

BY-LAWS

ELLA LEE FOREST HOMEOWNERS ASSOCIATION

Article I - Name

The name of this organization shall be Ella Lee Forest Homeowners Association and replaces the Ella Lee Forest Civic Club.

Article II - Purpose of Association

This Association is a non-profit, non-political organization of Ella Lee Forest homeowners created for the purposes of:

- Protecting the integrity of the neighborhood.
- Promoting pride and unity among residents.
- Enhancing and maintaining both the value and aesthetic qualities of properties located within Ella Lee Forest.
- Obtaining needed improvements for the benefit of this community.
- Enforcing deed restrictions.
- Collecting Association dues.
- Assisting in economic, civic, and social activities and enterprises for the benefit of this community.

Article III - Membership

1. The membership of this Association shall consist of owners of property in Ella Lee Forest.
2. The number of votes per property shall be limited to one.
3. Membership shall end when property interest or ownership in Ella Lee Forest is transferred or sold.
4. Control of this association shall be vested in the entire membership unless otherwise provided in these Bylaws.

Article IV - Officers and Board of Directors

1. Officers of the association and their duties shall be:

President:

Presides over all meetings, preserving order, enforcing the Bylaws, and exercising supervision of its affairs. Decides all questions of procedure and order, and shall, with the advice and consent of the Board, appoint all committees, and preside at all meetings of the Board of Directors.

Vice President:

Assists the president and fulfills the duties of the President in his/her absence.

Secretary/Treasurer: As Secretary, keeps a true and correct record of the proceedings of the association; prepares correspondence; and maintains files/records.

As Treasurer, receives all funds and prepares all disbursements. All disbursements must be approved by two of the following officers: President, Vice President, Secretary/Treasurer.

2. The Board of Directors shall consist of the three officers and three members elected in accordance with Paragraph 7 of this article, and the immediate past president of the Association.
3. The Board of Directors shall transact all necessary business between scheduled meetings; shall organize a plan of work; and shall present a report at each regular meeting of the Association. The Board of Directors shall appoint individuals and/or fulfill and exercise the powers of the Architectural Committee as set forth in the deed restrictions.
4. The Board of Directors shall meet as needed but not less than twice per year at such time and place agreeable to a majority of the Board members. Meetings may be called at any time by the president or by any three members of the Board. A majority of the Board of Directors shall constitute a quorum for the transaction of business. If less than a quorum, meeting must be postponed and rescheduled.
5. Any officer or Board member, elected or appointed, may be removed by simple majority vote of qualified members of the Association. The resulting vacancy must be filled by election at a scheduled meeting within 30 days.
6. A vacancy in the Board of Directors by resignation shall be filled for the remainder of the term by election at a Board of Directors Meeting.
7. The Officers and other members of the Board of Directors shall serve for one year. New Officers and Board members of the Association shall be elected at the annual meeting and shall take office immediately following the annual meeting.

Article V - Meetings

1. An annual meeting of the Association shall be held during the month of January each year. Additional meetings shall be held as deemed necessary by the Board of Directors.
2. At least ten days written notice of the time and place of any scheduled meeting shall be given to members of the Association.
3. A meeting of the Association shall be scheduled by the Board of Directors at the request of 20 or more Association members.

4. At any meeting, ten voting members, inclusive of officers and members of the Board, shall constitute a quorum, but a smaller number will, for lack of a quorum, adjourn the meeting to a future time.
5. All meetings shall be open to the public, but the privilege of making motions, debating, and voting shall be limited to members of the Association.
6. Any action permitted or required by law or these bylaws, may be taken without a meeting if a consent in writing, setting forth the action to be taken, is signed by a majority of the members. Such consent shall have the same force and effect as a vote at a meeting.

Article VI - Fiscal

1. The fiscal year shall begin January 1 and extend to December 31 of each year.
2. The amount of the annual dues shall remain at the amount previously set unless amended by a majority vote of the Association membership.
3. The annual dues invoice shall be mailed in the month of January and will be due and payable by February 1st.
4. Homeowners Association funds may not be used for payment for security for the subdivision except on a special occasion basis.
5. No officer, Board member, volunteer or any other person shall ever be compensated for any service performed for the Ella Lee Forest Homeowners Association unless, due to their occupation and expertise, they are hired by the Association to perform a professional service.
6. Normal expenses associated with the day-to-day handling of Association business needs shall be reimbursed and must be documented with a receipt.
7. Any member may request and view current expenses and disbursements at any meeting.

Article VII - Bylaws

1. The Bylaws may be revised or amended only by a majority vote of the members of the Association, subject to the provisions of Article III paragraph 2.
2. A copy of the Bylaws may be furnished to each member.

Article VIII - Rules of Order

Robert's Rules of Order shall be the authority for procedures in conducting meetings and business of the Association, when not in conflict with these Bylaws.

Revisions effective July 15, 2015