

Summary of By-Laws

This Summary is not intended to be all-inclusive. Please refer to the complete set of By-Laws you were given when you purchased your lot/home.

Membership, Voting, Quorum, Proxies

- A quorum at a member's meeting, including the Annual Meeting, is defined as a majority of those entitled to cast ballots.
- Votes may be cast in person or by proxy.
- Proxies are only valid for the particular meeting and must be filed with the Secretary prior to the meeting.
- The majority of votes is binding where a quorum is present, except when otherwise required by Law or the CC&Rs.

Annual and Special Meetings of the Membership

- The Annual Meeting is to be held the first Saturday of June at 10:00 AM.
- The Annual Meeting shall be held for election of Directors and any other business authorized to be transacted by members.
- Special Member Meetings may be called by the President, a majority of the Board or a written request signed by a majority of lot owners.
- All Member Meetings, including Annual Meeting, must have written notice given by the President, Vice President or Secretary stating time, place and objective(s) for which meeting is called.
- Notice for Member Meetings must be given not less than 10 days nor more than 60 days prior to meeting date.

Annual Meeting Outline

1. Call of role and certifying of proxies
2. Proof of Notice of Meeting
3. Reading and disposal of any unapproved minutes
4. Reports of Officers
5. Reports of Committees
6. Appointment of Inspectors of Election by President
7. Unfinished Business (if any)
8. New Business – Election of Directors
9. Any other New Business
10. Adjournment

Directors

- Voting for Directors is non-cumulative.
- Organizational Meeting of the Board is required within 10 days.
- Regular Board Meeting may be called when a majority of the Board agree.
- Three-day notice of Board Meeting must be given stating time, place and purpose.
- A quorum for Board meeting is a majority of the Board present.

- The presiding Officer is the President, unless absent, then Board designates who presides.
- The Board exercises all powers and duties of the Association, some of which are:
 - Set annual assessments (may increase by 10% w/o member vote)
 - Maintain, manage all common areas
 - Reconstruct any part of common property after casualty
 - Make improvements to any common property
 - Set and enforce rules/regulations governing use of common areas
 - Contract for management of the Association
 - Enforce CC&Rs
 - Contract for insurance
 - Contract for maintenance services
 - Pay all bills for utilities for common areas

Officers

The Officers of the Association shall be the President, Vice President, Treasurer, Secretary and Assistant Secretary, all of whom shall be elected annually by the Board.

- The President shall be the CEO of the Association.
- The Vice President shall, in the absence of the President, exercise the powers and perform the duties of President.
- The Secretary shall keep the minutes of all proceedings at meetings of the Directors and the members. He/she shall attend to the giving and serving of all notices to the members and Directors. He/she shall keep the records of the Association except those kept by the Treasurer.
- The Treasurer shall have custody of all of the property of the Association, including funds, securities and evidence of any indebtedness. He/she shall keep, or supervise the keeping of, the assessment rolls and accounts of members; the keeping of the books of the Association and all other duties incident to the office of Treasurer.