

Welcome to
Twin Isles

BY-LAWS

**Twin Isles Property Owners
Association, Inc.**

AS APPROVED BY THE MEMBERSHIP AT THE ANNUAL MEETING JULY 26, 2025

**TWIN ISLES PROPERTY OWNERS ASSOCIATION INC.
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State of Texas:
County of Burnet:

By-Laws of the Twin Isles Property Owners Association, Inc.

**SECTION I
HISTORY OF THE DEVELOPMENT**

Section 1.01 DEVELOPMENT

Twin Isles Subdivision was developed by ASSCOA, Inc. of Kingsland, Llano County, Texas. A plat of this Subdivision was recorded in Volume 2, Page 40, of Plat Records of Burnet County, Texas, on the 9th of April 1968.

Section 1.02 FORMATION OF POA

In 1980, when the ASSCOA Corporation was dissolved and its members disbanded, the Twin Isles Property Owners took the following action in order to keep the development of this real property on a high level for the benefit and pleasure of the property owners in said subdivision and for the protection of property values:

- i. held a property owner meeting at Granite Shoals on November 22, 1980
- ii. organized the Twin Isles Property Owners Association (POA)
- iii. appointed a Board of Directors (Board) consisting of seven (7) Twin Isles property owners
- iv. directed the Board to prepare By-Laws and other legal papers required to establish the POA

Section 1.03 ORIGINAL DOCUMENTS

At the time of the initial incorporation of the Twin Isles Property Owners Association there were two sets of Restrictive Covenants and Easements (Covenants) that applied to Twin Isles Subdivision, which are listed below:

- i. "RESTRICTIVE COVENANTS AND EASEMENTS FOR TWIN ISLES", recorded in Volume 181, Pages 430-432 of Deed of Records of Burnet County on the 7th of May 1970 and
- ii. "RESTRICTIVE COVENANTS AND EASEMENTS FOR MOBILE HOME PARK FOR TWIN ISLES SUBDIVISION", recorded in Volume 182, Pages 616-619 of Deed of Records of Burnet County on the 15th of July, 1970.

Section 1.04 INCORPORATION

The Board of Directors submitted appropriate legal documents to the State of Texas requesting that the Twin Isles Property Owners Association be incorporated under the Texas Non-Profit Corporation Act, on the 4th of February 1981. The Twin Isles Property Owners Association re-incorporated as a Texas Non-profit Corporation on March 3, 2011, under the name "Twin Isles Property Owners Association, Inc." under file no. 801391179 with the Texas Secretary of State.

Section 1.05 HISTORY OF AMENDMENTS TO COVENANTS AND BY-LAWS

The following amendments have been made to the Covenants and Restrictions:

- i. Amendments to Restrictive Covenants and Easements for Twin Isles, recorded in Volume 282, Pages 608-612 of Deed of Records of Burnet County on March 23, 1981
- ii. Amendments to Restrictive Covenants and Easements for Twin Isles, recorded as Document Number 0036365, Official Public Record, Burnet County, Texas, filed March 27, 2003

- iii. Amendments to the Restrictive Covenants and Easements for Twin Isles, recorded as Document Number 201308926, Official Public Record, Burnet County, Texas, filed October 17, 2013
- iv. Amendments to By-Laws and Restrictive Covenants and Easements for Twin Isles, recorded as Document Number 201909412, Official Records of Burnet County, Texas, filed September 5, 2019
- v. Amendments to By-Laws and Restrictive Covenants and Easements for Twin Isles, recorded as Document Number 2021 14669, Official Records of Burnet County, Texas, filed September 12, 2021
- vi. Amendments to By-Laws and Restrictive Covenants and Easements for Twin Isles, recorded as Document Number 202216465, Official Records of Burnet County, Texas, filed December 1, 2022
- vii. Amendments to By-Laws and Restrictive Covenants and Easements for Twin Isles, recorded as Document Number 202300899, Official Records of Burnet County, Texas filed January 26, 2023.
- viii. Amendments to By-Laws for Twin Isles, recorded as Document Number 202408340, Official Records of Burnet County, Texas filed August 20, 2024.

Section 1.06 CURRENT BY-LAWS

Amendments to the By-Laws were approved by a majority of the property owners at the Annual Meeting held July 26th, 2025.

Section 1.07 DEFINITIONS

- i. **By-Laws & Covenants** - are both types of promises made between parties with possible consequences for a breach of the promise.
- ii. **By-Laws** - are the rules that regulate the POA business.
- iii. **Covenants, Conditions & Restrictions - (CCR's)** - are the rules that regulate the use of property in the subdivision.
- iv. **POA** - means Twin Isles Property Owners' Association, Inc.
- v. **Board** - is the elected Board of Directors.
- vi. **Open Meeting** - regular and special board meetings must be open to all Twin Isles members except for certain matters that can be discussed in executive session.
- vii. **Executive Session** - means closed meeting for actions involving:
 - a. personnel,
 - b. pending or threatened litigation,
 - c. contract negotiations,
 - d. enforcement actions,
 - e. confidential communications with POA attorney,
 - f. matters involving the invasion of privacy of individual owners, and
 - g. matters that are to remain confidential by request of the affected parties and agreement of the board.
 - h. These are matters that MUST be discussed in an executive meeting.
- viii. **Canals** - are the three inlets from Lake L.B.J. in Twin Isles Subdivision.
- ix. **Certified Mail** - is mail requiring a signed & returned receipt.
- x. **Common Area** - property owned by the POA – boat ramp, entrance, area at end of wide canal.
- xi. **Dedictory Instrument** - is the governing instrument covering the establishment, maintenance, and operation of this subdivision.
- xii. **Dwelling** - is a single-family residence.
- xiii. **Fence** - means wrought iron, chain link, wooden, vinyl, tubular steel, brick or stone.
- xiv. **Harmony** - is external design with regard to materials, roofing and color with existing residences in this subdivision.
- xv. **Lot** - is any parcel of land in this subdivision, including single-family residence and any improvements.
- xvi. **Management Company** - means a person or firm contracted to provide management or administrative services on behalf of Twin Isles Property Owners' Association, Inc.
- xvii. **Member** - is a person or persons who own real property in this subdivision.
- xviii. **Other Structure** - a permanent or temporary building, including a manufactured home, shed, detached garage, tool shed, swimming pool, gazebo, storage building, fence, retaining wall or any other improvement to real property.

