From:	Sharon Adams
To:	nicole.fisher@tdhca.state.tx.us
Subject:	QCP Registration
Date:	Tuesday, January 27, 2015 2:53:38 PM
Attachments:	Bylaws.pdf
	Bylaws.pdf
	steiner-ranch-map.jpg

Hi Nicole,

I'd like to register for the Steiner Ranch HOA. We have two separate Association, which I've attached the By-Laws for both and provided contact information for each below, as well as my information as the Community Manager. Please let me know if you need anything else.

Steiner Ranch Master Association

12550 Country Trails Lane

Austin, TX 78732

Contact Information for the Association Management office:

Sharon Adams, Community Manager

12550 Country Trails Lane

Austin, TX 78732

512-266-7553 Ext 27

sharon@steinerranchhoa.org

Board Members:

Bill Menzies

217 Piedmont Hills Pass

Austin, TX 78732

512-243-7076

billmenzies@msn.com

Alex Brooks 201 Horseback Hollow Austin, TX 78732 <u>Alex.j.brooks@gmail.com</u>

And

Steiner Ranch Residential Owners Association 12550 Country Trails Lane Austin, TX 78732

Board Members:

Rob Carruthers

12005 Tarraza Court

Austin, TX 78732

rcarruthers@clearpath360.com

Dave Marks

12618 McNelly Trail

Austin, TX 78732

dhmarks@msn.com

512-266-8414

Sharon R Adams, CMCA, PCAM

Community Manager

12550 Country Trails Lane

Austin, Texas 78732

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AMENDED AND RESTATED BYLAWS OF STEINER RANCH RESIDENTIAL OWNERS ASSOCIATION, INC.

ARTICLE I NAME AND LOCATION

The name of the corporation is Steiner Ranch Residential Owners Association, Inc. (the "Association"). The principal office of the Association shall be located at 1301 Capital of Texas Hwy, Suite A230, Austin, TX 78746, but meetings of the members and directors may be held at such places within the State of Texas, County of Travis, as may be designated by the Board of Directors.

ARTICLE II DEFINITIONS

Section 1. "Association" shall mean and refer to Steiner Ranch Residential Owners Association, Inc., its successors and assigns.

Section 2. "Property" shall mean and refer to that tract or parcel of land situated in Travis County, Texas, which is more fully described in the Restatement of Master Declaration of Covenants, Conditions and Restrictions for Steiner Ranch Residential Areas, and such additions or amendments thereto as may be brought within the jurisdiction of the Association.

Section 3. "Common Area" shall mean all real property now owned or hereafter acquired by the Association for the common use and enjoyment of the Owners.

Section 4. "Lot" shall mean and refer to any plot of land shown upon any recorded subdivision map of the Property with the exception of the Common Area.

Section 5. "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any lot which is apart of the Property, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

Section 6. "Declarant" shall mean and refer to Steiner Ranch Development Corporation, a Texas corporation, its successors and assigns. Section 7. "Declaration" shall mean and refer to the Steiner Ranch Declaration of Covenants, Conditions and Restrictions applicable to the Property recorded, or to be recorded, in the Real Property Records of Travis County, Texas.

Section 8. "Member" shall mean and refer to those persons entitled to membership as provided in the Declaration.

ARTICLE III MEETING OF MEMBERS

Section 1. Annual Meetings. The first annual meeting of the Members shall be held within one (1) year from the date of incorporation of the Association, and each subsequent regular annual meeting of the Members shall be held on the same day of the same month of each year thereafter, at the hour of 7:00 o'clock p.m. If the day for the annual meeting of the Members is a legal holiday, the meeting will be held at the same hour on the first day following which is not a legal holiday.

Section 2. Special Meetings. Special meetings of the Members may be called at any time by the President or the Board of Directors, or upon written request of the Members who are entitled to vote one-fourth (1/4) of all of the votes of the Class A membership.

