

# **By-laws**

**May 2017**

## **Article 1: Name and Purpose**

This organization shall be called Summerfield Civic Association, Inc. and will be referred to in this document as SCA.

### **Section 2: Purpose**

The Association is formed to provide for the maintenance of the signage, other common areas and landscaped areas located in the subdivision.

## **Article 2: Membership**

Upon transfer of a property the new owner of record shall be informed of the SCA and be offered the opportunity to become a member on an annual basis. Voting rights are conferred to paid-up members of SCA.

## **Article 3: Fees and Dues**

An annual dues of \$100.00 is due the first week of January of each year. Dues may be paid quarterly in the amount of \$25.00 due on the first of each new quarter (January, April, July, and October). It is the homeowners responsibility to pay in a timely manner. The executive committee may elect to send out reminders at the beginning of each year and at the beginning of each quarter.

If member is paying quarterly, then the quarterly dues in the amount of \$25.00 shall be due on the first of each new quarter. (January, April, July, and October).

## **Article 4: Code of Conduct**

Each homeowner shall maintain their property in a manner which will help perpetuate the value of their own property and that of their neighbors.

## **Article 5: Association Offices**

### **Section 1: Officers and Responsibilities**

As amended February, 2016 each officer has the same title and responsibility. There may be as few as seven (7) and as many as eleven (11) officers. As of February, 2017 all officers shall be known as treasurers.

### **Secretary:**

One of the acting officers/treasurers will act as secretary. This secretary will be elected by a simple

majority of the acting officers of the board. The secretary shall maintain accurate minutes of all meetings, and shall keep all records of the association. He / she shall serve notice of all meetings, inform the general membership of all actions taken by the Executive Committee, and print and distribute to the membership meeting minutes.

If the board chooses, the communication to members may also include email, web site posting, texting, or other electronic methods that may be appropriate at the time.

#### **Special Treasurer:**

One of the acting officers/treasurers will act as special treasurer. This treasurer will be elected by a simple majority of the acting officers of the board. The special treasurer shall receive all monies of the association and then in the name of, and to the credit of the association, shall make disbursements approved by by a simple majority of directors. Accurate records of all transactions shall be kept and an accounting shall be presented at each association meeting, and at the end of each fiscal year.

All debts incurred by SCA will be settled by issuance of a check. All checks written will be endorsed by two active board members.

The association will obtain a post office box. All monies due the association will be mailed there. An opened, current, balanced bank account will be held at a local FDIC Insured institute. A minimum of 5 active board members shall be authorized to access the bank account.

The association may, if a simple majority of acting board members approve, create and maintain a web site. A minimum of 3 elected board members shall have access to the web management portal.

An email account may also be established. All board members shall be allowed access to the management portal, and have access to all emails sent or received.

A method of electronic payment to receive membership dues may be established. A minimum of 3 active board members shall be authorized to access the account.

#### **Lakefront Representative:**

Serve on the lakefront subcommittee and the Executive Committee and keep each informed of the actions taken by the other.

#### **Removal From Office**

Officers may be removed from office with the approval of 2/3 of those responding to an impeachment vote.

#### **Section 2: Executive Committee**

All elected officers shall be a member of the Executive Committee.

The Executive Committee shall aid and assist in all activities and policies undertaken by the general membership. The Executive Committee shall maintain any website, FaceBook page, newsletter that is

developed and held under the name Summerfield Civic Association for the purpose of keeping the members informed and up-to-date.

### Section 3: Elections

The election of officers shall be held at a regular annual business meeting during the month of December. Election shall be by a simple majority of those members voting.

### Section 4: Eligibility To Vote

Each household is allowed one (1) vote. Proxy votes will not be allowed. Absentee ballots will be accepted through the day preceding the vote. Households must be in good standing with the SCA with dues paid through the quarter in which voting takes place.

Voting for officers will be by secret ballot.

All other voting will be by a show of hands.