- xix. **Owner** - any member and/or property owner in this subdivision.
- xx. **Regular Assessment** - is the annual assessment levied against each lot or partial lot in the Twin Isles Subdivision. Assessments become delinquent if remain unpaid for 30 days.
- xxi. **Restrictive Covenant** - defines how lots in Twin Isles POA shall be used and maintained.
- xxii. **Retaining Wall** - a structure that supports soil and prevents it from eroding or sliding.
- xxiii. **Road** - are the three roads maintained by the POA - Highline Cutoff, Live Oak & Twin Isles Lane.
- xxiv. **Set Back Lines** - No residential structure shall be located:
 - a. nearer to the front lot line than twenty (20) feet
 - b. nearer to a side street line than ten (10) feet
 - c. nearer to a side or rear lot line than five (5) feet
- xxv. **Special Assessment** - means an assessment, a charge, a fee or dues, other than a regular assessment, that each property owner in this subdivision is required to pay to the POA for:
 - a. defraying in whole or in part, whether incurred before or after the assessment, of any construction or reconstruction, unexpected repair, or replacement of a capital improvement in common areas owned by the POA, including the necessary fixtures and personal property related to the common areas;
 - b. maintenance & improvement of common areas owned by Twin Isles POA, or
 - c. other purposes of the POA as stated in its articles of incorporation or the dedicatory instruments for this subdivision.
- xxvi. **Subdivision** - is the area platted in the Twin Isles Property Owners' Association, Inc.
- xxvii. **Topography** - natural features of an area; the rearrangement of the natural features of an area is prohibited.
- xxviii. **In good standing** - means a Member who is not in arrears with their membership fees or any assessment, payments or debts due from the Member to the POA and is not subject to any discipline/suspension by the Board.

SECTION II PURPOSES

Section 2.01 STANDARDS

The purposes for which the corporation is formed are to maintain high standards in the development, management, and maintenance of the real property in Twin Isles; inclusive of roads, canals and parks; to issue good health standards, property values and appearances; and to make Twin Isles a pleasant and profitable place in which to live.

Section 2.02 COMPLIANCE

All present and future owners, all present and future tenants, and all persons who might use the facilities of the subdivision in any manner are subject to the regulations of these By-Laws. The mere rental, acquisition or occupancy, whether temporary or otherwise, of any property in the subdivision will signify that these By-Laws are accepted, ratified and will be complied with. It is the responsibility of any and all owners to provide a copy of these By-Laws to any tenant or other temporary or permanent occupant of his or her property to ensure compliance.

SECTION III MEMBERSHIP

Section 3.01 OWNERS

Members of the Twin Isles Property Owners Association, Inc. shall be all persons who are owners of real property in Twin Isles Subdivision.

Section 3.02 TERMINATION OF MEMBERSHIP

When any member ceases to own property in Twin Isles, that person ceases to be a member of this POA automatically without any action on the part of the POA or its Board of Directors.

Section 3.03 LIABILITY

Such termination of membership in the POA shall not relieve or release any former member from any liability or obligation incurred under or in any way connected with the Twin Isles Property Owner Association, Inc. during the period of such membership in the POA, or impair any rights or remedies which the Board of Directors of the association may have against such former owner and member, arising out of or in any way connected with such ownership or membership or the covenants or obligations incident thereto.

Section 3.04 PARTICIPATION

Only members of the POA who are in good standing may hold office, be a member of the board or committee or officially represent the POA. If a member loses his good standing while serving in any of these capacities, that status is automatically terminated, and he may not serve again in any of these capacities until a period of at least six (6) months has passed after he has been restored to good standing.

Section 3.05 MINOR INFRACTION

The Board of Directors may rule that a member of the POA remain in good standing when the violation is considered to be insignificant or justified under the circumstances.

Section 3.06 RIGHTS

All Twin Isles Property Owners in good standing shall have equal rights within the POA. These rights include the right to be appointed as an individual or as a committee member to assist the POA; the right to have their names placed on a ballot for possible election to the Board of Directors; the right to be elected to and serve on that board; the right to be appointed to fill the unexpired term of an ex-board member; and the rights to be elected to and hold an officer position of the Board of Directors and of the POA in accordance with the procedures set forth in these By-Laws.

Section 3.07 RESIDENCY

No Twin Isles Property Owner in good standing can be denied any such rights because he does not maintain his principal residence in Twin Isles, because he does not own a dwelling in Twin Isles or because he spends only a portion of his time in Twin Isles. But note that these By-Laws require all members of the Board of Directors to meet minimum attendance standards or be dropped from membership on the Board.

