

Woodhaven Neighborhood Association, Inc.

Full bylaws text supplied for this matter - updated October 16, 2025

BYLAWS OF THE WOODHAVEN NEIGHBORHOOD ASSOCIATION, INC. A TEXAS CORPORATION (Updated October 16, 2025)

ARTICLE I. NAME AND ADDRESS The name of this Corporation is **WOODHAVEN NEIGHBORHOOD ASSOCIATION, INC.**; it shall be operated as a Texas corporation. The official mailing address shall be **PO Box 185545, Fort Worth, TX 76181**, or as subsequently determined by the Steering Committee.

ARTICLE II. OBJECTIVES The objectives of this Association shall be to foster and promote the quality of living in the Woodhaven area; to represent the best interests of the neighborhood in all matters involving all levels of government; to implement programs for the beautification and improvement of the physical and natural properties in the area; to enhance property values in the Woodhaven area; to support desirable commercial enterprises in the Woodhaven area; and to support an environment where commercial ventures can achieve and maintain profitability. In order to achieve these objectives, the Association will encourage volunteer participation and raise the necessary financial support through dues and other sources.

ARTICLE III. MEMBERSHIP SECTION 1. Membership in this Association shall be open to those persons or businesses who live, work, own property or operate within or have an interest in the Woodhaven area of the City of Fort Worth, Tarrant County, Texas, which is an area bounded by Randol Mill Road on the north, Loop 820 on the east, Interstate 30 on the south, and a line extending north from Interstate 30 at the western boundary of the KTVT Studios property to Randol Mill Road on the west.

SECTION 2. Membership(s) in the Association are: Residential, Non-Residential or Commercial. Residential memberships are intended for households within the Woodhaven boundaries (as described in these bylaws); and can be homeowners or renters. Each Residential membership shall be entitled to up to two votes on all matters coming before the membership. In the case of a Residential membership, the vote may be exercised by adult members of the household. In the case of a Non-Residential or Commercial membership, a single vote per membership may be exercised as follows: by the non-resident member(s), business owners (shareholders, partners, and proprietor) or by the local store manager(s) or assistant manager(s) of the enterprise. No person is entitled to more than one vote. Proxies are not allowed. Apartment Complex owner(s) / operator(s) must agree to designate and support a Block Captain as a condition of Membership. The organization may elect to maintain a list of and communicate with Registered Residents who are not dues paying members and are not entitled to vote or receive privileges of membership.

ARTICLE IV. OFFICERS SECTION 1. The officers of this Association shall be a **President, Vice President, Secretary and Treasurer.**

SECTION 2. The officers and standing committee chairpersons of this Association shall be elected for a term of one year by ballot, email, or voice vote by a majority of the membership present at the January Annual Meeting, and their

terms of office shall begin at the close of the meeting at which they are elected. Officers may succeed themselves in office for up to five consecutive terms.

SECTION 3. A vacancy in any office shall be filled by the Steering Committee, with such appointee to serve until the next Annual Meeting.

SECTION 4. These officers shall perform the duties as prescribed by these Bylaws:

PRESIDENT: The President shall preside at all meetings of this Association and the Steering Committee; shall have general supervision of the organization; shall be an ex-officio member of all committees except the Nominating and Auditing Committees; shall announce the results of all elections; shall decide all parliamentary questions that arise; shall sign any legal instrument which the Steering Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated to another officer of the Association; shall act as the public voice of the Association; he/she (or designee) shall be the liaison to Woodhaven Community Development, Inc. and represent the Association in any meeting or activity related to this activity; and shall perform other duties as designated by the Steering Committee.

VICE PRESIDENT: In the absence of the President, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform other duties as may be assigned by the President or the Steering Committee.

SECRETARY: The Secretary shall record and maintain minutes of meetings of the Association and the Steering Committee; shall see that all notices are duly given in accordance with these Bylaws or as required by law; shall serve as custodian of this Association's official documents; shall notify members of the Steering Committee of all scheduled meetings; shall see that all mail received by the Association is picked up, recorded and distributed to appropriate individuals; and shall perform other duties assigned by the President or by the Steering Committee.

TREASURER: The Treasurer shall promptly deposit all funds received by the Association in a bank designated by the Steering Committee; shall pay all debts of the Association from such funds; and shall report to each meeting of the Steering Committee and of the Association on receipts, disbursements and the financial condition of the Association.

ARTICLE V. EXECUTIVE COMMITTEE The four officers constitute the Executive Committee. By majority vote, it may take any action which the Steering Committee could take; such actions must be reported to the Steering Committee as soon as practicable.

ARTICLE VI. STEERING COMMITTEE SECTION 1. The officers and the committee chairpersons elected by this Association shall constitute the Steering Committee. The immediate past President of the Association shall be an ex-officio member.

SECTION 2. The affairs of this Association shall be managed by the Steering Committee, which will enforce adherence to its bylaws.

SECTION 3. Meetings of the Steering Committee shall be held monthly; additional meetings may be called by the President or any three members of the Steering Committee, and shall be open to all members of the Association.

SECTION 4. A majority in number of the members of the Steering Committee present shall constitute a quorum for transacting official business that comes before it.

SECTION 5. Removal of a Member: The Steering Committee may remove any committee chairperson or officer for cause, including missing two consecutive meetings or missing more than three meetings out of any six consecutive meetings. Exceptions to this provision may be approved by a majority vote of the total committee.

SECTION 6. A vacancy in any office or committee chair shall be filled by the Steering Committee, with such appointee to serve until the next Annual Meeting.

