

PADRE ISLES PROPERTY OWNERS ASSOCIATION, INC.

Padre Island – Corpus Christi, Texas

EXECUTIVE MEMORANDUM

TO: All PIPOA Property Owners and Members

FROM: PIPOA Board of Directors

DATE: April 29, 2026

RE: Architectural Control Committee (ACC) Meeting Requirements – Member Information

Purpose

This memorandum addresses two questions that have been raised by members regarding the Architectural Control Committee (ACC): (1) whether ACC meetings are required to be open to property owners, and (2) whether the ACC is required to follow Robert's Rules of Order in conducting its meetings. This summary is based on a review of PIPOA's governing documents, the PIPOA Board Policy Manual, and applicable provisions of the Texas Property Code.

Documents Reviewed

The following PIPOA governing and policy documents were reviewed in preparing this memorandum:

- Declaration of Covenants – Applicable to All Associations (Including the ACC Legacy Sections and the October 1992 Amendment)
- PIPOA Bylaws (Second Amended, 2023)
- PIPOA Board Policy Manual (last revised 2017) – Obsolete*

*Note Regarding the obsolete Board Policy Manual: The Board Policy Manual reviewed is an unsigned document last revised in 2017. While the absence of a signature is likely not the primary determinant of enforceability – board policies in Texas POAs generally derive their legal effect from the board vote adopting them, as reflected in meeting minutes – members should be aware that the enforceability of specific provisions depends on whether they were properly adopted by board resolution, whether any superseding policies have since been adopted, and whether the Board has acted consistently with the manual's provisions or has generally abandoned the document altogether.

Question 1: Are ACC Meetings Required to Be Open to Property Owners?

Short Answer

No. ACC meetings are not explicitly required by Texas law or any of PIPOA's governing or policy documents to be open to property owners.

Explanation

Texas Property Code Section 209.0051 requires that regular and special Board of Directors meetings be open to property owners. However, this open meeting requirement applies specifically to board meetings – not to committee meetings such as those held by the ACC.

Texas Property Code Section 209.00505, which governs architectural review authorities in associations of more than 40 lots, does not separately mandate that ACC meetings be open to owners. It focuses instead on due process requirements when an ACC denies an owner's application, including:

- Written notice of denial, including the basis for denial and any required changes;
- The owner's right to appeal to the Board within 30 days of the denial notice;
- The Board's obligation to hold a hearing within 30 days of receiving the appeal request.

A review of PIPOA's Covenants (as amended October 1992), Bylaws, and Board Policy Manual likewise reveals no provision requiring ACC meetings to be open to property owners. The Board Policy Manual's Article 3 does address attendance obligations for board and committee members generally, and Article 1 encourages owner attendance and participation at "board and committee meetings," affording three minutes for each individual to present opinions or complaints. However, Article 1's encouragement of attendance is a statement of general policy – it does not create a legal obligation for the ACC to hold open meetings.

In the absence of a specific requirement in state law or PIPOA's governing documents, there is no current legal obligation for the ACC to hold open meetings.

Question 2: Is the ACC Required to Use Robert's Rules of Order?

Short Answer

No. Neither Texas law nor any of PIPOA's governing or policy documents require the ACC to use Robert's Rules of Order.

Explanation

Texas Property Code Section 215.007 states that board meetings must be conducted in accordance with the association's dedicatory instruments. The statute defers entirely to those documents and makes no reference to Robert's Rules of Order or any other parliamentary procedure.

A review of PIPOA's Covenants (including the October 1992 ACC Amendment), Bylaws, and Board Policy Manual confirms that none of these documents mandate the use of Robert's Rules of Order for ACC meetings. The Board Policy Manual is entirely silent on parliamentary procedure for committee meetings. While the manual addresses ACC responsibilities in Articles 40, 46, and 48, and general committee attendance in

Article 3, it contains no procedural meeting framework of any kind for the ACC – no quorum rules, no voting procedures, no notice requirements, and no reference to Robert’s Rules.

While Robert’s Rules of Order are widely regarded as a best practice for conducting orderly meetings and are commonly used by HOAs and POAs throughout Texas, their adoption by the ACC remains discretionary. The Board may choose to formally adopt them as procedural guidance for the ACC if it deems appropriate.

Summary

Based on a comprehensive review of applicable Texas Property Code provisions and all available PIPOA governing and policy documents:

- **ACC meetings are not legally required to be open to property owners.** The Board Policy Manual’s general encouragement of member attendance at “board and committee meetings” (Article 1) does not rise to a legal mandate. The Board retains discretion to establish a formal open-meeting policy for the ACC.
- **The ACC is not required to follow Robert’s Rules of Order.** No governing document, policy, or state statute mandates their use. The Board Policy Manual is entirely silent on ACC meeting procedures. Their adoption remains discretionary and is considered a best practice.
- **The Board Policy Manual (2017) does not address ACC meeting conduct in any respect.** Beyond general attendance expectations (Article 3) and the encouragement of member participation (Article 1), the manual’s references to the ACC focus exclusively on enforcement authority and procedures, not meeting governance.

Members with questions regarding ACC procedures or decisions are encouraged to contact the PIPOA Board of Directors or consult the association’s governing documents. Property owners who receive a denial from the ACC are reminded of their right to appeal that decision to the Board under both Texas Property Code Section 209.00505 and the 1992 Amendment to the Covenants.