Section 3.08 JOINT OWNERSHIP

When any two or more people jointly own real property in Twin Isles, they shall be counted as one member of the POA and only one of them may cast the vote authorized for that property owner. When a member owns multiple lots they may only cast one vote.

Section 3.09 RESTRICTIONS

A Director who has been convicted of a crime involving moral turpitude is automatically;

- i. ineligible to serve on the Board;
- ii. removed from the Board, and is
- iii. prohibited from future service on the Board.

Section 3.10 CONTACT INFORMATION

It is the members' duty to keep an updated e-mail address registered with the POA.

**SECTION IV
ASSOCIATION ANNUAL MEMBERSHIP MEETINGS**

Section 4.01 ANNUAL MEETING

There shall be an annual meeting of members of the POA, within two (2) months after fiscal year ends, ending June 30, each year at a place and time to be designated by the Board of Directors. The place of the meeting must be within thirty (30) miles of Twin Isles Subdivision.

Section 4.02 NOTICE OF ANNUAL MEETING

Notice of the annual meeting of the members of the POA shall be written or printed and shall state date, hour, and place of the meeting. The notice may be delivered, mailed or e-mailed. If it is mailed, it must be postmarked at least twenty (20) days prior to the meeting, but no more than forty (40) days prior to it. Ballots for Board elections will be mailed or e-mailed with the notice of the annual meeting. A copy of Twin Isles Violation Policy shall be sent along with these annual communications.

Section 4.03 ELECTION OF DIRECTORS

At the regular annual meeting of the POA membership, the Board of Directors shall provide each property owner present with a ballot to vote for members to be elected to the Board of Directors to replace those members of the Board whose terms of service are expiring. The ballot shall list at least half again, but not more than twice as many members for possible election as the number of board members whose terms are expiring. The ballot shall include a brief description of each candidate and shall also list those board members whose terms continue for another year. Expiring board terms will be filled by those candidates who are given the highest numbers of votes by members of the POA. Members so elected to the Board will serve a two (2) year term. The property owners may also transact such other business pertaining to the POA as may be properly brought before them.

Section 4.04 VOTING

Although assessments are referred to within the By-Laws, the Covenants, Conditions and Restrictions (CCRs) require that a majority vote of all Twin Isles property owners is required before assessments may be increased or changes made in the CCRs themselves. Each property owner has one vote to cast as described in Section III; Membership here in above, regardless of the number of lots owned. Voting members may vote by written proxy.

Section 4.05 ORDER OF BUSINESS

The order of business at regular annual meeting of members of the POA shall be as follows:

- i. establishment of a quorum to conduct business
- ii. proof of notice of the meeting or waiver of notice
- iii. reading of the minutes of the preceding annual meeting
- iv. financial report of the Treasurer
- v. budget report by the President
- vi. reports of other Officers and Committees
- vii. election of members to be the Board of Directors
- viii. unfinished business

Section 4.06 SPECIAL MEETING

A special meeting of the members of the POA may be called by the Board of Directors on its own initiative or when petitioned to do so.

Section 4.07 PETITION TO HOLD SPECIAL MEETING

A petition submitted to the Board, calling for a special meeting of members of the POA must be in writing, must contain the signatures of not less than twenty-five (25) percent of the property owners, must state the purpose of the meeting and be accompanied by funds to defray the costs of the meeting.

Section 4.08 COST OF SPECIAL MEETING

The cost of sending the notices and cost of conducting the special meeting (such as rent for a place in which to meet, cost of preparing and mailing notices, etc.) called by request of a group of members shall be borne by the members requesting the special meeting. The notices shall not be sent out unless the petition includes sufficient funds to defray the anticipated expenses of calling and holding the special meeting.

Section 4.09 CONTENT OF SPECIAL MEETING

No business shall be transacted at a special meeting except as stated in the notice, unless a majority of the property owners present approve the addition of this business, and a quorum is present.

Section 4.10 NOTICE OF SPECIAL MEETING

Notice of a special meeting of the members of the POA shall be written or printed and shall state the date; hours and place of the meeting; and the reason the meeting is being called. Notice may be delivered, mailed or e-mailed. If it is mailed, it must be postmarked at least twenty (20) days prior to the meeting, but no more than forty (40) days prior to it.

Section 4.11 QUORUM

At both regular annual and special meetings of members of the POA, at least twenty-five (25) percent of the members attending the meeting both in person and by proxy are required to establish a quorum. When a quorum is established the vote of the majority of the members present (in person or by proxy) shall be the act of the membership.

Section 4.12 LACK OF QUORUM

If a regular annual or a special meeting of the members of the POA cannot be organized because a quorum is not present, the property owners who are present may adjourn the meeting to a time and place convenient to the majority of the property owners present or elect to continue the meeting by a vote of those property owners present to continue. Proxy votes will be counted toward constituting a quorum.

Section 4.13 MEETING ATTENDEE LIST

At all meetings of members of the POA, the name of each member attending the meeting shall be recorded and any proxy authorizations must be filed with the Secretary (or other member recording the attendance) before the meeting is called to order. No proxy authorizations will be accepted after the meeting has been called to order.

Section 4.14 VOTING

Voting of an owner may be cast or given in person or by proxy, by absentee ballot, by electronic ballot, or by any method provided by a dedicatory instrument. The POA is not required to provide an owner with more than one method of voting. An owner must be allowed to vote by absentee ballot or proxy.

An absentee or electronic ballot may be counted as an owner present and voting for the purpose of establishing a quorum only for items appearing on the ballot; may not be counted if the owner attends any meeting to vote in person; and may not be counted on the final vote of a proposal if the motion was amended at the meeting to be different from the exact language on the absentee or electronic ballot.

