

RAPPAHANNOCK RIVER ESTATES CIVIC ASSOCIATION

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BY-LAWS

2024

ARTICLE I

NAME AND LOCATION

This Association shall be known as the Rappahannock River Estates Civic Association, Inc., hereafter referred to as "The Association" a corporation chartered under the laws of the State of Virginia, maintaining its principal office in Essex County, Virginia.

ARTICLE II

PURPOSE OF THE ASSOCIATION

The object of this Association shall be to promote a safe environment, maintain and provide facilities, roads, easements, and other property, real and personal, for the improvement, beautification, benefit, recreation, and enjoyment for all Rappahannock River Estates (RRE) property owners. These objectives shall be achieved in the best interest of the entire community.

ARTICLE III

MEMBERSHIP

Section 1

Membership in the Association shall be limited to such persons and their spouse who own property in RRE and are current with Association membership fees. Property owners owning more than one (1) dwelling shall be responsible for fees per dwelling.

Section 2

Membership in this Association shall not be transferable; however, voting privileges may be assigned by member's written notification to the Board of Directors. Each member has 1 vote.

Section 3

All members shall pay a membership fee on a per dwelling/lot basis, in such amount as may be proposed by the Board of Directors and approved by a vote of the membership. The membership fee shall be paid each year by the first community meeting day.

Section 4

Any property owner delinquent in the payment of membership fees shall lose membership status and have no voting privileges in the affairs of The Association and shall not be able to discuss business at meetings, serve on committees, or the Board until fees are paid.

Section 5

The annual membership fee entitles deeded property owners and their spouse a maximum of two (2) votes. Owners of multiple properties are limited to voting privileges of one (1) property. Voting privileges are limited to one (1) vote per person.

Section 6

Association facilities may not be used for personal profit or gain. No adjoining property can be developed and become a part of The Association. This includes putting multiple names on one deed in this Association. The Association facilities are available for use by Rappahannock River Estates property owners only. Owners of adjacent housing areas – Point Breeze, Shady Grove, Eubanks Road or any other nearby properties—are not considered property owners as part of RRE

Section 7

No property owner shall block access to common grounds by means of vehicles, shrubs, trees etc.

Section 8

All property owners/members are encouraged to keep the outside of their premises in good appearance:

- Yards-grass kept cut including cleared vacant lots
- No inoperable cars, boats or larger household appliance, unless they are garaged or completely covered.
- Homes and sheds in well-maintained appearance.

ARTICLE IV MEETING

Section 1

The regular meeting of this Association shall be held on the last Saturday of each month, April through August, except when a National holiday falls within the scheduled weekend. Date and time will be announced in the annual letter. All members shall be notified in the annual letter of all meetings of said year. Any project that is deemed a major project or impacts common grounds by the majority of the Board of Directors will constitute a mailing to the membership, prior to voting.

Section 2

The Board of Directors shall meet an hour prior to the scheduled regular meeting.

Section 3

Special meeting of the membership or the Board of Directors may be called at any time by the President, by a minimum of (7) seven board members, or by a quorum of the membership. All Board members and association membership shall be notified prior to any special meeting.

Section 4

The Communications Secretary shall mail the annual letter to all RRE property owners thirty (30) days prior to the April meeting.

**ARTICLE V
DUTIES AND POWERS OF THE BOARD OF DIRECTORS**

Section 1

The Board of Directors of the Association shall be a President, Vice-President, Recording Secretary, Communication Secretary, Treasurer, Parliamentarian and six (6) other elected members who have assumed the oath of responsibility. The new officers will take office immediately following the "Oath of Responsibility" at the August meeting.

"Oath of Responsibility"

I (person taking oath) do solemnly swear to uphold the by-laws of the Rappahannock River Estates Civic Association as written, and act, or react in the best interest of The Association.

Section 2

The Board of Directors is responsible for governing the necessary affairs of The Association in the interim between membership meetings. They shall make such decisions and take such action, during such period, as deemed necessary. They shall keep complete and accurate records of their actions and present a statement regarding any action at each Association meeting.

Section 3

It is the responsibility of the Board of Directors to suspend the voting rights of a member in the Association if in default of any membership fees.

