

Hidden Springs Country Club Homeowners Association, Inc.
Association Bylaws
Adopted November 2019

ARTICLE I
BOARD OF DIRECTORS

Section 1.1 Officers

The Association Board of Directors, hereinafter referred to as the "Board", shall be comprised of seven (7) members. The officers of this Association shall consist of a President, First Vice President, Second Vice President, Secretary, Treasurer, Social Director and Public Relations Director. Officers shall be Voting Members in good standing of the Association. Said officers shall be elected to their respective offices at the February general membership meeting. Election for President, Second Vice President, Treasurer and Public Relations Director shall be held on alternate years as that of First Vice President, Secretary and Social Director, so as to provide continuity of leadership. Installation of elected officers will be at the March general membership meeting. Each officer shall hold office for a two (2) year term or until a successor has been appointed by the Board or elected by the Association voting membership.

Section 1.2 Vacancies

Vacancies in any office shall be filled by a quorum vote of the Board for the unexpired term.

Section 1.3 Board Meetings

Any officers missing more than three (3) consecutive meetings, whether general Association or Board meetings, without valid reason being presented to the President, will be asked to resign. Members of the Board may participate in a Board meeting and vote through the use of conference telephone calls or electronic transmission.

Section 1.4 Powers

The Association's activities, affairs, and Association property shall be managed by the Board, and all corporate power shall be exercised by or under the Board's direction, subject to the provisions and limitations of the California Nonprofit Mutual Benefit Corporation Law, and other applicable laws, and any limitations in the Association's Articles of Incorporation and Bylaws. The Board may waive its powers at any time and refer the decision on a matter to the Membership which shall then have the full power to decide the same.

Section 1.5 Duties

At the first Board meeting after installation, the Board shall establish a budget for the year, and shall appoint chairpersons to the Association standing and ad hoc committees. The Board will oversee the Emergency Response Committee.

ARTICLE II MEMBERSHIP

Section 2.1 Membership

Membership is open to all residents. Residents who are owners of mobile home may be Voting Members of the Association by paying their annual membership dues and shall have a right to vote at all membership meetings and on all propositions.

Residents who do not own the mobile home, but who sublease or rent from owners of residences for a period of 30 days or more may become Social Members by paying their annual membership dues and have social privileges, but no voting privileges.

Section 2.2 Nondiscrimination

There shall be no discrimination against any member in any way whatsoever on the bases of race, color, gender, national origin, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression, or age (complying with age requirements for housing for older persons, and with the Federal Fair Housing Amendments Act as amended by Public Law 104-76).

Section 2.3 Funds

- A. The Board is hereby authorized to create a general fund composed of all sums collected from whatever sources.
- B. The Board is authorized to make expenditures not exceeding \$500.00 for any one purpose at any one time; any expenditure in excess of \$500.00 shall require membership approval before the expenditure is made.
- C. All expenditures shall be submitted to and approved by the Board prior to incurring any purchase or indebtedness; with the exception of expenditures approved within the annual budget.

Section 2.4 Dissolution

This Association may be dissolved upon written consent of 75% of the members. The intended appropriation or division of the funds and assets of the Association shall be fairly and distinctly stated in the proposed plan of dissolution prior to such assets being given. However, said distribution must be limited to a charitable institution in compliance with California Corporations Code Part 3 as pertains to Nonprofit Mutual Benefit Corporations.

ARTICLE III DUTIES OF OFFICERS

Section 3.1 President

The President shall:

- Direct the activities of the Association,
- Supervise the execution of the policies of the Board and report results and actions to the membership;
- Preside at all meetings of the Association membership and the Board;
- Be ex-officio member of all committees, except the Audit and Nominating Committees;
- Acquire a working knowledge of parliamentary procedures, Mobilehome Residency Law, and rules and regulations of the Park and Riverside County Mobilehome Rent Stabilization Ordinance;
- Appoint chairpersons for the Audit Committee and the Nominating Committee at the first Board meeting after installation of the new Board;
- Establish all other committee chairs and members as needed or deemed necessary;
- Be responsible for making all recommendations by the Board and Association membership to the Park's management; and co-sign all Board-approved contracts over \$500.00 (five hundred dollars).