A nomination taken from the floor in a board member election is not considered an amendment to the proposal for election.

Section 4.15 TABULATION OF BALLOTS

During an annual membership meeting where new board of directors is elected, the President will appoint members to access and tabulate the ballots. These members should not include candidates or persons related to candidates. A person who tabulates votes during an election or who performs a recount may not disclose to any other person how an individual voted, unless the information is to comply with a court order for the release of ballots or other voting records.

Section 4.16 BALLOT RECOUNT

Any owner may, not later than the 15th day after the later of the date of any meeting of owners at which the election or vote was held or the date of the announcement of the results of the election or vote, request a recount of the votes. A demand for a recount must be submitted in writing either:

- i. by certified mail with signature confirmation to the POA's address or,
- ii. in person to the POA's managing agent.

The person requesting the recount will be responsible for any cost associated with the recount unless a different outcome is determined. These costs would follow the Twin Isles Property Owners Association Record Retention and Production Policy.

**SECTION V
BOARD OF DIRECTORS**

Section 5.01 MANAGEMENT

This Corporation shall be managed by a Board of Directors consisting of not less than five (5) or more than seven (7) members duly elected to the Board, each of whom must be a member of this POA "in good standing" as described in SECTION III, MEMBERSHIP.

Section 5.02 TERM

The term of office for each Board member shall be two (2) years.

Section 5.03 TERM LIMITATIONS

No member of the Board of Directors shall serve more than two (2) terms of two (2) years each (total of four (4) years) without being off the Board for at least one (1) year, before he can be placed on the ballot again for possible reelection.

Section 5.04 TERMINATION

Any one or more members of the Board of Directors may be removed with or without cause, by the majority vote of the property owners present at any regular annual meeting or any special meeting of members of the POA called for this purpose, provided a quorum is present at the meeting. Any director whose removal has been proposed by the property owners shall be given an opportunity to be heard and to speak on his own behalf before the ouster vote is taken. Successor(s) for any director(s) so removed will be elected then and there to fill the Board vacancies thus created. The election of such successor(s) also requires at least twenty-five (25) percent of the members are present to establish a quorum at the meeting and the vote of the majority of the members present shall be the act of the membership.

Section 5.05 VACANCIES

A board member may be appointed by the board only to fill vacancies caused by resignation, death or disability. A Board member appointed to fill a vacant position shall serve the unexpired term of the predecessor board member.

Section 5.06 QUARTERLY MEETINGS

The Board of Directors shall hold no fewer than four (4) regular meetings each year, preferably once a quarter at a time and place where all property owners may attend.

Section 5.07 TRANSITION OF BOARD

The newly elected members of the Board of Directors, who are elected at the annual meeting of the POA, take office when the election results are announced. Those members of the Board of Directors whose terms are expiring leave office at the same time, both automatically.

Section 5.08 ELECTION OF OFFICERS

The new Board of Directors, including the newly elected members and excluding those members whose term expired and who were not re-elected, will hold a brief organizational meeting immediately after the annual meeting of the POA, for the purpose of electing or re-electing a President, Vice President, Secretary and Treasurer.

Section 5.09 QUORUM

A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board,

- i. When a quorum is present at any board meeting, the vote of the majority of the board members present shall be the act of the Board of Directors
- ii. Board members may participate by telephone, video teleconference, or similar means.
- iii. If less than the majority of the members of the Board of Directors is present and the Board does not have a quorum with which to transact business, those present shall adjourn the meeting to a subsequent stated date, time and place and each Board member will be notified.
- iv. In the event that a quorum is not present at this later meeting, the directors who are present shall appoint a sufficient number of members of the POA who are in good standings to act as temporary directors to constitute a quorum and conduct the business at hand.
- v. Directors may vote by written Proxy.

Section 5.10 NOTICE OF BOARD MEETING

Each member of the POA shall be informed of the date, time, and place of each regular meeting of the Board along with an agenda of what will be discussed in the open meeting and what is to be discussed in executive session. The President may change the scheduled date of any regular meeting, but the changed date must be within fifteen (15) days of the previously scheduled date. Notice of the regular meetings of the Board shall be posted on the POA website and e-mailed to all members of the POA at least 144 hours (6 days) prior to the meeting.

Section 5.11 SPECIAL BOARD MEETING

Special meetings of Board of Directors may be called by the President, or in his absence, by the Vice President. If both are unavailable a special meeting of the Board may be called by any three (3) directors acting jointly.

Section 5.12 NOTICE OF SPECIAL BOARD MEETING

Each member of the POA shall be informed of the date, time, and place of any special meeting being called along with an agenda of what is to be discussed in the open meeting and what is to be discussed in executive session. Notice of the special meetings of the Board shall be posted on the POA website and e-mailed to all members of the POA at least 72 hours (3 days) prior to the meeting.

Section 5.13 PROCEDURES FOR BOARD AND/OR SPECIAL MEETINGS

- A. All regular and special Board of Directors meetings, during which business is considered and the Board takes formal action, must be open to all POA members and members notified according to Section 5.10 and Section 5.12.
- B. The Board may adjourn a regular or special board meeting and reconvene in executive session. The Board must announce matters to be discussed in executive session before adjourning the open board meeting which may include:
 - i. Personnel
 - ii. Pending or threatened litigation
 - iii. Contract negotiations
 - iv. Enforcement actions
 - v. Confidential communications with the POA's attorney
 - vi. Matters involving the invasion of privacy of individual owners
 - vii. Matters that are to remain confidential by request of the affected parties and agreement of the Board

The Board must also keep a record of the final actions taken in executive session, and make it available to the owners upon request.

