

The Mission of the West Ridge Estates Board of Directors is to properly represent all 150 Homeowners in our Association. By managing our Finances with the best business practices and keeping our Neighborhood a great place to live.

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## Agenda:

### Finances and Dues Payments

Checking \_\_\_\$18,856.38\_\_\_

Savings \_\_\_\$ 1,001.68\_\_\_

Dues Received \_137/150\_\_\_

Outstanding Dues \_\$ 19,556.93\_\_\_

### New Accounting Service

- Online dues payment or check
- HMS is our new Accounting Service  
Bookkeeping Only
- All HOA concerns still handled by the Board of Directors

### New Website

[www.westridge-hoa.com](http://www.westridge-hoa.com)

Updates and News

Contact the Board of Directors and HMS

Due's payments

Social Media Links

*(Want to help maintain the website?)*

### Lawncare and Landscaping Service

- Ground Zero Lawn Care, LLC
- Lawn is being fertilizing
- Entry sign maintenance
- Weed spraying around the lake and playground
- Winterizing
- Sprinklers and zones are fixed

### Lake and Fountain Maintenance

- New LED lights installed
- The Fountain is turned off during cold weather

### Entry Signs

- We have cleaned the entry sign
- Holiday decorations

### Board of Directors

Nominations and Vote

### Vice President

- Must be a Westridge Homeowner
- A voting member and decision maker of the Board of Directors
- 2-year commitment (*HOA dues credited*)
- 5 hours per month time commitment
- Discuss HOA business
- Maintaining our lake, playground, and common areas
- *(other responsibilities listed on the next page)*

### President?!

If you are interested, please let us know!

### Fall Clean Up Day, Nov. 5<sup>th</sup>

Two dumpsters will be in front of the park  
Saturday Nov 5<sup>th</sup>, 8am to 12pm

### Open Discussion

Covenant Compliance

## ARTICLE VIII

### Officers and Their Duties

Section 1. Elected Officers: The principal officers of the Association shall be: President, Vice President, Secretary, Treasurer, and Director, all of whom shall be members of the Board of Directors.

Section 2. Elections & Terms of Officers: The election of the officers of the Association designated in Section 1 of Article VIII shall occur at the annual meeting of the Board of Directors, those officers elected or reelected at the aforementioned annual meeting shall serve for a term of two years, unless he or she shall sooner resign, be removed, or otherwise disqualified to serve. The election of officers shall occur at each succeeding annual meeting of the Board of Directors. The election for the positions of President, Director, and Secretary shall take place on even numbered years. The election for the positions of Vice-President and Treasurer shall take place on odd numbered years.

Section 3. Special Appointments: The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

Section 4. Resignation & Removal: Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time giving written notice to the Board, the President or Secretary. Such resignation shall take effect on the date of receipt of such notice or at any latter time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5. Vacancies: A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer they replace.

Section 6. Duties: The duties of the officers shall be as follows:

**President** (a) The President shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks and promissory notes.

**Vice President** (b) The Vice President shall act in the place and stead of the President in the event of their absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required by the Board.

**Secretary** (c) The secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the members; keep appropriate current records showing the members of the Association together with their addresses, and shall perform such other duties as required by the Board of these By-Laws. The secretary shall also have authority to co-sign all checks and promissory notes.

**Treasurer** (d) The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of account; cause an annual audit of the Association books to be made by a public accountant at the completion of each fiscal year; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its first meeting of each fiscal year, and deliver a copy of each to the members, when requested.

**Director** (e) The director shall act in the place and stead of the President and/or Vice President in the event of their absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required by the Board. The director shall be the liaison between the Board of Directors and each of the standing committees.