Section 3. Notice of Meetings. Written notice of each meeting of the Members shall be given by, or at the direction of, the Secretary of person authorized to call the meeting, by mailing a copy of such notice, postage prepaid, at least fifteen (15) days before such meeting to each Member entitled to vote at the meeting, addressed to the Member's address last appearing on the books of the Association, or supplied by such Member to the Association for the purpose of notice. Such notice shall specify the place, day and hour of the meeting and, in the case of a special meeting, the purpose of the meeting.

Section 4. Quorum. The presence at the meeting of Members entitled to cast, or of proxies entitled to cast, one-tenth (1/10) of the total votes of the membership shall constitute a quorum for any action, except as otherwise provided in the Articles of Incorporation, the Declaration or these Bylaws. If, however, such quorum is not present or represented at any meeting, the Members entitled to vote at the meeting shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present or represented.

Section 5. Proxies. At all meetings of Members, each Member may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of his Lot.

ARTICLE IV BOARD OF DIRECTORS; SELECTION; TERM OF OFFICE

Section 1. Number. The affairs of this Association shall be managed by a Board of three (3) Directors until the first Annual Meeting, at which time the Board of Directors shall consist of three (3) Directors and one (1) Class A Director who shall be a "Class A" member at that time as defined in the Restatement of Master Declaration of Covenants, Conditions and Restrictions for Steiner Ranch Residential Areas recorded in Volume 10920, Page 0001, of the Real Property Records of Travis County, Texas, who shall be elected by a majority of Class A Members owning residences on the Property and who are present in person or by proxy at the Annual Meeting of the Members.

Section 2. Term of Office. At the first annual meeting, the Members shall elect one (1) Director for a term of three (3) years, one (1) Director for a term of two (2) years and one (1) Director for a term of one (1) year; and at each annual meeting thereafter the Members shall elect one (1) Director for a term of three (3) years. The Class A Director shall be elected annually for a one (1) year term.

Section 3. Removal. Any Director may be removed from the Board of Directors, with or without cause, by a majority vote of the Members of the Association. In the event of death, resignation or removal of a Director, his successor shall be selected by the remaining members of the Board of Directors and shall serve for the unexpired term of his predecessor.

Section 4. Compensation. No director shall receive compensation for any service he may render to the Association. However, any Director may be reimbursed for his actual expenses incurred in the performance of his duties.

Section 5. Action Taken without a Meeting. The Directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all the Directors. Any action so approved shall have the same effect as though taken at a meeting of the Directors.

ARTICLE V NOMINATION AND ELECTION OF DIRECTORS

Section 1. Nomination. Nomination for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a chairman, who shall be a m ember of the Board of Directors, and two or more Members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the Members, to serve from the close of such annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall, in its discretion, determine but not less than the number of vacancies that are to be filled. Such nominations may be made from among Members or nonmembers.

Section 2. Election. Election to the Board of Director shall be by secret written ballot. At such election the Members or their proxies may case, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

ARTICLE VI MEETINGS OF DIRECTORS

Section 1. Regular Meetings. Regular meetings of the Board of Directors shall be held monthly, without notice, at such place and hour as may be fixed from time to time by resolution of the Board of Directors. Should the meeting fall upon a legal holiday, then that meeting shall be held at the same time on the next day which is not a legal holiday.

Section 2. Special Meetings. Special meetings of the Board of Directors shall be held when called by the President of the Association, or by any two (2) Directors, after not less than three (3) days notice to each Director.

Section 3. Quorum. A majority of the number of Directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board of Directors.

ARTICLE VII POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Powers. The Board of Directors shall have power to:

(a) Adopt and publish rules nd regulations governing the use of the Common Area and facilities, the personal conduct of the Members and their guests thereon, and to establish penalties for the infraction thereof;

(b) Suspend the voting rights and right to use of the recreational facilities of a Member during any period in which such Member shall be in default in the payment of any assessment levied by the Association. Such rights may also be suspended after notice and hearing for a period not to exceed 60 days for infraction of published rules and regulations; (c) Exercise for the Association all powers, duties and authority vested in or related to this Association and not reserved to the membership by other provisions of these Bylaws, the Articles of Incorporation or the Declaration.

(d) Declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board of Directors.

(e) Employ a manager, an independent contractor or such other employees as they deem necessary and to prescribe their duties.