- i. Following an executive session, any decision made in executive session must be summarized orally and placed in the open meeting minutes.
 - ii. The oral summary must include a general explanation of expenditures approved in executive session.
- C. A board meeting may be held by electronic or telephonic means provided that:
 - i. each board member may hear and be heard by every other board member;
 - ii. except for any portion of the meeting conducted in executive session;
 - iii. All owners in attendance may hear all board members; and
 - iv. owners are allowed to listen using any electronic or telephonic communication method used or expected to be used by a board member to participate; and
 - v. the notice includes instructions for owners to access communication method required to be accessible.
 - D. The Board may, with notice being sent to all members, consider or vote on:
 - i. Fines;
 - ii. damage assessments;
 - iii. initiation of foreclosure actions;
 - iv. initiation of enforcement actions, excluding temporary restraining orders of violations involving threat to health or safety;

- v. increases in assessments;
- vi. levying a special assessment;
- vii. appeals from a denial of architectural control approval;
- viii. a suspension of a right of a particular owner before the owner has an opportunity to attend a board meeting to present the owner's position, including any defense, on the issue;
- ix. lending or borrowing money;
- x. the adoption or amendment of a dedicatory instrument;
- xi. all budget changes must be voted upon in an open session during properly noticed meeting;
- xii. the sale or purchases of real property;
- xiii. the filling of a vacancy on the board;
- xiv. the construction of capital improvements other than the repair, replacement, or enhancement of existing capital improvements;
- xv. the election of an officer.

E. The Board shall keep and record written minutes which are, upon written request, available to a member for inspection and copying. After approval in the following board meeting the minutes should be posted to the POA website.

F. Except as provided by this subsection, a Board may take action outside of a meeting, including voting by email or telephone, without prior notice to the members, if each board member is given a reasonable opportunity to express the board member's opinion to all other board members and to vote. No items under Section 5.13-D may be voted on. Any action taken without notice to owners must be summarized orally, including an explanation of any known actual or estimated expenditure approved at the meeting, and documented in the minutes of the next regular or special board meeting.

Section 5.14 ATTENDANCE

If any member of the Board of Directors has been given due and proper notice of all meetings of members of the POA and of the Board of Directors during any fiscal year, and has missed as many as three (3) of all of the meetings held during that fiscal year, he shall be dropped as a member of the Board of Directors unless he can and does prove to the Board that one or more of his absences were due to causes beyond his control and that one or more of these absences were not caused by any voluntary decision or action on his part. All such explanations must be presented to the Board at its first meeting after the absence occurs that is attended by the former absentee.

Section 5.15 COMMITTEE APPOINTMENTS

The President is authorized to appoint individuals and committees to assist the Board in accomplishing its duties.

Section 5.16 COMPENSATION

No officer of the POA or Board, no member of the Board of Directors and no member of the POA shall receive pay, salary or any other form of compensation for any personal services rendered to or on behalf of the POA while acting in their official capacity. Such person shall, however, be reimbursed for their reasonable and necessary out of pocket expenses in the conduct of affairs of the POA, provided due proof thereof is furnished to the Board of Directors. Written receipts will normally be required for the financial records of the association.

Section 5.17 OBLIGATION OF FUNDS

The Board of Directors may not obligate the POA for more funds than are available in the treasury, and thus run the POA into debt, without prior approval from members of the POA. This approval may be obtained as described in SECTION IV; ASSOCIATION ANNUAL MEMBERSHIP MEETINGS.

Section 5.18 PURPOSE

In general, the Board of Directors is charged with conducting the affairs of the Twin Isles Property Owners Association, Inc. to accomplish the purposes of the POA as set forth in SECTION II; PURPOSES, and to enforce the "Amendments to Restrictive Covenants and Easements for Twin Isles", and provisions of these By-Laws.

Section 5.19 GUIDANCE

The Board of Directors must be guided by the documents and actions listed below:

- i. Texas Business Organizations Code
- ii. Texas Residential Property Owners Protection Act
- iii. The Restrictive Covenants and Easements for Twin Isles
- iv. By-Laws of Twin Isles Property Owners Association, Inc
- v. By what is legal, necessary, proper, and advisable and in the best interest of the POA

Section 5.20 MANAGEMENT CERTIFICATE

The Board of Directors shall record in Burnet County a Management Certificate, signed and acknowledged by an officer of the association, stating:

- i. the name of the subdivision;
- ii. the name of the association;
- iii. the recording data for the subdivision
- iv. the recording data for the declaration and any amendments to the declaration;
- v. the name and mailing address of the association;
- vi. the name, mailing address, telephone number, and e-mail address of the person managing the association or the association's designated representative;
- vii. the website address of any Internet website on which the association's dedicatory instruments are available;
- viii. the amount and description of a fee or fees charged by the association relating to a property transfer in the subdivision; and
- ix. other information the association considers appropriate.

The Board shall record an amended Management Certificate in Burnet County not later the 30th day after the date the association has notice of a change in any information in the recorded certificate.

The Board shall record an amended Management Certificate electronically with the Texas Real Estate Commission not later than the 7th day after the association has filed an amended Management Certificate with Burnet County.

**SECTION VI
OFFICERS****Section 6.01 ELECTION OF OFFICERS**

The officers shall include a President, a Vice President, a Secretary, and a Treasurer, all of whom shall be elected by and from the Board of Directors. Each Officer's term shall expire at the conclusion of the next annual meeting of the Twin Isles Property Owners Association, Inc. If the Officer's term as a Director has not expired, they will be reelected or replaced by the Board of Directors at the Organizational Meeting

Section 6.02 VOTING

Directors may vote by written proxy.