Section 4

Any Director may be removed from the Board by a majority vote of the Membership for JUST CAUSE. In the event of death, resignation, or removal of a Director, a successor shall be selected from the nominees with the most votes from the previous election. In the event of no opposition from previous election, the Directors will make the selection and the Membership will approve the position by a majority vote.

Section 5

In case of damage to roadways, beaches, piers, common areas, or easements within the subdivision caused by a property owner, a property owner's family member, or property owner's guest, the Board of Directors may assess and bill the applicable RRE property owner.

Section 6

Board of Directors are required to hire contractors, who are licensed and insured when performing services for the Association. Lawn care services are exempt.

Section 7

The Association President or Vice-President shall be responsible for submitting permit applications, posting permits as required by law and obtaining final inspection of work performed. Permits include but not limited to Wetlands, Construction, Electrical and other improvements requiring permits.

ARTICLE VI DUTIES AND POWERS OF THE OFFICERS

Section 1

PRESIDENT – It shall be the duty of the President to make the necessary quorum count and to preside at all meetings, to enforce the by-laws of the Association and to reference Robert's Rules of Order when necessary. He/She shall have the deciding vote in case of a tie. If he/she decides to speak to The Association on a subject other than as presiding officer, he/she shall address the Vice-President or Board Member who shall act as presiding officer while the President has the floor. He/she shall sign the approved meeting minutes. The President shall be bonded to safeguard the finances of the Association. The Association shall bear the expense of such bond and the bond shall be turned over to the Executive Board within thirty (30) days. The President is also responsible for preparing the annual letter.

Section 2

VICE-PRESIDENT – It shall be the duty of the Vice-President to assist the President in preserving order and to preside in his/her absence. He/she shall have such other duties as may be requested by the Board of Directors.

Section 3

RECORDING SECRETARY – It shall be the duty of the Recording Secretary to take accurate meeting minutes and to publish/review at stated meeting and/or special meetings. He/she will sign these minutes. A record of all meeting minutes shall be kept on file in the Association Civic Center. He/she shall record the votes at each election. Recording Secretary shall assume duties of Communication Secretary in his/her absence.

Section 4

COMMUNICATION SECRETARY – It shall be the duties of the Communication Secretary to conduct all correspondence required by The Association, to keep an accurate listing of all RRE property owners, including their addresses and phone numbers, to mail annual letters and to send out proper cards when notified of sickness or death in a member's family. All expenses incurred will be turned over to The Association for payment.

He/she will post all upcoming meetings on the bulletin board at the entrance of the community, community website and, social media responsibilities. Communication Secretary shall assume duties of Recording Secretary in his/her absence.

Section 5

TREASURER – It shall be the duty of the Treasurer to take into custody and give receipt for all monies received, to keep a record of paid members, to pay all orders properly drawn and to make a monthly report to The Association of all monies collected and dispersed. It is also the responsibility of the Treasurer to keep a record for the funds of all committees. At each membership meeting a report of The Association financial activities since the last meeting shall be reported to the membership and a copy of that report shall be provided to those members attending. A record of the Treasurer's report shall be filed in the Association Civic Center. The Treasurer shall be bonded to safeguard the finances of The Association. The Association shall bear the expense of

such bond and the bond shall be turned over to the Executive Board within thirty (30) days.

All monies shall be deposited in the name of The Association in a bank to be named by the Executive Board. An audit committee or Certified Public Account (CPA) will reconcile the financials every two (2) years prior to the election of Treasurer and an audit shall be required every five (5) years by a CPA firm specializing in financial audit.

Section 6

PARLIAMENTARIAN – The Parliamentarian sees that Robert’s Rules of Order are properly enforced as necessary.

Section 7

The six (6) above mentioned officers shall compose the Executive Board.

**ARTICLE VII
STANDING COMMITTEES AND THEIR GENERAL RESPONSIBILITIES**

Section 1

AUXILIARY/ENTERTAINMENT: Plan and arrange social functions and entertainment for the members, their families, and guests throughout the year, to promote socializing while raising money for The Association such as dances, bingo, cornhole tournaments, covered dish suppers, fish fries, breakfast, crafts fairs etc. and present to the membership an agenda for the year at the April meeting for approval.

