

# **THE TIMBERS CIVIC ASSOCIATION**

**ARNOLD, MD 21012**

**ORGANIZED**

**OCTOBER 3, 1974**

**ASSOCIATION BY-LAWS**

ADOPTED OCTOBER 3, 1974  
AMENDED - APRIL 4, 1975  
AMENDED - NOVEMBER 10, 1980

REVISED & ADOPTED MAY 14, 2013  
AMENDED - SEPTEMBER 17, 2014



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**ARTICLE I - NAME**

**Section 1.0 - Name:** The name of this association shall be the TIMBERS CIVIC ASSOCIATION, INCORPORATED, hereinafter called the “Association”.

**ARTICLE II - PURPOSE**

**Section 1.0 - Purpose:** The purpose of the Association shall be to:

- a) Utilize, control, maintain and improve the “Recreation Area” that is shown on the plat of Section B, Rupert Manor and was deeded to THE TIMBERS CIVIC ASSOCIATION, INC. on June 20, 1972 and recorded among the land records of Anne Arundel County, Maryland in Liber 2516, folio 172;
- b) Secure concerted action on all matters pertaining to the protection, development, and improvement of the Recreation Area;
- c) Raise funds for Recreation Area maintenance, improvements and activities;
- d) Maintain the Recreation Area for the general welfare of the community and to enhance and maintain community property values;
- e) Serve the best interest of the Association in all community matters with regard to the Recreation Area;
- f) Encourage and promote civic and social activities and endeavors for the Association;
- g) Cooperate with other similar organizations in matters pertaining to the common welfare of members of the Association and adjacent areas;
- h) 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; and
- i) Dispose of any Association property, real and/or personal, with the exception of the Recreation Area as denoted on record Plat of the TIMBERS.

**ARTICLE III - MEMBERSHIP& DUES**

**Section 1.0 - Qualifications:**

- a) Any property owner of the community known as THE TIMBERS shall be eligible for membership in this Association;



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- b) Each property in THE TIMBERS shall be allocated one vote if the owners have paid dues for that fiscal year. They are then considered “Members in Good Standing” (MIGS) for purposes of voting on Association matters. (Note: This means that if a property is owned by one or two or more persons, only one vote is allocated to that household).
- c) It is the obligation 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.

**Section 2.0 - Dues:**

a) Definitions:

- 1) Association Fiscal Year: Starts 01 July and ends 30 June. This coincides with the Maryland State Department of Assessments and Taxation tax year;
  - 2) Non-discretionary Funds: Those funds necessary to keep the Timbers Civic Association, Inc. as a legal entity in good standing with the state of Maryland. Non-discretionary funds are defined as, but are not limited to: funds necessary to maintain the Recreation Area to a reasonably safe standard; basic operating expenses of the Association (e.g., mailings, PO Box fees, electric bills for lighting at the Recreation Area, etc.), insurance coverage for the Association and Recreation Area, and an emergency reserve fund;
  - 3) Discretionary Funds: Funds earmarked for capital improvements, social events, and purchases associated with the Recreation Area;
  - 4) The Emergency Reserve: The emergency reserve fund shall be maintained at \$1,500 and is to be used only for emergencies such as tree removal, legal funds or unforeseen financial obligations of the Association not included in the approved annual budget.
- b) Annual Association dues shall be \$100.00 per each deeded property. For new owners of property for less than 6 months in that fiscal year, dues shall be \$50.00;
  - c) Association dues are due in July of each year;
  - d) Home owners, whose annual dues have not been received by 01 July, shall be reminded in writing by the Treasurer. A 30-day grace period from the date of the reminder notice



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shall be allowed. Failure to pay dues shall result in loss of voting privileges.

Members are in 'good standing' with dues paid in full for that fiscal year;

- e) Any increase in dues, as recommended by the Executive Board, must be approved by the majority of members in good standing at an Association meeting. For MIGS that cannot attend an Association meeting, they must provide a sealed absentee voting ballot to a Board member prior to that meeting.

**ARTICLE IV - MEETINGS**

**Section 1.0 - Meetings:**

- a) Semi-annual Association meetings will be held in March and September;
- b) The meeting of the Association held in September will be for the purpose of electing Executive Board members and for the transaction of such other business as indicated in the meeting notice;
- c) Notice of all meetings shall be given to the members at least 14 days prior thereto;
- d) The September meeting shall include the names of the candidates for the Executive Board solicited by the current by the Executive Board. Independent nominations also may be made from the floor. Consent of nominees is required before nominations are made. All nominees must be members of the Association in good standing;
- e) Special meetings may be held at the discretion of the President. In addition, 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. The time and place of all special meetings will be designated by the President;
- f) Only members in good standing shall be entitled to vote at Association meetings or by written absentee ballots submitted prior to that meeting. Voting at meetings shall be conducted by roll-call of MIGS and recorded by the Secretary;
- g) A preprinted absentee ballot will be provided with the meeting notice. Any member in good standing, who cannot attend a meeting where an issue is to be voted upon, shall have the right to deliver or mail their vote on this issue in a sealed envelope to any Executive Board member up until the start of the meeting. The ballot must be