Section 6.03 REMOVAL FROM OFFICE

Any officer who was elected or appointed to that officer position by the Board of Directors may be removed from that office by the Board; when, in its judgment, the best interests of the POA would be served thereby. This requires a quorum of Board Members and a majority vote.

Section 6.04 CONTINUATION ON BOARD

Such removal from an officer position by the Board of Directors, will not remove that person as a member of the Board of Directors, because he was elected to the officer position by the Board of Directors but was elected to the Board by vote of members of the POA.

**SECTION VII
PRESIDENT****Section 7.01 RESPONSIBILITY**

The President shall serve as General Manager of the Corporation and be responsible for its proper operation.

Section 7.02 MEETINGS

The President shall preside over all meetings of members of the POA and of the Board of Directors.

Section 7.03 POWERS

The President shall have all general powers and duties which are usually vested in the office of the President of a POA, including, but not limited to the power to appoint individuals and committees from among members of this POA from time to time, as he may in his discretion decide is appropriate to assist in the conduct of affairs of the POA.

Section 7.04 CONTRACTS

The President shall execute on behalf of the Corporation all contracts and other written instruments that have first been approved or authorized by the Board of Directors.

Section 7.05 SIGNATORY

Disbursing checks requires the signature of a member of the Board of Directors, normally the Treasurer or in his absence, the President or the Vice President.

**SECTION VIII
VICE PRESIDENT****Section 8.01 RESPONSIBILITY**

In the absence or inability of the President to serve, the Vice President shall have all of the power and authority and shall perform all of the duties conferred by these By-Laws upon the President.

Section 8.02 PRESIDING OVER MEETINGS

The Vice President, in the absence or inability of the President to serve, shall preside over all meetings of members of the POA and of the Board of Directors.

Section 8.03 DUTIES

The Vice President shall perform such other duties and have such other authority as may be delegated to him by the President.

**SECTION IX
SECRETARY****Section 9.01 RESPONSIBILITY**

The Secretary shall keep the minutes of all meetings of the POA and all meetings of the Board of Directors.

Section 9.02 CORRESPONDENCE

The Secretary shall manage correspondence for the POA and Board of Directors unless the Board directs someone else to do so in particular cases. Any person so designated to manage correspondence shall provide the Secretary with a complete record for the Secretary's files.

Section 9.03 RECORDS

The Secretary shall have custody of all official records of the POA and the Board of Directors, except financial records, which shall be maintained by the Treasurer.

Section 9.04 MASTER LIST OF MEMBERS

The Secretary shall maintain the master list of all Twin Isles property owners, their addresses and the numerical designation of each lot owned by each owner.

Section 9.05 NOTICES

The Secretary shall prepare and deliver mail or e-mail notices of all regular and special meetings of the POA, as indicated in SECTION IV: ASSOCIATION ANNUAL MEMBERSHIP MEETINGS; and all regular and special meetings of the Board of Directors, as indicated in SECTION V:- BOARD OF DIRECTORS.

Section 9.06 RECORDS OF BALLOTS

When an election is held by written ballot the Secretary shall prepare a written report summarizing the election. One copy shall be for the Secretary's file and each other member of the Board of Directors shall be provided with a copy of the report. The report shall contain a statement of the proposition voted upon; a copy of the ballot and of any letter transmittal; time allowed before cut-off date for replies; the number of ballots returned on time; number returned late, and the number not returned; the names of owners voting against the proposition; the name of owners not voting and the number of owners voting for the proposition.

Section 9.07 DOCUMENTS

The Secretary shall perform such other duties and has such other authority as may be delegated to him by the President; the Board of Directors; and as provided in these By-Laws including but not limited to:

- i. Filing appropriate documents to the State of Texas to maintain corporation status.
- ii. Filing the POA Management Certificate or amended Management Certificate with the County Clerk of Burnet County and the Texas Real Estate Commission.

- iii. Filing amended By-Laws and Restrictive Covenants with the County Clerk of Burnet County and the Texas Real Estate Commission.

SECTION X TREASURER

Section 10.01 **RESPONSIBILITY**

The Treasurer shall keep and maintain full and complete records of the financial affairs of the Corporation. These records shall show who owns each lot in Twin Isles, the address of each owner and the status of each owner's account with the Corporation. These records shall also show the date that each assessment is paid or becomes overdue, and when the overdue period reaches thirty (30), sixty (60), ninety (90) and one hundred twenty (120) days. (See SECTION XI - ASSESSMENTS). The Treasurer shall update the Secretary when a change in ownership occurs on any property in the subdivision.

Section 10.02 **FINANCIAL RECORDS**

Financial records of the Corporation shall be kept on a fiscal year basis. Each fiscal year shall begin on July first (1st) and end at midnight on June thirtieth (30th) of the next calendar year.

Section 10.03 **FUNDS**

The Treasurer shall deposit or cause to be deposited, all funds received by the Corporation, in a bank selected with the approval of the Board of Directors.

Section 10.04 **INCOME AND EXPENSES**

The Treasurer shall make regular business deposits and withdrawals, each of which shall be supported by a proper statement, voucher, or other evidence of proper transaction.

Section 10.05 **RECORDS**

Every financial transaction made by the Office of the Treasurer must be recorded in the financial records kept by the office.

