ADMINISTRATIVE RESOLUTION OF THE BOARD OF DIRECTORS
REGARDING MEMBER CONDUCT, DECORUM, AND ORDER AT ASSOCIATION MEETINGS

STATE OF TEXAS §
COUNTY OF BEXAR §

VILLAGES OF WESTCREEK OWNERS' ASSOCIATION, INC.

Resolution No. _____

WHEREAS, this Administrative Resolution of the Board of Directors regarding Member Conduct, Decorum, and Order at Association Meetings ("Resolution") is adopted by the Board of Directors (the "Board") of the Villages of Westcreek Owners' Association, Inc. ("Association") for the purpose of establishing clear expectations for conduct, decorum, and order at all Association meetings attended by members, owners, residents, guests, vendors, managing agents, legal counsel, or other authorized participants;

WHEREAS, the Villages of Westcreek Declaration of Covenants, Conditions and Restrictions, recorded in the Official Public Records of Real Property of Bexar County, Texas, under Clerk's File No. 1308796, as same has been or may be amended and/or supplemented from time to time ("Declaration") provides the Association with the right to make, publish and enforce rules and regulations;

WHEREAS, the Board wishes to ensure that Board members, Association Members, and Association agents treat each other with respect and maintain a high standard of ethical conduct in their behavior and the performance of the Association's business; and

WHEREAS, this Resolution shall apply to all meetings held, called, or properly noticed by the Board of Directors, including but not limited to annual meetings of the membership, open Board meetings, special Board meetings, special meetings of the membership, committee meetings when applicable, and any other Association meeting conducted under the authority of the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Villages of Westcreek Owners' Association, Inc. hereby adopts the following Administrative Resolution.

1. Purpose

The purpose of this Resolution is to ensure that Association meetings are conducted in a professional, orderly, respectful, and productive manner. The Board recognizes the importance of member participation, transparency, open discussion where permitted, and the right of Members to address matters of Association business in accordance with applicable law, the governing documents, and meeting procedures established by the Board.

However, participation in Association meetings does not include the right to disrupt proceedings, interfere with Association business, harass, intimidate, threaten, or otherwise prevent the Board, management, legal counsel, vendors, or other Members from conducting or attending the meeting in a safe and orderly manner.

2. Expected Standards of Conduct

All attendees at Association meetings are expected to conduct themselves with civility, respect, and professionalism. The following standards shall apply:

1. Attendees shall comply with all meeting rules, procedures, time limits, agenda limitations, and directions given by the presiding officer or meeting chair and/or provided by the applicable meeting notice.
2. Attendees shall speak only when recognized, unless open discussion is specifically permitted by the meeting chair.
3. Comments shall be directed to the chair or Board as appropriate and shall remain relevant to the agenda item or subject matter being addressed.
4. Attendees shall not interrupt, shout over, verbally attack, harass, threaten, intimidate, or use abusive, obscene, discriminatory, or profane language toward any person.
5. Attendees shall not engage in conduct intended to delay, disrupt, obstruct, or prevent the lawful transaction of Association business.
6. Attendees shall not approach the Board table, management table, staff, vendors, legal counsel, or another attendee in a threatening, aggressive, or disruptive manner.
7. Attendees shall not record, photograph, livestream, or broadcast a meeting in a manner that disrupts the meeting, interferes with participation, violates applicable law, or disregards reasonable rules established by the Board.
8. Attendees shall silence phones and electronic devices unless needed for meeting participation, accessibility, or official meeting business.
9. Attendees shall respect the privacy, safety, and personal boundaries of all persons present.
10. Attendees shall comply with all lawful instructions relating to safety, security, facility rules, occupancy limits, and meeting logistics.

3. Authority of the Presiding Officer

The President of the Board, or another person designated by the Board to preside over the meeting, shall have authority to maintain order, enforce decorum, recognize speakers, impose reasonable time limits, rule on procedural matters, and take appropriate action when an attendee's conduct violates this Resolution or interferes with the orderly conduct of the meeting.

The presiding officer may also recess or adjourn the meeting if necessary to restore order, protect attendees, or prevent further disruption.

