

DEERWOOD LAKES ASSOCIATION, INC.
THE PROPERTY OWNERS ASSOCIATION GOVERNING
DEERWOOD LAKES AND DEERWOOD EAST SUBDIVISIONS
GENERAL INFORMATION

- The responsibilities of Deerwood Lakes Association, Inc. (DWLA):
 - Maintain and repair the common properties and amenities
 - Pay the property and school taxes on common properties
 - Pay the property and liability insurance on common properties
 - Pay the insurance on equipment owned by the association
 - Enforce the DWLA Deed Restrictions
 - Pay the utilities for the common properties and amenities
 - Bill yearly maintenance fees to pay for yearly expenses on common properties and amenities
 - Duties as established in the DWLA dedicatory documents and Texas Property Code
- DWLA is NOT:
 - A real estate company
 - A real estate developer
 - A real estate declarant
- DWLA does NOT:
 - Show property to prospective owners
 - Locate properties for current property owners
 - Obtain street addresses on properties
 - Have utilities installed on properties
 - Provide assistance in obtaining county permits
 - Provide assistance in obtaining utilities on properties
 - Provide or install culverts or driveways on properties.
 - Provide plats or maps to properties
- DWLA Board of Directors:
 - There are three directors for DWLA as established by the dedicatory documents of DWLA.
 - Directors are elected to two-year terms, with staggering terms (two directors are elected one year and one director is elected the next year)
 - Directors serve in a VOLUNTEER capacity only with NO COMPENSATION.
 - There are NO SET OFFICE HOURS for the Board of Directors of DWLA since the positions are voluntary.
 - Communication with the Board of Directors of DWLA needs to be written by either mail or email.
 - Email communications need to be sent to the appropriate email address:

- Board of Directors: Directors@deerwoodlakesassociation.org
 - Secretary-Treasurer regarding POA Fees only:
POAFees@deerwoodlakesassociation.org
 - Architectural Control Committee: ACC@deerwoodlakesassociation.org
- Property owners elect directors by proxy vote if there is more than one person running for a position.
- If only one person is running for a position, no proxy vote is required.
- The directors vote on the Officer positions after each election.
- The responsibilities of the Board of Directors/Officers are explained in the following sections of the DWLA By-Laws:
 - President - Section 6.05
 - Vice President - Section 6.06
 - Secretary-Treasurer - Section 6.07 and 6.08
- The addition and subtraction of directors must be approved by 66% vote of all property owners as required by the dedicatory documents of the association.
- Property owners who are interested in serving as a director need to apply in writing by either mail or email (directors@deerwoodlakesassociation.org) before May 31 of the year.
- Board of Directors Meetings:
 - There are no regular/formal board meetings scheduled for DWLA, which is in compliance with Section 5.07 of the DWLA By-Laws.
 - Board meetings are often by telephone (in compliance with Texas Property Code (TPC) Section 209.0051 (h) .
 - Formal board meetings are open to property owners unless confidential information is being discussed TPC Section 209.0051 (c):
 - pending or threatening litigation
 - confidential communication with the DWLA legal representative
 - confidential information regarding property owners (such as past due maintenance fees or deed restriction violations)
 - contract negotiations
 - Property owners will be given 72-hour notice of a formal board meeting as required by TPC 209.0051 (e) with the posting of the meeting on the DWLA webpage and Facebook page.
- Property Owners Meetings:
 - Annual Property Owners Meetings are open ONLY to current property owners and invited guests of the Board of Directors, such as speakers.
 - The Annual Property Owners Meetings are usually held in Fall of the year.
 - Notice of the Annual Property Owners Meetings are given between 10 and 50 days before the date of the meeting in compliance with Article 4.04 of the DWLA By-Laws.

- The Notice of the Annual Property Owners Meetings are posted as follows:
 - *The Waller Times* newspaper
 - The DWLA website
 - The DWLA Facebook page
 - A sign in the front yard of the DWLA office
- Committees
 - There is one permanent committee, the Architectural Control Committee (ACC)
 - The ACC is responsible for enforcing the Deed Restrictions
 - The ACC is chaired by the DWLA Vice-President
 - The Board of Directors also serve on the ACC
 - One to five property owners
 - Members of the ACC must sign and complete the following:
 - Waiver of Liability
 - Confidentiality Agreement
 - Other committees may be established at any time by the Board of Directors as needed.
 - Committee members serve as VOLUNTEERS, and receive no compensation for service.
 - Committee members must complete and sign the following legal documents:
 - Waiver of Liability
 - Confidentiality Agreement