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dated and signed, and must clearly state the issue to be voted upon and be specific in a yea or nay pronouncement;

- h) A meeting quorum of Association members shall consist of 1/3 of the total members in good standing;
- i) Unless otherwise agreed upon, Robert's Rules of Order, latest revision, shall prevail at all meetings; and
- j) The Order of Business shall be:
  - Call to order
  - Roll call of officers
  - Reading of minutes of the previous meeting
  - Treasurer's Report
  - Report of Committees
  - Reading of Communications
  - Unfinished Business
  - General Discussion
  - New Business
  - Good & Welfare
  - Adjournment

**ARTICLE V - GOVERNANCE**

**Section 1.0 - Executive Board:**

- a) The Association shall be governed by a board of three elected officials consisting of President, Secretary, and Treasurer, hereinafter called the "Executive Board";
- b) The Executive Board members shall be elected by written ballot of a simple majority of voting membership at the meeting of the Association held in September of each year;
- c) All Executive Board members shall be members in good standing of the Association;
- d) Executive Board members shall be elected to serve for a period of one (1) year; and shall assume office on 01 October following their election;



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- e) Executive Board members may be re-elected for up to three (3) consecutive terms in that office; and
- f) The Executive Board shall meet at a minimum of once per quarter.

**Section 2.0 - Duties and Responsibilities of the Executive Board:**

- a) The Executive Board, in collaboration with the committees, shall manage all Association business;
- b) Promulgate and amend the By-Laws governing the Association, as approved by the membership;
- c) Exercise the authority to commit funds to support general operating and discretionary expenses such as maintenance of the Recreation Area, damaged tree removal, utilities, liability insurance, etc.;
- d) Any major discretionary expenditure, not included in the Annual Budget, greater than \$500, shall be approved by the majority of the homeowners in good standing at a scheduled Association meeting or by absentee ballot, with sufficient notification as per Article IV Meetings, Section 1.0 (c);
- e) The Executive Board members 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. Two (2) Executive Board members, the Treasurer and President, shall be the only persons authorized to sign all checks, drafts or other instruments for money drawn in the name of the Association;
- f) The Executive Board members shall cause the finances of the Association to be audited annually by the Budget and Financial Committee. 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 that will be submitted by 30 September; and
- g) Except as otherwise herein provided, the Executive Board members shall have full power to transact business of the Association that 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



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necessary, a special meeting shall be called as soon thereafter as practicable to inform the members of the Association.

**Section 2.1 - Duties of the President:**

- a) The President shall, schedule and preside at all Association Meetings. If unavailable, the President may appoint another Board member to chair a particular meeting.
- b) Appoint special committees and approve all committee chairpersons;
- c) Call special meetings of the Executive Board members, if required;
- d) Call special meetings of the Association; and
- e) Serve as the official spokesperson on matters pertaining to the Association.

**Section 2.2 - Duties of the Secretary:**

- a) The Secretary shall keep an accurate record of the business transacted at each Association meeting and each Executive Board meeting and shall;
- b) Distribute the minutes of all meetings to the general membership following each Association meeting. The minutes shall also be posted on the Association web site;
- c) Work with Treasurer to maintain a current list of members in good standing;
- d) Conduct a roll call of all members in good standing present at the semi-annual Association meetings and present the votes of members not present, as per Article IV Meetings, Section (f); and
- e) Be responsible to pick up mail at the post office box.

**Section 2.3 - Duties of the Treasurer:**

- a) The Treasurer shall make payments as specified in the budget as approved by the membership at the September Association meeting;
- b) Present a financial statement at each Executive Board meeting and each Semi-annual meeting;



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- c) Invoice all Association members for annual Association dues no later than 01 May and follow-up with reminder notices by 30 August for any invoices that are 30 days past due;
- d) Provide a receipt to each member of the Association of dues paid and maintain a copy of the receipt;
- e) Receive and deposit dues in the Association bank account;
- f) Pay approved expenses;
- g) Maintain records that will allow the Budget and Financial Committee to audit the books at the end of the fiscal year;
- h) Balance and reconcile accounts and retain copies of receipts in and paid invoices out;
- i) Maintain such receipts in financial files to verify expenditures for a period of seven years;
- j) File Internal Revenue Service forms as required;
- k) Maintain a yearly emergency financial reserve fund of a minimum \$1,500.00; and
- l) Maintain a current list of members in good standing. Work with Secretary to maintain an accurate list.