Section 2. Duties. It shall be the duty of the Board of Directors to:

(a) Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the Members at the annual meeting of the Members, or at any special meeting when such statement is requested in writing by one-fourth (1/4) of the Class A Members who are entitled to vote.

(b) Supervise all officers, agents and employees of this Association and to see that their duties are properly performed.

(c) As more fully provided in the Declaration, to:

(i) Fix the amount of the annual assessment against each Lot at lease thirty (30) days in advance of each annual assessment period.

(ii) Send written notice of each assessment to every Owner subject thereto at least thirty (30) days in advance of each annual assessment period.

(iii) Foreclose the lien against any property for which assessments are not paid within thirty (30) days after due date or to bring an action at law against the Owner personally obligated to pay the same.

(d) Issue, or cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board of Directors for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment.

(e) Procure and maintain adequate liability and hazard insurance on property owned by the Association.

(f) Cause all officers or employees having fiscal responsibilities to be bonded as it may deem appropriate.

(g) Cause the Common Area to be maintained.

ARTICLE VIII OFFICERS AND THEIR DUTIES

Section 1. Enumeration of Offices. The officers of this Association shall be a President and one or more Vice Presidents who shall, at all times, be members of the Board of Directors, a Secretary and a Treasurer and such other officers as the Board of Directors may from time to time create by resolution.

Section 2. Election of Officers. The election of officers shall take place at5 the first meeting of the Board of Directors following each annual meeting of the Members.

Section 3. Term. The officers of this Association shall be elected annually by the Board of Directors and each shall hold office for one (1) year unless he resigns sooner or shall be removed or otherwise disqualified to serve.

Section 4. Special Appointments. The Board of Directors may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority and perform such duties as the Board of Directors may, from time to time, determine.

Section 5. Resignation and Removal. Any officer may be removed from office with or without cause by the Board of Directors. Any officer may resign at any time giving written notice to the Board of Directors, the President or the Secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. Vacancies. A vacancy in any office may be filled by appointment by the Board of Directors. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaces.

Section 7. Multiple Offices. The offices of Secretary and Treasurer may be held by the same person. No person shall simultaneously hold more than one of any of the other offices except in the case of special offices created pursuant t Section 4 of this Article.

Section 8. Duties. The duties of the officers are as follows:

(a) President. The President shall preside at all

meetings of the Board of Directors in the absence of the Chairman of the Board or if such officer shall not have been elected or be serving; shall see that orders and resolutions of the Board of Directors are carried out; shall sign all leases, mortgages, deeds and other written instruments, shall sign all promissory notes and shall co-sign all checks, drafts or similar instruments over \$500.00.

(b) vice President. Each Vice President shall generally assist the President and shall have such powers and perform such duties and services as shall from time to time be prescribed or delegated to him by the President, the Executive Committee or the Board of Directors.

(c) Secretary. The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board of Directors and of the Members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board of Directors and of the Members; keep appropriate current records showing the Members of the Association, together with their addresses, and shall perform such other duties as required by the Board of Directors.

(d) Assistant Secretaries. Each Assistant Secretary shall generally assist the Secretary and shall have such powers and perform such duties and services as shall from time to time be prescribed or delegated to him by the Secretary, the President, the Executive Committee or the Board of Directors.

(e) Treasurer. The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of account; cause an annual audit of the Association's books to be made by a public accountant at the completion of each fiscal year; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular meeting and deliver a copy of each to the Members.

ARTICLE IX EXECUTIVE COMMITTEE

Section 1. Constitution and Powers. The Board of Directors, by resolution adopted by affirmative vote of a majority of the number of Directors fixed by these Bylaws, may designate two (2) or more Directors (with such alternates, if any, as may be deemed desirable) to constitute an Executive Committee, which Executive Committee shall have and may exercise, when the Board of Directors is not in session, all of the authority and powers of the Board of Directors in the business and affairs of the Corporation, even

