

BY-LAWS

TIMBERS CIVIC ASSOCIATION
APPROVED OCTOBER 3, 1974

ARTICLE I:

Name - The name of this association shall be TIMBERS CIVIC ASSOCIATION, INCORPORATED, hereinafter called the Association.

ARTICLE II:

Purposes:

- A. To secure concerted action in all matters pertaining to the protection, development, and improvement of the TIMBERS area. To promote the general welfare of the residents and property owners of said area, and to serve the best interest of TIMBERS residents in all community matters.
- B. To encourage and promote civic and social activities and endeavors in the TIMBERS. To cooperate with other similar organizations in matters pertaining to the common welfare of the residents and property owners of the TIMBERS property and adjacent areas.
- C. To assist and promote appropriate zoning regulations and property restrictions in and affecting the TIMBERS.
- D. To secure from proper Governmental officials such services, protection and facilities necessary to improve living conditions of the TIMBERS.
- E. To control, regulate, and improve the recreational or playground area, which area is designated on the recorded plat of the TIMBERS.
- F. To raise funds for and sponsor community activities.
- G. To acquire by purchase, gifts, lease, bequest, or in any other manner, and to take, receive, hold and employ any property, real and/or personal for purposes of the Association. To mortgage, lease, or otherwise

dispose of any Association property, real and/or personal, with the exception of the Recreation Area as denoted on record plat of the TIMBERS.

II. The power and authority enumerated in ARTICLE II-G above is in furtherance of and not in limitation of powers conferred upon this Association by law. It is not intended by the mention of any particular power or authority to limit or restrict any authority or power to which this Association may be legally entitled.

ARTICLE III:

Government:

This Association shall be governed by a board of five officers herein after called the Elected Body. The officers shall be elected by written ballot by a simple majority of voting membership at a meeting of the Association to be held in September of each year.

A. Officers shall be elected to serve for a period of one (1) year.

B. Newly elected officers shall assume office on 1 October following their election.

C. All officers must be active members of the Association.

ARTICLE IV:

Elected Body of the Association:

Section 1: Consistent with these By-Laws, the Elected Body shall:

A. Manage all Association property and conduct all Association business, as approved by the membership.

B. Promulgate and amend rules governing the Association, as approved by the membership majority.

Section 2: The Elected Body shall have authority to spend up to \$100.00 (One Hundred) per year of Association funds without prior

approval of a majority of the Association membership. The Elected Body shall not obligate the Association in any other way without the approval of a majority of the Association membership at any meeting after due and sufficient notification in accordance with ARTICLE VIII. Any previously approved commitments pertaining to the Association are excepted.

Section 3.

A. The Elected Body shall designate the bank or banks in which the funds of the Association shall be deposited, and determine the manner in which checks, drafts, and other instruments for the payment of funds of the Association shall be executed. However, the Elected Body shall require that at least two (2) officers, Treasurer plus one officer, sign all checks, drafts or other instruments for money drawn in the name of the Association.

B. The Elected Body is authorized at Association expense to insure by bond the fidelity of any officer or employee in such manner and amount as they deem necessary with the approval of the membership.

C. The Elected Body shall cause the books of the Association to be audited annually by three (3) members solely elected for this purpose. The report of the audit shall be available for the inspection by any member of the Association, and shall be made a part of the Annual Report.

D. Except as otherwise herein provided, the Elected Body shall have full power to transact business of the Association which may unexpectedly arise without a meeting of the Association, except in those matters wherein such powers have been specifically reserved to the membership by these By-Laws. If such action becomes necessary, a special meeting shall be called as soon thereafter as practicable to inform the Association.

Section 4.

A. Any member of the Elected Body may be relieved by a 55 percent

vote of members of the Association at any meeting in accordance with these By-Laws.

B. Action to relieve any member of the Elected Body shall be initiated in writing addressed to the President of the Association. Such action shall assign the grounds for relief and be signed by at least five(5) members of the Association in good standing. The member concerned shall be notified in writing immediately of such action and may submit his resignation to the Elected Body by which the resignation will be accepted or the officer may present any matters in his behalf to the Association at any meeting at which this matter shall be determined.

C. If any member of the Elected Body shall die or resign, or if the membership shall remove any officer without appointing another in his place, the remaining officers may elect a successor to hold office for the unexpired portion of the term of the officer whose place shall so become vacant, and until his successor shall have been duly chosen and qualified.