### Section 5: Term of Office

All elected officers of this association shall serve from 1 January to 31 December.

### Section 6: Vacancies

Vacancies shall be filled from the general membership by a simple majority vote, and shall be for the unexpired term of the vacated office. The Executive Committee shall always maintain an odd number of members.

### Section 7: Eligibility for Office

To be eligible for an office, a candidate must have resided in Summerfield Subdivision for the prior six (6) months, and must be a member in good standing with the association.

## **Article 6: Fiscal Year**

The fiscal year of this association shall be 1 January to 31 December.

## **Article 7: Conflict of Interest**

The board shall make every effort to deal fairly with any and all contractors, workers, residents or others doing business with SCA.

Every effort shall be made to obtain 2 or more quotes for work, materials or services required by the SCA.

Should work be needed and the estimate for the work is below \$250.00 then a simple majority vote to accept a single quote will be allowed.

If a committee member has a financial interest in work to be performed by SCA, they shall be required to submit a sealed bid the same as any other vendor or contractor. They shall also abstain from discussing or voting on any matter related to this transaction.

The Executive Committee shall decide all conflict of interest questions.

### **Article 8: Governing Document**

Subdivision restrictions consisting of a compilation of filing 2 and 3 restrictions and approved by a simple majority vote of the charter membership shall be the governing document of SCA.

### **Article 9: Amending the By-Laws**

The By-Laws may be amended at the December meeting by two-thirds vote of the members present, provided notice of the proposed amendment change has been presented to the membership, in writing, at least two weeks prior to the vote. It shall be the responsibility of the petitioner to provide notice of the proposed amendment change to the general membership.

Any by-law may be temporarily waived, if to do so would be in the best interest of SCA, by approval of a majority of those present at the vote and unanimous approval of the Executive Committee present. All voting shall be by secret ballot.

### **Article 10: Lakefront Property**

Property owners on the lake in the third filing shall be responsible for all costs associated with the maintenance and improvement to the common area of the lake which is not accessible to the other non-lake residents.

### **Article 11: Subcommittees**

Subcommittees (both standing and special) shall be appointed by the Executive Committee when they deem it necessary. Standing subcommittees shall include, but not be limited to:

Welcome and Bereavement Committee: Assist in making these two major life events as smooth as possible.

Activity Committee: Organize neighborhood events and socials as appropriate.

Lakefront Committee: Address all issues which are exclusive to the lake property.

Membership Committee: Actively seeks participation in SCA by current residents. When new residents move into Summerfield introduce them to the SCA and help them establish membership.


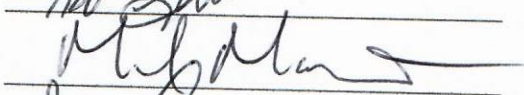

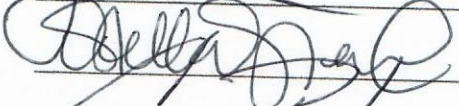
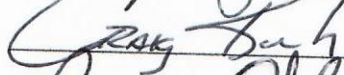
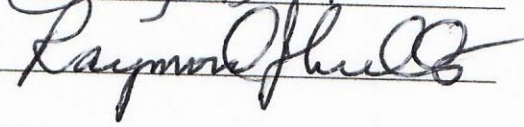
### **ARTICLE 14: ELECTRONIC VOTING**

At such time that technology allows, electronic discussion and voting by the committee shall be permitted. All voting shall be carried out via a method all members agree upon at a regular meeting.

All results shall be made available to the SCA in the regular meeting minutes by the Secretary. All votes shall be either for or against. If a member fails to respond electronically, this shall not count for or against a vote, but be viewed as if the member were absent from a meeting. Time frames for completing a vote shall be agreed upon by a single majority at a regular meeting.

**These bylaws will be reviewed and signed annually at the first meeting of a newly elected board.**

\*\*\*\*\* Amendments to this document are in bold italics\*\*\*\*\*

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