

**FORREST LAKE TOWNHOUSE ASSOCIATION, INC.
AMENDMENT TO THE BY-LAWS: OFFICERS**

STATE OF TEXAS

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COUNTY OF HARRIS

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KNOW ALL PERSONS BY THESE PRESENTS:

BE IT RESOLVED THAT

The original Amendment to the By-Laws: Officers for Forrest Lake Townhouse Association, Inc. was approved on July 19, 2012, and recorded under County Clerk's File No. 20140341568 in the Official Public Records of Real Property of Harris County, Texas.

Effective October 20, 2016 this Amendment to Article XI of the By-Laws, hereby amends, consolidates, and supersedes the aforementioned Amendment. All Owners are subject to this Amendment.

Section 7. The Treasurer shall oversee the receipt and deposit of monies in appropriate bank accounts of the Association and shall monitor the disbursement of such funds as directed by resolution of the Board of Directors, provided, however, that a resolution of the Board of Directors shall not be necessary for the disbursements made in the ordinary course of business conducted within the limits of a budget adopted by the Board. The Treasurer shall sign all checks and notes of the Association.

The Treasurer shall be responsible for maintaining proper books of account. He shall prepare an annual budget and it, along with an annual balance sheet statement shall be presented to the membership at its regular October General Meeting.

All checks and notes in the amount of \$750 or more must be signed by two members of the Board, one of which must be the treasurer as noted in the earlier paragraph of this section, except as noted below in the sentence(s) regarding reimbursements to members of the Board. If checks or notes are electronically generated by a payment service, all invoices in the amount of \$750 or more, or if the checks or notes are payable to members of the Board, must be approved by two members of the Board, one of which must be the Treasurer as noted in the earlier paragraph of this section, except as noted below in the sentence(s) regarding reimbursements to members of the Board. Any checks or notes that are payable to members of the Board must be signed by two members of the board as noted above regardless of the amount of reimbursement. If the check or note is payable to the member of the Board that is also the treasurer then two members of the Board must sign the check or note not including the treasurer and the request for reimbursement must be approved by a member of the board other than the treasurer. All signatories of checks and notes must have been previously submitted to the issuing bank on the bank's "signature card" and be on file with the issuing bank.

Amendment To the By-Laws: **Officers**

CERTIFICATION

I, the undersigned, being the President of the Forrest Lake Townhouse Association, Inc., hereby certify that the foregoing Policy was adopted by at least a majority of the Forrest Lake Townhouse Association, Inc.'s Board of Directors.

Approved and adopted by the Board of Directors on the 20 day of October 2016.



Canion Boyd, President

Forrest Lake Townhouse Association, Inc.