ARTICLE V:

Officers:

Section 1: Association officers shall be:

- A. President
- B. 1st Vice President
- C. 2nd Vice President
- D. Treasurer
- E. Secretary

Section 2: Duties of the President:

- A. Preside at all meetings of the Elected Body and of the Association.

B. Sign contracts and documents relating to the affairs of the Association unless otherwise therein provided in these By-Laws.

C. Appoint committees and committee chairmen.

D. Be a voting member of all standing committees.

E. Perform all other acts properly belonging to this office, including executive supervision of all activities of the Association and its members.

F. The President shall prepare an annual report reflecting the status of membership and finances, summarizing important activities and transactions of the preceding calendar year; copies of said report will be distributed to all members; supervise all committees with power to direct their activities; do or cause to be done all other things necessary to the operation of the Association as authorized by these By-Laws.

Section 3: Duties of the 1st Vice President

The 1st Vice President in the absence of the President shall act in his stead. He shall, under the immediate direction of the President attend to the business of the Association.

In the event the President relinquishes the chair, the 1st Vice President shall assume the President's duties until such time the President resumes his duty.

Section 4: Duties of the 2nd Vice President

The 2nd Vice President in the absence of the President and 1st Vice President, shall act in their stead.

The 2nd Vice President shall also chair the Membership Committee as defined in ARTICLE IX, Section 4.

Section 5: Duties of the Treasurer

A. The Treasurer shall, under the supervision and direction of the

President, be responsible for the immediate management and supervision of all financial operations of the Association, to include the collection, accounting for, and disbursement of all Association funds.

B. The Treasurer will obtain the approval of the President before any expenditure is made, and the President shall obtain approval of the membership in any case where, in the opinion of the President it is deemed necessary or desirable.

C. The Treasurer shall deposit all funds in a banking institution and make all disbursements by check, signed by the Treasurer and the President, or the Vice President in the absence of the President.

D. The Treasurer can be bonded at the Association's expense in an amount to be determined by the membership.

E. The Treasurer shall retain all financial records and reports as permanent records of the Association.

F. The Treasurer shall submit a report on the financial condition of the Association at each meeting of the Association unless otherwise directed.

Section 6: Duties of the Secretary

A. It shall be the duty of the Secretary to keep minutes of the Association and the Elected Body meeting, accompanied by an accurate record of the attendance.

B. The Secretary shall submit a written summary of the proceedings of the Elected Body meetings for presentation and approval of the board at the next meeting.

C. The Secretary shall submit written minutes of the previous Association meeting at the next meeting of the Association for the approval of the membership.

D. The Secretary shall give notification of meetings of the Association; attend to Association correspondence and perform such other duties pertaining to this office as may be directed by the President.

E. The Secretary shall advise the membership in writing of all meetings, at least 10 days in advance and of special meetings as soon as practicable by the most expeditious means.

F. The Secretary shall be custodian of the Corporate Seal, which shall be used as directed by the officers of the Association.

ARTICLE VI

Membership

Any resident family of the community known as THE TIMBERS shall be eligible for membership in this Association. Each household shall have up to two votes.

ARTICLE VII

Dues and Fees

Section 1: Dues

A. Dues of the Association shall be \$12.00 per household.

B. Association dues payable shall be forwarded to the Treasurer within 30 days from receipt of bill by members.

C. Annual dues (\$12.00) for new members of the Association shall be adjusted and pro-rated to the month in which the member joins. The one year period for such purposes shall be from 1 March to 28 February. A member joining the Association on or prior to the 15th day of any calendar month shall be charged dues for that full month. Members joining subsequent to the 15th day of a calendar month shall not be charged dues for that month.

D. Members whose annual dues are in arrears shall be notified in writing by the Treasurer. A 30-day grace period from the date of notification shall be allowed. Failure to pay delinquent dues on expiration of the 30-day grace period shall result in loss of voting privileges.

Section 2: Fees

Special assessments may be levied as approved by the majority vote of the Association members present after due notification of a meeting called for that purpose.

ARTICLE VIII

Meetings

Section 1:

A. Bi-monthly meetings will be held, with exception of July and August when there shall be no meetings.

B. The meeting of the Association held in September will be for the purpose of electing officers and for the transaction of such other business as indicated in the notice or properly may be brought before it.