though such authority and powers be herein provided or directed to be exercised by a designated officer of the Association; provided, however, that the foregoing shall not be construed as action which by statute, the Articles of Incorporation or these Bylaws, or any other actions required or specified by the Texas Nonprofit Corporation Act or other applicable law or by these Bylaws or by the Articles of Incorporation to be taken by the Board of Directors as such. The designation of the Executive Committee and the delegation thereto of authority shall not operate to relieve the Board of Directors or any member thereof of any responsibility imposed upon it or him by law. So far as practicable, members of the Executive Committee and their alternates, if any, shall be appointed by the Board of Directors at its first meeting after each annual meeting of the Members and, unless discharged sooner by affirmative vote of a majority of the number of Directors fixed by these Bylaws, shall hold office until their respective successors are appointed and qualify or until their earlier respective deaths, resignations, retirements or disqualifications.

Section 2. Regular meetings of the Executive Meeting. Committee, of which no notice shall be necessary, shall be held at such times and places as may be fixed from time to time by resolution adopted by affirmative vote of a majority of the whole Executive Committee and communicated to all the members thereof. Special meetings of the Executive Committee may be called by the Chairman of the Board, The President or any two members of the Executive Committee at any time on twenty-four (24) hours' notice to each Executive Committee member, either personally or by mail or telegram. Except as may be otherwise expressly provided by statute or by the Articles of Incorporation or by these Bylaws, neither the business to be transacted at, nor the purpose of, any meeting of the Executive Committee need be specified in the notice or waiver of notice of such meeting. A majority of the Executive Committee shall constitute a quorum for the transaction of business, and the act of a majority of the number of members comprising the whole Executive Committee shall be the act of the Executive Committee. The members of the Executive Committee shall act only as a committee and the individual members shall have no power as such. The Executive Committee, at each meeting thereof, may designate one of its members to act as chairman and preside at the meeting or, in its discretion, may appoint a chairman from among its members to preside at all its meetings held during such period as the Executive Committee may specify.

Section 3. Records. The Executive Committee shall keep a record of its acts and proceedings and shall report the same, from time to time, to the Board of Directors. The Secretary of the Association, or, in his absence, an Assistant Secretary, shall act as Secretary of the Executive Committee, or the Executive Committee may, in its discretion, appoint its own secretary.

Section 4. Vacancies. Any vacancy in the Executive Committee may be filled by affirmative vote of a majority of the number of Directors fixed by these Bylaws.

ARTICLE X OTHER COMMITTEES OF THE BOARD OF DIRECTORS

The Board of Directors may, by resolution adopted by affirmative vote of a majority of the number of Directors fixed by these Bylaws, designate Directors or Members to constitute another committee or committees for any purpose including, without limitation, making recommendations of (i) matters concerning the Association; (ii) the Covenants, Conditions and Restrictions including the enforcement thereof; and (iii) other matters within the authority of the Board; provided, that any such other committee or committees shall have and may exercise only the power of recommending action to the Board of Directors and the Executive Committee and of carrying out, implementing and enforcing, through the committee chair, any instructions or any policies, plans and programs theretofore approved, authorized and adopted by the Board of Directors or the Executive Committee.

ARTICLE XI BOOKS AND RECORDS

The books, records and papers of the Association shall at all time during reasonable business hours be subject to inspection by any Member. The Declaration, the Articles of Incorporation and the Bylaws of the Association shall be available for inspection by any Member at the principal office of the Association, where copies may be purchased at reasonable cost.

ARTICLE XII ASSESSMENTS

As more fully provided in the Declaration, each Member is obligated to pay to the Association annual and special assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within fifteen (15) days after the due date, the assessment shall be subject to a late fee of Five Dollars (\$5.00) for the month in which the assessment first becomes delinquent and Five Dollars (\$5.00) for every month thereafter that the assessment remains unpaid. The Association may bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the property; and late fees, costs and reasonable attorney fees of any such action shall be added to the amount of such assessment. No Owner may waive or otherwise escape liability for the assessments provided for herein by nonuse of the Common Area or abandonment of his Lot.

ARTICLE XIII CORPORATE SEAL

The Association may have a seal in a form adopted by the Board of Directors.