Section 10.06 **SIGNATORY**

Disbursing checks require the signature of a member of the Board of Directors, normally the Treasurer or in his absence, the President or the Vice President.

Section 10.07 **REPORTS**

At each regular meeting of the Board of Directors, the Treasurer shall give the Board a brief statement of the financial condition of the Corporation; including the funds on hand and the planned use of those funds; the name of each person owing funds to the Corporation and the amount each owes. A list of unpaid bills and bills expected to be received will also be provided.

Section 10.08 **ANNUAL REPORTS**

At the last regular meeting of the Board of Directors before the annual meeting, the Treasurer shall present a written financial report of the Corporation as of the close of the fiscal year on June thirtieth (30th) preceding. When approved by the Board, copies will be made and mailed to each board member within ten (10) days.

Sufficient copies will also be made to present one (1) to each POA member who attends the annual meeting. The Treasurer will discuss the financial report with the members at that time and answer their questions.

Section 10.09 BUDGET

Also, at the last regular meeting of the Board of Directors before the annual meeting, the Treasurer will present a proposed budget for the next fiscal year, based upon the financial status of the POA. When approved by the Board; copies will be made and distributed to each Board member. Sufficient copies will also be made to present one (1) to each POA member who attends the annual meeting of the POA. The President will present the approved budget to the members at the annual meeting and answer any questions at that time. Amendments to the budget must be presented and voted on during a board meeting.

Section 10.10 DOCUMENTATION

The Treasurer shall perform such other duties and have such other authority as may be delegated to him by the President, the Board of Directors, or as provided by these By-Laws. The Treasurer may appoint a committee to help with their duties including but are not limited to:

- i. Providing documentation within 5 business days to prospective buyers, agents, or title companies prior to change in ownership to include resale certificate, outstanding assessments of current owner, Management Certificate, By-Laws and Restrictive Covenants, and fees for transfer of ownership not to exceed \$375.00 for resale certificate and \$75.00 for updated resale certificate.
- ii. Filing IRS forms as required.

SECTION XI ASSESSMENTS

Section 11.01 ASSESSMENT POLICY

An annual assessment shall run against each lot or designated partial lot in the Twin Isles Subdivision. These assessments shall be due and payable in advance to the Twin Isles Property Owners Association, Inc. on or before the first (1st) day of July each year and payable to the Twin Isles Property Owners Association. There will be an annual assessment of two hundred (200) dollars for each lot with water frontage and an assessment for any subsequent lot(s) owned by the same person(s) with water frontage would be one hundred (100) dollars for each lot and fifty (50) dollars for each portion of a lot. There will be an annual assessment of one hundred (100) dollars for each lot without water frontage and an assessment for any subsequent lot(s) owned by the same person(s) without water frontage would be fifty (50) dollars for each lot and twenty-five (25) dollars for each portion of a lot. The annual assessment for an owner that has a lot (s) with water frontage and a lot (s) without water frontage would be two hundred (200) dollars for the first lot with water frontage, one hundred (100) dollars for additional lot (s) with water frontage, fifty (50) each portion of a lot with water frontage, fifty (50) dollars for each lot without water frontage and twenty-five (25) dollars for each portion of a lot without water frontage.

When an Owner owns two or more contiguous lots and wants to combine multiple lots into a single lot, the owner(s) must receive written consent from the Twin Isles Property Owners Association, Inc. When multiple lots are combined into one lot by re-platting, the annual assessment and special assessments for the new platted lot(s) shall be equal to the amounts that would be owed had the lots not been combined.

Section 11.02 PAYMENT PLANS

Owners are entitled to one approved payment plan to pay their delinquent annual assessments. All payment plans require a down payment of no less than twenty-five (25) percent and monthly payments. Upon request all owners are automatically approved for a payment plan consisting of fifty (50) percent down, with the balance to be paid in three equal monthly installments. If an owner defaults on the payment plan, the payment plan is automatically terminated and the POA is not obligated to make another payment plan with the owner for the next two years.

Alternative payment plan proposals must be submitted to and are subject to the approval of the Board of the POA. The Board is not obligated to approve alternative payment plan proposals. No payment plan may be shorter than three (3) months or longer than eighteen (18) months. The POA cannot charge late fees during the course of a payment plan but can charge interest at the rate provided under its governing documents. Notwithstanding a payment plan, the POA may file a lien against the property of the owner for the amount of a delinquent assessment.

Section 11.03 PURPOSES OF ASSESSMENTS

These assessments shall be used for the development, maintenance, and management of the roads, canals, and park shown on the plat of Twin Isles Subdivision, and for the administration, operation and legal representation of this POA and its Board of Directors.

Section 11.04 PROHIBITIONS OF ASSESSMENTS

No part of these assessments shall be used as pay, salary, or any other form of compensation to an officer of the POA, a member of the Board of Directors, or a member of the POA for any personal services which they might render to or on behalf of the POA while such persons are acting in their official capacity.

Section 11.05 INCREASING ASSESSMENT

Assessments may be increased only by a majority vote of Twin Isles Property Owners.

