

Glenlake - By-laws

Article I: Name

The name of this organization shall be the Glenlake Neighborhood Association, a non-profit organization hereinafter referred to as the Association.

Article II: Purpose

The purpose of the Association is to seek to improve the quality of life in the neighborhood in matters such as land use, environmental protection, public services, consumer protection, and other matters of neighborhood concern.

Article III: Objectives

The objectives of the Association are as follows:

1. To represent and advance the interests of residents in the neighborhood.
2. To keep all residents informed of issues vital to the neighborhood by appropriate communications and meetings.
3. To establish standing and ad hoc committees to investigate and make recommendations to the Association on all matters of neighborhood concern.
4. To establish mutual protection and safety including traffic control.
5. To facilitate the education of residents regarding all available options open to them relating to the problems of home ownership, zoning, rights, etc.
6. To work toward development and preservation of natural green spaces, landscaping, and general land use management.

Article IV: Membership

Section 1: Eligibility

Membership in the Association shall be limited to property owners of record (title) and one other adult member of the household. Membership in the Association shall be issued to those persons meeting the above requirement upon payment of the annual dues.

Section 2: Dues

Annual dues shall be set annually by the Association on a per household or lot (membership unit) basis, and shall be payable on or before the first meeting of each fiscal year. Dues may be prorated only for new property owners based on the date a new property owner closed their property purchase transaction. Members who own their property on the first month of each fiscal year shall not have their membership dues prorated.

Section 3: Transfers

Any membership in good standing is automatically transferred to a new property owner on the closing date of their property purchase transaction.

Article V: Voting

Section 1

Members of the Association shall be entitled to two votes per membership unit.

Section 2

A quorum shall be necessary for the transaction of Association business. In no event shall a quorum be constituted with less than twenty percent of the membership units present at the meeting. Lot owner members shall not be counted for purpose of establishing a quorum.

Section 3

A majority vote of the members constituting a quorum shall be binding upon the Association.

Section 4

To be eligible to vote, members must be in good standing. Good standing shall mean full payment of their annual dues.

Article VI: Officer and Board Positions

Section 1: Officers

The officers shall function as the Board of Directors and the Executive Committee for the Association, and shall be composed of five members. Members shall serve staggered three (3) year terms, starting with fiscal year 2006-7. The annual elections shall be held on the last official meeting of the calendar year and the new Executive Committee shall be responsible for submitting the next years annual budget on the first meeting of the subsequent calendar year. The board members shall select among themselves the following officer positions: one president, three vice presidents, and one secretary. The president shall serve as the presiding officer and Board Chair; the secretary shall serve to record the minutes of the Association and Board meetings and provide custodianship of official Association documents; and the vice presidents shall serve by presiding over or acting as liaison with any committees, and by serving in any other capacity determined by the president or by a consensus of the Executive Committee.

Section 2: Duties of the Board of Directors

1. The Board of Directors shall transact necessary business in the intervals between regular meetings of the Association and such other business as may be returned to it by the Association. It shall appoint all committees and approve the work of such committees.
2. The Board of Directors shall meet upon the call of the president or upon the call of any three board members.
3. The specific functions of each member of the Board of Directors shall be determined by a consensus of the members of that Board of Directors. One member shall serve as secretary and record minutes of Association and Board meetings.

Section 3: Removal from Office

Any member of the Board of Directors may be removed from office for cause at any meeting by two-thirds vote of the members present providing that appropriate written notice be furnished to the membership at least two weeks prior to said meeting.

Section 4: Resignations

Members of the Board of Directors must give one (1) month's written notice before a resignation can become effective. Under this condition or any other condition in which a Board of Directors vacancy occurs, the sequence of rotation prevails and any vacancies shall be filled at the next regular Association meeting through floor nominations and membership vote.

Article VII: Meeting

Section 1

Meetings of the Association shall be held on or about the third week of the months of January and October. The annual budget shall be voted upon in the January meeting, and the annual elections shall be held in the October meeting. The President or board may call for a special meeting to carry on the business of the Association.

Section 2

Special meetings may be called by the Board of Directors at any time.

Section 3

The fiscal year of the Association shall run from February 1 through January 31.

Article VIII: Parliamentary Authority

When not inconsistent with these bylaws, Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure. These rules may be suspended at any meeting by a majority vote.

Article IX: Prohibitions

Section 1

The Association shall not endorse any candidates for political office.

Section 2

The identity of Association members shall be confidential and may not be released without permission of all members concerned.

Article X: Amendment of Bylaws

These bylaws may be amended at any regular meeting by a two-thirds vote of the members constituting a quorum provided that the amendment(s) has (have) been submitted in writing to the membership at least two weeks prior to said meeting.

Article XI: Dissolution

Upon the dissolution of the Glenlake Neighborhood Association, the Association's assets, after payment of any debts or obligations, shall be disbursed according to the wishes of the majority of members present at the final meeting.

Article XII: Architectural Control Committee

Section 1: Structure

1. The Architectural Control Committee (ACC) shall be composed of five members appointed by the Board of Directors. In January of each year the ACC shall elect one of its members to serve as chairman for that year.
2. The Board of Directors shall appoint one new ACC member each January. If there are no pending resignations, the ACC shall determine which of the current members is to be replaced.
3. Any ACC member wishing to resign should give at least (1) one month's written notice before a resignation can become effective. The vacancy shall be filled by appointment of the Board of Directors.

Section 2: Function

1. The ACC shall review plans for all new construction (including add-on structures) as stipulated in the deed restrictions for Glenlake Phase One and Phase Two.

2. When plans are received, the ACC shall notify the owners of all adjacent lots (including lots separated only by a street) and, upon request, make the plans available for review by those lot owners.
3. When sending a letter of approval to a lot owner, the ACC shall emphasize the necessity of following fire control regulations, maintaining a clean building site, providing cleanup when construction is completed and preserving the natural environment as much possible.
4. The ACC shall keep minutes of its meetings and send those, as well as copies of all correspondence, to the president of the Board of Directors.