

# LEMON WOOD HOMEOWNERS BOARD

## BYLAWS

March 1, 2023

### ARTICLE 1

The Lemon Wood Homeowners Board (Board) shall be the name of this group consisting of up to twelve Homeowners in the Lemon Wood Community. The Homeowners elect the Board to represent all Homeowners.

### ARTICLE 2

The purpose of the Board is to be an advocate on behalf of the Homeowners in matters of common interest to enhance and help protect the quality of life in the Lemon Wood Community. A majority (50% +1) of Board Members (Members) is a quorum for any/all decisions/voting.

### ARTICLE 3

Only one person per space may serve on the Board at one time. A sitting position does not transfer. Board Members are elected each September to serve a two (2) year term and may serve an additional two (2) year term at their option. A Member must be re-elected after serving for four (4) years then the process repeats. The Secretary will be responsible for maintaining the Member information.

The Chairperson appoints a replacement Member to serve for one who for any reason resigns from the Board or is not able to fulfill their term. The Board must approve the appointee. The appointee must stand for election at the next election. Inability to fulfill a term means not meeting requirements of attendance, communication, and committee service.

### ARTICLE 4

#### Board Member Election Process

- No later than July first of each year, the Board creates a three-member sub-committee to obtain nominees agreeing to serve if elected.
- The nominating sub-committee submits a sample ballot, with spaces for write-ins, for Board approval at the August meeting.
- Prior to September first, the sub-committee posts the approved ballot in the clubhouse.
- The week preceding the September meeting, sub-committee inserts the ballot into the tube of each home.
- Residents return the ballots to the ballot box in the clubhouse by Monday morning.
- The sub-committee recruits three Homeowners not currently serving on or running for the Board to count the ballots on this same Monday afternoon.
- The existing Board certifies the election.
- The new full Board meets in private to elect officers.
- Sub-Committee posts the names of the new Members and their offices in the clubhouse.
- Board Chair introduces the brand-new Board at the next meeting.

## ARTICLE 5

The officers and duties of the Board are as follows:

**Chairperson:** Schedule and chair all HomeOwners Board/Residents meetings, submit special assignments for Board approval and provide leadership.

**Vice Chairperson:**

Perform duties of the chairperson in his or her absence. Schedule and Chair Board Member meetings.

**Secretary:** Record and keep minutes of all HomeOwners Board/Residents meetings. Maintain Board Member information, submit meeting minutes to Board members for approval, after approval submit to newsletter publisher.

**Treasurer:**

Receive and disperse funds as directed by the Board. Maintain financial records and report at HomeOwners Board/Residents meetings. The Board Chair is co-owner of the accounts and approves all disbursements. Assets of the Board pay approved expenditures. Distribution of remaining assets is at Board discretion.

## ARTICLE 6

Removal of a Board members is by a majority of Board Members votes at a regular Board Meeting with a quorum of members present. Inability to satisfy commitments of attendance, communication, or committee service is basis for removal.

## ARTICLE 7

### Meetings

The Board communicates the time and place of monthly HomeOwners Board/Residents meetings in advance to all homeowners.

Monthly HomeOwners Board/Residents meetings are open to all Lemon Wood Homeowners; however, they may not participate as the Members conduct business discussions and votes. At the end of the meeting there will be time allowed for any Homeowner to address the Board.

The Board creates and manages sub-committees. Sub committees consist of Members and residents focusing on projects for the betterment of the residents and Lemon Wood community.

## ARTICLE 8

Dissolution of the Board occurs with a majority vote of the Homeowners present at a HomeOwners Board/Residents meeting.

Revised March 1, 2023