Section 3.2 First Vice President

- The First Vice-President, in the absence of the President, shall perform the duties of the President and when so acting shall have all the powers of and be subjected to all the restrictions upon the President; and perform such other duties assigned by the President.
- The First Vice-President will serve as chair of the Welcome Committee and will oversee publication of the annual Phone Directory.

Section 3.3 Second Vice President

- The Second Vice-President, in the absence of the President and First Vice-President, shall perform the duties of the President and when so acting shall have all the power of and be subjected to all the restrictions upon the President, and perform such other duties assigned by the President.
- The Second Vice-President will serve as chair of the Membership Committee.

Section 3.4 Secretary

- The Secretary shall keep a record in which shall be recorded the minutes of all regular and special meetings of the Membership and present such minutes at the next regular membership meeting.

- The Secretary shall also keep a record of all actions taken at all meetings of the Board or of the Membership and record attendance at all Membership and Board meetings.
- The Secretary shall take charge of all documents belonging to the Association whenever requested, and submit all paperwork required by California Mobilehome Residency Law, and perform such other duties as assigned by the President.

Section 3.5 Treasurer

The Treasurer shall:

- Have charge and custody of and be responsible for all funds and securities of the Association;
- Receive and give receipts for monies due and payable to the Association from all sources; deposit such monies in a bank account maintained in the name of the Association;
- Make withdrawals and disbursements from such accounts according to the approved budget amounts or upon Board approval;
- Provide a financial report to each Board meeting and at each Association member meeting;
- Submit all financial records for the fiscal year audit at the end of March to the Association's Audit Committee. The Audit Committee will report the audit results to the Board at the first meeting after the audit, and to the members at the Annual Association meeting in November.

Section 3.6 Social Director

The Social Director shall:

- Present a proposed program of activities for the year to the Board at the second Board meeting after the election of officers;
- Chair the Social Standing Committee and choose members to serve on said committee;
- Provide oversight of all social and educational programs;
- Provide oversight of the Library and choose the Librarian; who, under the direction of the Social Director, will manage the library collection;
- Keep a schedule of club house use;
- Coordinate with Park management and the Men's and Women's Golf Clubs for the use of the club house;
- Make recommendations to the Board on all items relating to maintenance, repairs, and cleaning of the club house for presentation to Park management.

Section 3.7 Public Relations Director

The Public Relations Director will publish and distribute the Association's newsletter, "Sandscripts"; maintain the HSCC HOA website and other electronic communication sites and perform such other duties as requested by the Board.

Section 3.8 Standing Committees

Audit Committee

The Audit Committee shall be comprised of three (3) members who will audit the financial records in April. The committee will report results to the Board at the end of the audit and to the General Membership at the annual meeting in November.

Nominating Committee

The appointed Chairperson for the Nominating Committee will select two members to serve on the committee. The Committee will prepare a slate of nominees to be presented to the membership at the January general meeting. The nominating committee chairperson shall be responsible for the election and installation of the new Board.

Welcome Committee

The Welcome Committee will prepare and deliver the welcome package for new residents. The Welcome Committee Chairperson will also oversee the Sunshine Committee, which will send cards or other expressions of concern to members who are ill or hospitalized, as well as messages of condolence when appropriate.

Phone Directory

The Phone Directory Committee will work with management to produce and distribute the annual Park Phone Directory, under the direction of the First Vice President.

Membership

The Second Vice President will chair the Membership Committee and will select members. The Membership Committee is responsible for all aspects of recruiting and renewing memberships in the HOA. The Committee will also ensure that members at HOA meetings are logged in, and the attendance numbers of both Voting members and Social members are reported to the Secretary before the start of the meeting. The Committee will also maintain the Membership database records.

Social

The Social Director will chair the Social Standing Committee and will select members. Under the direction of and coordination with the Social Director; the Social Committee is responsible for the planning and production of social events for the approved program of activities for the year.

Emergency Response

The Emergency Response Committee will oversee the Park emergency response plan, review the plan at least annually, and provide information to the Membership. The Committee Chairperson will be appointed and overseen by the Board.

