. 1

This Amendment replaces Article III, Section 1 in its entirety. This Amendment was adopted at a Special Meeting on December 4, 1982.

#### ARTICLE III

# MEETING OF MEMBERS

Section 1. Annual Meetings. The regular annual meeting of the members of the Association shall be held on the first Thursday in January of each year beginning in 1983, at 7:30 p.m. within the jurisdictional boundaries of the Association. If such date for the annual meeting of the members is a legal holiday, the meeting will be held at the same hour on the following Thursday.

IN WITNESS WHEREOF, we, being all of the Trustees of ATASCOCITA COMMUNITY IMPROVEMENT ASSOCIATION, have hereunto set our hands this 12th day of February, 1986.

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# ATASCOCITA COMMUNITY IMPROVEMENT ASSOCIATION BY-LAWS AMENDMENT NO. 2

This Amendment replaces Article III, Section 4 in its entirety. This Amendment was adopted at the Annual Meeting of January 2, 1986.

#### ARTICLE III

Section 4. Quorum. The presence at the meeting of members entitled to cast, or of proxies entitled to cast, fifty (50) votes of Class A membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these By-Laws. If, however, such quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented.

IN WITNESS WHEREOF, we, being all of the Trustees of ATASCOCITA COMMUNITY IMPROVEMENT ASSOCIATION, have hereunto set our hands this 12th day of February, 1986.

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# ATASCOCITA COMMUNITY IMPROVEMENT ASSOCIATION BY-LAWS AMENDMENT NO. 3

This Amendment replaces Article III, Section 1 in its entirety. This Amendment was adopted at the Special Meeting of May 5, 1988.

#### ARTICLE III

Section 1. The regular annual meeting of the members of the Association shall be held on the second Thursday in November of each year beginning in 1988, at 7:30 P.M. within the jurisdictional boundaries of the Association. If such date for the regular annual meeting of the members is a legal holiday, the meeting will be held the same hour on the following Thursday.

IN WITNESS WHEREOF, we, being all of the Trustees of ATASCOCITA COMMUNITY IMPROVEMENT ASSOCIATION, have hereunto set our hands this 24th day of August, 1988.

Donald V. Blair

M.F. Hughes

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