4. Warning and Removal Procedure

Any attendee who violates this Resolution, disrupts a meeting, refuses to follow meeting procedures, or otherwise interferes with the orderly conduct of Association business may be addressed by the Board, in its sole and absolute discretion, as follows:

First Violation

The attendee will be given one verbal warning by the presiding officer or the Board's designated representative. The warning shall identify, in general terms, the conduct that must stop and advise the attendee that any further violation during the same meeting may result in removal from the meeting.

Second Violation During the Same Meeting

If the attendee commits another violation during the same meeting after receiving a warning, the attendee may be asked to leave the meeting immediately.

Refusal to Leave

If the attendee refuses to leave after being directed to do so, the Board may take appropriate steps to have the individual removed from the meeting location, including requesting assistance from property management, security personnel, facility representatives, or law enforcement as appropriate.

5. Revocation of Access Pending Board Review

Any attendee who refuses to leave after being directed to do so, or whose conduct presents a safety concern, threat, harassment issue, or significant disruption, may have access to Association meetings, Association property, amenities, facilities, or Common Areas temporarily revoked or restricted pending further review by the Board of Directors and subject to the Association's governing documents and applicable law.

Such temporary restriction may remain in effect until the Board has had an opportunity to review the incident, consult with legal counsel, and determine whether additional action is appropriate under the Association's governing documents, applicable law, and any relevant enforcement procedures.

Nothing in this Resolution shall be interpreted to permanently suspend rights without appropriate Board review, legal review, and any process required by the Association's governing documents or applicable law.

6. Documentation of Incidents

Any warning, request to leave, removal, or access restriction under this Resolution should be documented by the Board, managing agent, or designated representative. Documentation may include the date and type of meeting, names of witnesses, a description of the conduct, warnings given, directions issued, whether the person complied, and any further action taken.

7. No Limitation on Emergency Action

Nothing in this Resolution requires the Board or presiding officer to issue a warning before taking immediate action when a person's conduct presents an imminent threat to safety, involves physical aggression, credible threats, harassment, unlawful conduct, property damage, or any circumstance requiring immediate intervention.

In such circumstances, the presiding officer, Board, management, security, or law enforcement may take immediate steps to protect persons and property and restore order.

8. Member Rights Preserved

This Resolution is intended to regulate conduct, decorum, and order at Association meetings. It is not intended to prevent members from attending meetings, addressing the Board where permitted, expressing disagreement, raising concerns, submitting written comments, voting where eligible, or otherwise exercising rights provided by the Association's governing documents or applicable law.

Disagreement with the Board, management, or another member shall not, by itself, constitute a violation of this Resolution. However, disruptive, threatening, harassing, abusive, or disorderly behavior may result in enforcement under this Resolution.

9. Adoption and Effective Date

This Resolution shall become effective upon adoption by the Board of Directors and shall remain in effect unless amended, repealed, or replaced by subsequent Board action.

We hereby certify that we are the duly elected, qualified and acting President and Secretary of the Association and that the foregoing Resolution was approved on the 18 day of June, 2026, by a majority of the Board of Directors at a meeting of the Board of Directors at which a quorum was present.

ADOPTED by the Board of Directors of the Villages of Westcreek Owners' Association, Inc. on this 18 day of June, 2026.

President, Board of Directors

Secretary, Board of Directors

STATE OF TEXAS §
COUNTY OF Bexar §

BEFORE ME, on this day personally appeared , the President of Villages of Westcreek Owners' Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that he/she executed the same for the purposes herein expressed, in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal of office, this day of June 18, 2026.

Notary Public – State of Texas

NOTARY PUBLIC STATE OF TEXAS Melissa Garcia Exp. 8/27/2029 ID No. 131053483

STATE OF TEXAS §
COUNTY OF Bexar §

BEFORE ME, on this day personally appeared , the Secretary of Villages of Westcreek Owners' Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that he/she executed the same for the purposes herein expressed, in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal of office, this day of June 18, 2026.

Notary Public – State of Texas

NOTARY PUBLIC STATE OF TEXAS Melissa Garcia Exp. 8/27/2029 ID No. 131053483