**Section 3.0 - Retirement, Resignation or Removal of Executive Board member:**

- a) Action to relieve an Executive Board member shall be initiated in writing addressed to the Executive Board. Such action shall assign the grounds for relief and be signed by at least five (5) members of the Association in good standing;
- b) An Executive Board member may be relieved by a 55 percent vote of members in good standing of the Association in accordance with these By-Laws;
- c) The Executive Board member concerned shall be notified in writing immediately of such action and may submit his/her resignation by which the resignation will be accepted or the Executive Board member may present any matters in his/her behalf to the Association at any meeting at which this matter shall be determined;
- d) If any Executive Board member shall resign or die in office, or if the membership shall remove any Executive Board member without appointing another in his/her



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place, the remaining Executive Board members may elect a successor to hold office for the unexpired portion of the term of the Executive Board member whose place shall so become vacant, and until a successor has been duly chosen and qualified; and

- e) All retiring or exiting Executive Board members shall have a satisfactory turnover of records and hold an orientation session for new Executive Board members.

**ARTICLE VI -STANDING COMMITTEES**

**Section 1.0 -Standing Committees:** There shall be the following Standing Committees appointed by the Executive Board. The chairperson of each Standing Committee will attend Executive Board meetings when requested by the President.

**Section 2.0 - Recreation, Maintenance and Development Committee:**

- a) This committee will be organized into such sub-committees as deemed appropriate by the committee members.
- b) The committee shall be responsible for planning, coordinating and executing Recreation Area maintenance and upkeep by either community cleanups or through contract vendors. The funding for all these activities will be incorporated into the committee's Five Year Plan.
- c) The committee shall research, develop, and prioritize capital improvements for the Recreation Area. From this prioritized list, they will construct a Five (5) Year Plan with associated itemized capital improvement costs. This plan will be submitted to the Budget and Finance Committee Chair no later than 30 June each year for evaluation and inclusion in the Budget Plan to be submitted to the Executive Board. The Five Year Plan will be updated annually.
- d) The committee will coordinate with the Treasurer to fund yearly capital improvements to the Recreation Area as identified in the current approved fiscal year budget plan. The committee will plan and execute the purchase and installation of this equipment through contract vendors and/or membership work parties.



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**Section 3.0 - Budget and Financial Committee:**

- a) This committee shall be responsible for developing a Five (5) Year Budget Plan based on current obligations and inputs from the other committees based on future needs. Overall budget priorities will be outlined in this Plan and shall be submitted to the Executive Board for review and endorsement no later than 31 July of each year. The budget will then be presented to the membership at the September Association meeting. A majority vote of the members in good standing will be required to approve the budget for the current year. The Five Year Plan will be updated yearly; and
- b) The committee also shall be responsible for auditing the finances of the Association that will include the books of the Treasurer and the Social & Fundraising Committee. Three members of the Committee shall be involved in these audits.

**Section 4.0 - Fundraising & Social Committee:**

- a) This committee shall be responsible for coordinating and obtaining discretionary funding from sources other than the annual collection of dues from members;
- b) The committee shall account for all funds received from donations or fundraising activities and maintain a record of funds raised for the year;
- c) Funds raised by the committee shall be turned over to the custody of the Treasurer for deposit into the Association bank account – and in return the Chair of the committee shall receive a receipt from the Treasurer for those funds received;
- d) The Chair of the committee shall prepare and maintain copies of receipts for any donations made to the Association.
- e) The committee will plan and organize Recreation Area social events and publish an annual calendar for all property owners.

**ARTICLE VII - AMENDMENTS**

**Section 1.0 -Amendments:**

- a) These By-Laws may not be amended unless notice of any proposed amendment has been given to members of the Association at least thirty (30) days prior to a scheduled



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Association meeting. All proposed amendments shall be submitted in writing to the Secretary or President and shall be included in the meeting notice.

- b) The By-Laws can then only be amended by a fifty-five (55) percent vote of members in good standing at the Association meeting. If members in good standing cannot attend the Association meeting, they can submit their vote on the amendment(s) by a sealed ballot to any Board member prior to the meeting.



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**AMENDMENTS TO:**

**The Bylaws of the Timbers Civic Association Inc., as approved and adopted on May 14, 2013**

I. At the September 17, 2014 annual meeting of members, by an affirmative vote of over 55% of the members-in-good-standing (28: for - 0: against), the following amendments were made to the Timbers Civic Association, Inc. Bylaws. The vote is formally recorded in the minutes of the annual meeting of September 17, 2014.

**ARTICLE III – MEMBERSHIP & DUES**

**Section 1.0- Qualifications**

**Paragraph(s): a) and b)**

**Now Reads:**

a) Any property owner in the subdivision known as THE TIMBERS, shall be eligible for membership in this Association; The property owner of the property located at 1171 Rubert Circle, which is not a part of the TIMBERS subdivision, but whose property line is contiguous to the Recreation Area, shall also be eligible for membership in this Association.

b) Eligible members shall be allocated one vote if the owners have paid dues for that fiscal year. They are then considered “Members in Good Standing” (MIGS) for purposes of voting on Association matters. (Note: This means that if a property is owned by two or more persons, only one vote is allocated to that household).