ARTICLE XIV AMENDMENTS

Section 1. These Bylaws may be amended, at a regular or special meeting of the Members, by a vote oOf a majority of a quorum of Members present in person or by proxy, except that the Federal Housing Administration or the Veterans Administration shall have the right to veto amendments while there is Class B membership.

Section 2. In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles of Incorporation shall control;; and in the case of any conflict between the Declaration the these Bylaws, the Declaration shall control.

ARTICLE XV MISCELLANEOUS

The fiscal year of the Association shall begin on the first day of January and end on the 31st day of December of every year, except that the first fiscal year shall begin on the date of incorporation.

IN WITNESS WHEREOF, we, being all the Directors of Steiner Ranch Residential Owners Association, Inc., have hereunto set our hands this 25^{th} day of <u>September</u>, 1991.

HUGHES MCE R.

That I am the duly elected and acting Secretary of Steiner Ranch Residential Owners Association, Inc., a Texas nonprofit corporation, and

That the foregoing Bylaws constitute the Amended and Restated Bylaws of said Association, as duly adopted by a majority vote of a quorum of the Members of the Association at a meeting of said Members.

IN WITNESS WHEREOF, I have hereunto subscribed may name and affixed the seal, if any, of said Association this <u>25</u>th day of September, 1991.

BRUCE BARRE, Secretary

SRROA

FIRST AMENDMENT TO THE AMENDED AND RESTATED BYLAWS OF STEINER RANCH RESIDENTIAL OWNERS ASSOCIATION, INC.

WHEREAS, Article XIV, Section 1 of the Bylaws allows for the amendment of the Bylaws by a majority vote of the Members present in person or by proxy at a regular meeting of the Members;

WHEREAS, A regular meeting of the Members was held on April 27, 1994 at which a motion was passed increasing the number of Class A directors from one (1) to two (2)

NOW, THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS that the following sections of the Amended and Restated Bylaws of Steiner Ranch Residential Owners Association, Inc. are amended to read as follows:

1. Article IV, Section 1, is amended to read as follows:

Section I. Number. The affairs of this Association shall be managed by a Board of three (3) Directors and two (2) Class A Directors who shall be a "Class A" member at that time as defined in the Restatement of Master Declaration of Covenants, Conditions and Restrictions for Steiner Ranch Residential Areas recorded in Volume 10920, Page 0001, of the Real Property Records of Travis County, Texas, who shall be elected by a Majority of Class A Members owning residences on the Property and who are present in person or by proxy at the Annual Meeting of the Members.

Executed this <u>10</u>th day of <u>yril</u>, 1995 to be effective from and after April 27, 1994.

STEINER RANCH RESIDENTIAL OWNERS ASSOCIATION, INC.

Mike Schöenfeld, Vice President By:

STATE OF TEXAS COUNTY OF TRAVIS

This instrument was acknowledged before me on april 26 1995, by mile Scholideld, as Vice President of Steiner Ranch Residential Owners Association, Inc. a nonprofit corporation incorporated under the laws of the State of Texas, on behalf of said corporation.



Acone Freitag Lung Notary Public for the State of Texas Printed Name of Notary DiANE Frey Tag Lung My Commission Expires 6-21-98

AMENDMENT TO THE AMENDED AND RESTATED BYLAWS OF STEINER RANCH RESIDENTIAL OWNERS ASSOCIATION, INC.

This AMENDMENT TO THE AMENDED AND RESTATED BY-LAWS OF STEINER RANCH RESIDENTIAL OWNERS ASSOCIATION, INC. ("Amendment") is made by the Steiner Ranch Residential Owners Association, Inc. ("Association"), this 27th day of April, 1996.

