



BYLAWS AT A GLANCE

These are the **first official bylaws** written specifically for Arbors at Willow Grove Phase II. They create a clear framework for how our HOA operates, how residents are represented, and how the Board remains accountable to our community.

WHAT OUR BYLAWS ESTABLISH

- *Annual Community Meetings & Elections*- At least one Annual Meeting will be held each year for Board elections when applicable, financial and budget information, and community updates.
- *Resident Voting Rights*- The bylaws establish procedures for resident voting, quorum, proxies, and participation in Association decisions.
- *An Elected & Accountable Board*- Directors are Association Members elected by the community and serve staggered terms. Board members are expected to regularly attend meetings, remain responsive, and actively participate.
- *Financial Transparency*- Accurate financial records must be maintained, and Members have the right to request and inspect Association records in accordance with Texas law.
- *Responsible Community Investment*- The Board is directed to balance fiscal responsibility and adequate reserves with beneficial improvements to our parks, amenities, landscaping, and community.
- *Checks & Balances*- Individual Board members cannot independently commit the HOA to contracts or expenditures. Board authorization is required.
- *Fair & Objective Leadership*- Directors must act in the best interest of the Association, disclose conflicts of interest, and recuse themselves when appropriate.
- *Reasonable Rules & Resident Protections*- The Board may establish reasonable community rules while providing residents with required notice and due-process protections for enforcement.
- *Clear Communication & Access to Information*- The bylaws establish email as the Association's primary official communication method and provide Members access to important HOA records.
- *Built to Grow With Our Community*- The bylaws will be formally reviewed at least every five years to remain consistent with current law, best practices, and the needs of Phase II.

BUILT FOR OUR COMMUNITY

These bylaws were developed specifically for Arbors at Willow Grove Phase II to give our community a clear, transparent, and organized foundation for HOA operations and leadership moving forward.