SECTION 7. Contracts: The Steering Committee may authorize any officer of this Association, or any other agent by specific writing, to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Association.

SECTION 8. Payments: All checks or other orders for the payment of the funds of this Association shall be signed by one or more persons designated by the Steering Committee for purposes approved by the Steering Committee.

SECTION 9. Investments: Funds of this Association may be invested at the discretion of the Steering Committee as permitted by law.

SECTION 10. Gifts: The Steering Committee may accept gifts, contributions or bequests which have been offered to the Association.

ARTICLE VII. MEETINGS SECTION 1. The Annual Meeting of this Association shall be held on the third Tuesday of each January or at such other time as shall be determined by the Steering Committee.

SECTION 2. At the Annual Meeting, each officer and committee chairperson may provide a report of his or her activities during the prior year and may invite comments and suggestions from the members as to future projects and activities.

SECTION 3. Special meetings may be called by the Steering Committee or by petition signed by ten (10) members of this Association stating the purpose for which the special meeting is being called. The Steering Committee may designate the time and meeting place within the City of Fort Worth for such meetings.

SECTION 4. Notice of any meeting of this Association shall be provided to each member stating the time, date, place, and purpose. Notice of such called or special meetings shall be given at least seven days in advance and may be given by U. S. Mail, electronically, or by telephone at the discretion of the Steering Committee.

ARTICLE VIII. STANDING COMMITTEES Chairpersons for each of the following areas shall be elected by the Executive Committee. Chairpersons may appoint additional members to serve as needed on their committees, and shall notify the President and Secretary of any scheduled meetings of their committees.

Apartment & Real Estate Liaison: Shall work with the owners and managers of the apartment complexes within the neighborhood to improve their profitability, image and relationship with the neighborhood and will represent the Association in any meeting or activities related to Apartment issues. Additionally, the Committee chair shall coordinate with realtors serving Woodhaven to improve marketability of residential properties and will keep the Steering Committee informed on real estate issues in the area.

Block Captains Committee: Shall identify and report code violations and follow up on compliance, and address questions concerning deed restrictions at the direction of the Steering Committee. Shall work with the Fort Worth Police Dept., other neighborhood groups, and concerned citizens to minimize crime and preserve a crime free environment for the neighborhood. Shall coordinate the activities of the Street Block Captains to ensure maximum coverage for the entire neighborhood. Shall support and coordinate with the Marketing & Membership Committee to communicate with the households in the neighborhood.

Projects : Shall support programs to attract and retain desirable commercial enterprises in the Woodhaven area, to involve the owners and managers of such commercial establishments so as to enhance their profit potential and image and to better serve the neighborhood. Shall initiate, conduct and coordinate special events and programs for the

Association, and any other event or activity as authorized by the Steering Committee, and shall involve the members in cooperative activities for the betterment of the neighborhood.

Landscaping: Shall maintain and improve landscaping, entrance markers and common areas in the Woodhaven neighborhood, and plan and implement additional improvements with approval of the Steering Committee. The Chairperson of this Committee will oversee any contract and/or agreement entered into by the Association related to beautification or maintenance of common areas.

Legal: Shall address and make recommendations to the Steering Committee regarding all questions of a legal nature referred by the Steering Committee. It is recognized that volunteer members cannot provide an inordinate amount of free legal services to the Association, which may choose to employ an attorney to represent the Association in some instances.

Marketing & Membership: Shall solicit potential members, maintain an accurate list of members and their dues and shall maintain an electronic membership / resident directory. Shall develop and implement projects and programs to provide positive and beneficial information about the Neighborhood Association and its activities. Shall coordinate the development and publication of the newsletter, website, electronic communications and other published materials and reports. RSVPs for events will be handled by the chair of this committee.

ARTICLE IX OTHER COMMITTEES In addition to the standing committees, the following committees will be appointed by the Steering Committee at least ninety (90) days prior to the Annual Meeting: **Nominating Committee:** Composed of at least three members, it shall provide a list of willing candidates to serve in the officer and committee chair positions. The slate nominated by this Committee shall be submitted to the members of the Association at the Annual Meeting. Additional nominations from the floor shall be permitted.

Auditing Committee: Composed of at least two members, it shall audit the Treasurer's accounts as of the close of the year and present a written report at the following Annual Meeting.

The Steering Committee may also appoint additional committees as needed to further the work of the Association.

ARTICLE X. DUES Annual dues shall be fixed by the Steering Committee and payable in January of each year.

ARTICLE XI. INTENDED TAXABLE STATUS The Organization is structured as a Corporation in Texas. The Organization is not and has never been a "Charity". The Organization does not have and has never had a 501c.3 status. The intention of the organization is to operate as a "Not for Profit" entity within the framework of Texas Laws, and be eligible for a Tax Exempt Status.. As such, the Treasurer and other Executives are required to conduct all operations in the manner(s) required to maintain eligibility for Tax Exempt Status.

ARTICLE XII. AMENDMENT TO BYLAWS These Bylaws may be amended by a two-thirds vote of this Association's membership present at any Annual Meeting or any special meeting for which notice is given that the purpose of such meeting will include amendments to bylaws.

ARTICLE XII. RULES OF PROCEDURE Robert's Rules of Order, Newly Revised, shall be used by this Association in all cases not specifically provided for in the Bylaws.

These Bylaws were updated and approved by unanimous consent of the membership attending a special meeting called for that purpose on October 16, 2025.