C. Notice of all meetings shall be given to the members at least 10 days prior thereto. Notice of the September meeting shall include the names of the candidates for the Elected Body nominated by the Nominating Committee. Independent nominations may be made from the floor. Consent of nominees is required before nominations are made. Nominees shall be in good standing.

Section 2: Special Meetings

Special meetings may be held at the call of the President. A request signed by 25% of the voting membership of the Association may direct the President to call a special meeting providing the purpose of the meeting is stated in the request. Special meetings of the Association may be

held after such notice as circumstances permit has been given to the members. The notice shall state the purpose for which a special meeting is called and in such case, no other business shall be transacted. The time and place of all special meetings will be designated by the Elected Body.

Section 3:

A. Only members in good standing shall be entitled to vote at Association meetings. All voting shall be conducted by roll call and recorded by the Secretary.

B. Absentee ballot - A member in good standing who cannot attend a meeting where an issue is to be voted upon, shall have the right to deliver their vote on this issue in a sealed envelope to any officer up until the start of the meeting in question. The ballot must be dated and signed, and must clearly state the issue to be voted upon and be specific in a yea or nay pronouncement.

Section 4:

A quorum of Association members shall consist of 15 voting members in good standing after due notice of the meeting has been given.

ARTICLE IX:

Section 1: Special committees shall be appointed by the President.

Section 2: Standing Committees

A. House and Activities; Membership; Nominating and Recreational Area Development.

B. The duties and powers assigned in these By-Laws to these Standing Committees shall be subject to the authority of the President.

Section 3: House and Activities Committee

The House and Activities Committee shall be responsible for the

operation of recreational activities and fund raising events. This committee shall maintain and set up a schedule of all social activities of the Association, plan, supervise and operate affairs and special events of the Association.

Section 4: Membership Committee

The Membership Committee will welcome and actively recruit any new members for the Association and retain existing members. The 2nd Vice President will chair this committee.

Section 5: Nominating Committee

The Nominating Committee shall prepare a slate of candidates for election to the Elected Body.

Section 6: Recreational & Development Committee

Section 7:

Membership in Standing Committees shall be for a period of one (1) year.

ARTICLE X

Order of Business

1. Call to order
2. Roll call of officers
3. Reading of minutes of the previous meeting
4. Treasurer's report
5. Report of committees
6. Reading of communication
7. Unfinished business
8. General discussion
9. New business
10. Good and Welfare
11. Adjournment

ARTICLE XI

Miscellaneous

It shall be the duty of each member of the Association to inform any officer of the Elected Body of any matter that may come to his attention affecting the health or general welfare of the community.

ARTICLE XII

These By-Laws may be amended by a fifty five (55) percent vote of members in good standing. These By-Laws may not be amended unless notice of any proposed amendment shall have been given to members of the Association at least ten (10) days prior to the time of such meeting.

All proposed amendments shall be first presented in writing to the Secretary and read into the minutes without any discussion.

The Elected Body shall submit in writing to the membership the proposed amendment ten days (10) prior to the next meeting.

ARTICLE XIII

Parliamentary Procedures:

Any dispute concerning parliamentary procedures shall be settled in accordance with the latest edition of Roberts' Rules of Order.

APPROVED
October 3, 1974

AMMENDMENTS TO:

The By Laws of the Timbers Civic Association as approved on October 3, 1974:

- I. At the April 4, 1975 General Membership meeting, by an affirmative vote of over 55% of the total Association membership, the following changes were made to the Association By Laws:

Article VIII

Section 3A Now reads: Only members in good standing shall be entitled to vote at Association meetings. All voting shall be conducted by roll call and shall be recorded by the Secretary.

Article VIII

Section 4 Now reads: A Quorum of Association members shall consist of 10 voting members in good standing after due notice of the meeting has been given.

Article IX

Section 6 Now reads: The Recreational and Development Committee shall maintain development and maintance control of the Timbers Community property for the residents of the Timbers Community.

- II. At the November 10, 1980 meeting of the Association, the membership voted the following change to the Association By Laws:

Article VII

Section 1A Now reads: Dues of the Assocation shall be \$20.00 per household.

Article VII

Section 1C Now reads: Annual dues (\$20.00) for new members of the Association shall be ... for that month.