Section 11.06 LIEN POLICY

These assessments shall be and are hereby secured by a lien on each lot respectively, as follows:

i. If an assessment becomes thirty (30) days overdue, the Board will write the owner a polite reminder and ask if there are any reasons why the assessment remains unpaid. A late payment of \$25 will be applied to the account and interest at the rate of 12% per annum shall begin accruing when the account becomes 30 days delinquent.

ii. If an assessment becomes ninety (90) days overdue, the Board will write the owner a polite letter advising him that unpaid assessments prevent the Board from accomplishing the purposes for which this Corporation was formed. The owner will be advised that unless a satisfactory explanation is given to the Board, or the amount due is paid, the Board is obliged to protect the interests of the other property owners by filing a lien against the property if the assessment is allowed to become overdue more than one hundred twenty (120) days.

iii. If an assessment becomes more than one hundred twenty (120) days overdue and the Board has not received an acceptable explanation for the delay, the Board shall take steps to have a cumulative lien filed against that property.

iv. Before a lien can be filed the Board must take the following mandated steps to notify the member that a lien is in the process of being filed, following these guidelines.

a. **First notice:** sent via first class mail or email, telling the owner a lien is about to be filed and they have 30 days from the date of this notice to appeal the Board's decision. An appeal must be made in writing and mailed by certified mail, signature required, to Twin Isles POA, P.O. Box 1112, Kingsland, TX 78639. Also remind the owner they can request a payment plan to bring the assessment out of arrears. Stressing again they have 30 days to notify the board of their intention to avoid the continuation of the lien filing process.

b. **Second notice:** sent via certified mail (return receipt requested) and email, at least 30 days after the first notice was sent, again telling them a lien is in the process of being filed and that they still have time to appeal the decision and or request a payment plan.

c. **Third notice:** notice of assessment lien; cannot be sent until at least 90 days after the second notice was sent.

v. Each notice must include:

- a. assessments then overdue
- b. any future assessments which become overdue
- c. interest and late fees

d. reasonable attorney fees involved, to include filing the lien and any other legal action necessary to collect these amounts

Such liens take precedence immediately after liens for taxes and liens for the purchase or repair of the real property involved. The POA will follow notice requirements relating to the Service Members Civil Relief Act per Section 209.006(b) of the Texas Property Code.

Section 11.07 SPECIAL ASSESSMENTS

Special assessments for capital investments: In addition to the annual assessments authorized above, the POA may levy, in any assessment year, a special assessment applicable to that year only for the purpose of defraying, in whole or in part, the cost of any construction, reconstruction, repair or replacement of an improvement, and maintenance upon the areas including dredging of channels, roadways maintenance, lighting, improvements to a park dock, fixtures, and personal property related thereto, provided that any such assessment shall have the assent of the majority of the members.

Section 11.08 SPECIAL ASSESSMENT PAYMENT PLAN

Special assessments are entitled to the same payment plan as allowed for regular assessments.

SECTION XII AMENDMENTS

Section 12.01 AMENDING PROCESS BY BOARD

Any proposed amendment to the By-Laws must be submitted to the Board of Directors in writing. If the Board approves the proposed amendment it will be presented to the members of this POA at the next annual meeting of the POA. If the proposed amendment is of such importance and so urgent as to warrant a special meeting of the members of this POA, the Board of Directors may call such a special meeting of this POA to consider the proposed amendment.

Section 12.02 AMENDING PROCESS BY MEMBERS

Any proposed amendment to these By-Laws submitted to the Board of Directors in writing and signed by at least twenty-five (25) percent of the Twin Isles Property Owners will be submitted to the members of this POA at the next annual meeting, whether or not the Board approves the proposed amendment. If the proposed amendment is considered to be so important and urgent, a special meeting of the POA may be called by the Board.

Section 12.03 BY-LAWS COMMITTEE

When and if these By-Laws require revision, the President shall appoint a By-Laws committee consisting of three (3) property owners, not more than one (1) of whom shall be a member of the Board of Directors. The Board shall submit any approved revision proposals to the members of this POA attending the next annual meeting of the POA, if the proposed revisions are considered to be so important and urgent as to warrant convening a special meeting of members of the POA, the Board of Directors may call such a meeting.

Section 12.04 AMENDMENT NOTIFICATION

When a proposed amendment or revision is to be submitted to an annual or a special meeting of members of the POA, the Secretary shall include a copy of the proposed amendment(s) or revision in the notice of the meeting sent to all Twin Isles Property Owners.

Section 12.05 APPROVING AND FILING NEW AMENDMENT(S)

If the proposed amendment(s) received a favorable vote of the majority of the Twin Isles property owners attending that meeting in person or by proxy and provided a quorum was present at the time, the amendment voted upon is approved. The Board of Directors shall take the proper action to include any such approved amendments in the By-Laws. The Secretary shall notify the owners of the action taken at the meeting and post the amended By-Laws to the association website.

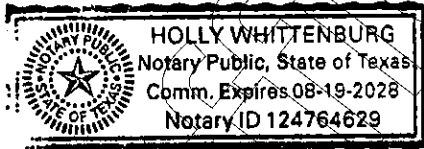
The amended By-Laws must be filed in the County Clerk's Office, Burnet County, Texas not later than the 30th day after the date the amendment(s) are adopted.

By-Laws ADOPTED by a majority vote of the Owners present on July 26, 2025, at the Annual Meeting of the TWIN ISLES PROPERTY OWNERS ASSOCIATION, INC.

By: *Dennis Woldhagen*
Dennis Woldhagen, President

STATE OF TEXAS
BURNET COUNTY

This instrument was acknowledged before me, this the 17th day of September, 2025 Dennis Woldhagen, President of the Board of Directors of Twin Isles Property Owners Association, Inc., on behalf of said Association.



Holly Whittenburg
Notary Public, State of Texas

FILED AND RECORDED
OFFICIAL PUBLIC RECORDS 202509215

BL Fee: \$109.00
09/12/2025 12:08 PM

Vicinta Stafford

Vicinta Stafford, County Clerk
Burnet County, Texas