WITNESSETH:

WHEREAS, the Restatement of Master Declaration of Covenants, Conditions and Restrictions for Steiner Ranch Residential Areas, was recorded on April 17, 1989, in Volume 10920, Page 1, of the Real Property Records of Travis County, Texas (hereinafter referred to as the "Declaration"); and

WHEREAS, the Association was created pursuant to the provisions of Article V of the Declaration to be and constitute the Association to which reference is made in the Declaration; and

WHEREAS, the Board of Directors adopted the Amended and Restated Bylaws of the Association (the "Bylaws") on September 25, 1991; and

WHEREAS, Article XIV of the Bylaws provides that the Bylaws may be amended by the approval of a majority of a quorum of Members present in person or by proxy at a special or regular meeting of the Members of the Association; and

WHEREAS, this Amendment was adopted by at least a majority of a quorum of Members present in person or by proxy which were entitled to vote at a special meeting of the Members of the Association held on the 27th day of April, 1996, at 7:00 p.m. Notice of such meeting was sent to each Member of the Association in accordance with Section 3.3 of the Bylaws; and

WHEREAS, no persons, other than the Members of the Association, are required to approve this Amendment pursuant to the Bylaws.

NOW, THEREFORE, the Bylaws are hereby amended as follows:

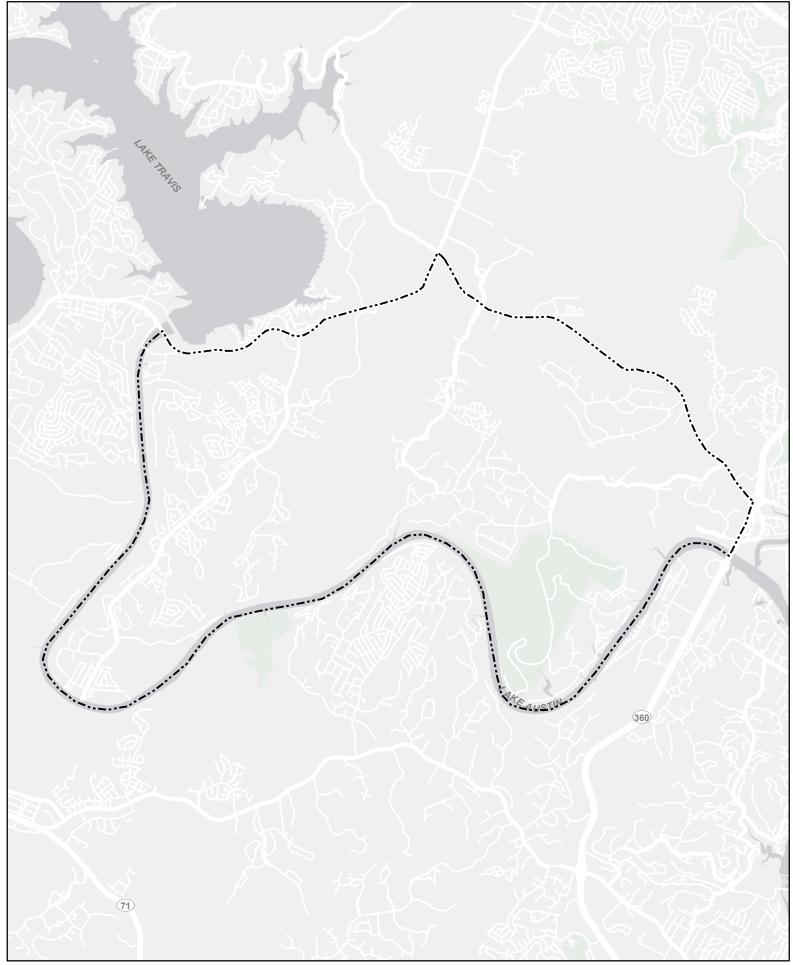
1.

Article III, Section 1 of the Bylaws is hereby amended by striking the Section in its entirety and replacing it with the following:

Section 1. Annual Meetings. The regular annual meeting of the Association shall be set by the Board so as to occur during the month of April on a date and at a time set by the Board.

IN WITNESS THEREOF, the undersigned officers of the Steiner Ranch Residential Owners Association, Inc., hereby certify that the Amendment to the Amended and Restated Bylaws of Steiner Ranch Residential Owners Association, Inc. has been adopted by at least a majority of a quorum of the Members present in person or by proxy entitled to vote at special meeting of the Association.

STEINER RANCH RESIDENTIAL OWNERS ASSOCIATION, INC., a Texas non-profit corporation By: PRESIDENT www



762 - Steiner Ranch Community Association Source: Public Information Office of the City of Austin Date Created: Tuesday, August 27, 2013

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