ARTICLE IV DUTIES OF MEMBERS

Section 4.1

Members shall pay their annual membership dues, comply with conditions and terms of the Articles and Bylaws of the Association and comply fully with the decisions, rules and regulations made and adopted by the Board of the Association. Members shall also attend meetings and be obligated to further the interests and purposes of the Association and to deal fairly and in good faith with all other members.

Section 4.2 Voting Rights

Each Voting Member in good standing shall have one vote for each action item presented at any duly noticed Association membership meeting at which a quorum of members is present to conduct business, excepting Election of Officers and Amendment(s) of Bylaws of the Association which shall be by ballot.

Section 4.3 Voting by Ballot

A written and/or electronic notice of the Election of Officers and/or the proposed Amendment(s) of Bylaws of the Association shall be delivered to each Voting Member not later than thirty (30) days prior to such meeting. The notice shall be accompanied by an authorized ballot.

Each Voting Member in good standing shall have one vote for the Election of Officers which shall be by ballot.

- Ballots may be voted by one of the following methods:
 - A. By Voting Member in attendance at the general membership meeting in February.
 - B. By receipt of the authorized ballot by the designated Association addressee no later than one day prior to the general membership meeting. In February.

Each Voting Member in good standing shall have one vote for Proposed Amendment(s) of Bylaws of the Association which shall be by ballot.

- Ballots may be voted by one of the following methods:
 - A. By Voting Member in attendance at the Annual Association meeting of the general membership in November.
 - B. By receipt of the authorized ballot by the designated Association addressee no later than one day prior the Annual Association meeting of the general membership in November.

ARTICLE V REMOVAL OF OFFICERS

Charges justifying removal from office (including a felony conviction, unexcused absence from Board meetings, or no longer meeting eligibility requirements) may be filed against any officer. Such charges must be in writing or electronic, signed by 10% of the total membership, must be presented at a regular or special meeting of the Association and all members shall be notified and a copy of said notice being delivered to each member not later than thirty (30) days prior to such meeting. Said charges may be sustained only by a two-thirds (2/3) vote of the members present and voting, and such officer, if found guilty, shall be immediately removed from office.

ARTICLE VI BOARD AND MEMBERSHIP MEETINGS

Section 6.1 Board Meetings

The regular meetings of the Board shall be held at such time and place as the Board shall determine.

Section 6.2 Membership Meetings

Regular membership meetings will be held on the first Friday of each month. The Board may cancel or reschedule a regular meeting of the membership as it deems necessary and upon notice to membership.

The regular meeting in November will be Annual General Membership Meeting.

- At the regular meeting in January the election chairperson will present the slate of nominees.
- At the regular meeting in February the election chairperson will hold the Election of Officers for the coming term.
- At the regular meeting in March the elections chairperson will install the officers elected in February.

Section 6.3 Quorum

- A. At a regular or special membership meeting, ten percent (10%) of the Voting Members of the Association in good standing shall constitute a quorum necessary to conduct business.
- B. At any Board meeting, four (4) officers of the Board shall constitute a quorum for the transaction of business.
- C. At any regular or special membership meeting, it shall require ten percent (10%) of the full Voting Membership to alter in any way any action of the Board.

Section 6.4 Request to Attend a Board Meeting

Any Owner or Renter Tenant of the Hidden Springs Country Club or Park property owner's representative wishing to attend a Board meeting for the sole purpose of presenting their position or subject of concern to the Homeowners Association Board, may put their request in writing and give it to any Board Member. The Board will then schedule a time and notify the Tenant or the Park property owner's representative of the date and place of the next meeting and the time the requestor is to be there to present the subject matter. After the presentation the requestor will be asked to leave, and the Board will consider the topic presented in a timely manner and notify requestor in writing of the Board's position and/or action on that matter.

ARTICLE VII AMENDMENTS TO ASSOCIATION BYLAWS

The Association Bylaws may be amended at the Annual Association meeting of the general membership in November, provided thirty (30) days written and/or electronic notice of any proposed amendment shall be delivered to the members. It shall require two-thirds (2/3) vote of the ballots received to amend the Association Bylaws.

ARTICLE VIII

This Association shall be governed by Roberts Rules of Order on any matter not covered by the Association Bylaws.