Section 2

BEACH /DRAINAGE: Maintain and upgrade the beach and related areas i.e., beach drainage, pier, boat ramp, jetties, pavilion, trashcans, and other routine maintenance for amenities, etc.

Section 3

BUILDING AND GROUNDS: Maintain The Association Civic Center and grounds i.e., painting, heating, cutting grass, winterizing, etc. The approved forms and collection of fees for the private use of the Civic Center and / or pavilion is to be arranged by this committee. NOTE: Association shall have priority of these two facilities on holidays.

Section 4

MEMBERSHIP: Obtain membership records and to encourage delinquent property owners to pay their membership fees.

Section 5

NOMINATION: To submit a list of nominees, officers and directors every two (2) years as per the by-laws. (Officers odd years & Directors even years) This committee shall receive all absentee ballots. (Elections only). Voting for Officers and Directors shall be handled by paper ballot.

Section 6

MOORING: To maintain and improve moorings and swim area.

Section 7

ROADS/DRAINAGE: Anything having to do with upkeep and upgrading of all roads. Maintain and improve water drainage throughout the common grounds.

Upkeep of tractor – gas, oil, greasing, plugs, points, etc.

TRACTOR USE.

- Committee members ONLY to use.
- Not for any personal use, common ground only (except in cases of emergency, ex: snow)
- No more than four people and chairperson to operate
- Operator to be trained and verified

Section 8

The Board of Directors shall name and specify the purpose of each committee and how it should operate in The Association by-laws per Robert's Rules of Order. Copy to be posted at Civic Center. Each committee will select a chairperson.

Section 9

Committee chairperson must report at each membership meeting.

Section 11

All monies taken in by a committee shall be put into the general fund, however, the Auxiliary/Entertainment Committee is allotted a maximum of one thousand dollars (\$1,000.00) and all overages shall go into the Association general fund.

Section 12

AUDITING: This committee shall consist of one (1) board member (not treasurer) and two (2) Association members. This committee or CPA will reconcile The Association books every two (2) years, prior to the election of officers. Treasurer should have books ready for audit by August 1 of election year. Books will be open to any member for viewing. Must be viewed at the Civic Center with a member of the Auditing committee present. An Audit to be performed every five (5) years by CPA specializing in financial audit.

Section 13

A limit of five association members on any special committee, example: Nominating Committee, By-laws Committee, etc.

ARTICLE VIII ELECTIONS

Section 1

At the July meeting, of an odd year, the nominating committee shall present to the membership a list of candidates for President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Parliamentarian. The candidates will be elected by a majority ballot of the members at the August meeting and will hold office for two (2) years. Nominating committee for election of office will consist of four members. Anyone running for office cannot be on the committee. Absentee ballots can be obtained from and returned to the nominating committee. (Refers to only election of officers or directors).

Section 2

At the July meeting, of an even year, the nominating committee will present to the membership a list of candidates for the Board of Directors. Six (6) candidates from the list will be elected by majority ballot of the members present at the August meeting and will hold office for two (2) years.

Section 3

Absentee Ballot Rules

- In order to vote you must be a property owner in the RRE and membership fees must be current.
- Place your ballot in an envelope and seal.
- Sign and print your name across seal.
- Ballot to be delivered to committee chairperson and received no later than twenty-four (24) hours prior to election or absentee ballots may be handed in person to one of the nominating committee members no later than twenty-four (24) hours prior to the election meeting. Your return address and signature must appear on envelope.

ARTICLE IX CHECKS, NOTES, ETC

Section 1

The Treasurer shall sign all checks issued by the Association. In the event the Treasurer is not available, the President of the Association may sign such checks.

Section 2

The President and Treasurer shall sign all notes or other evidence of indebtedness issued by the Association.

Section 3

For emergency purposes only. The Board of Directors shall not spend more than five hundred dollars (\$500.00) at one time, unless the majority of the members approve.

ARTICLE X QUORUM

Section 1

Seven (7) members of the Board of Directors shall constitute a quorum for any board meeting.

Section 2

Twenty (20) percent of members with paid membership fees shall constitute a quorum for any membership meeting.

**ARTICLE XI
FISCAL YEAR**

Section 1

The fiscal year of The Association shall run from April 1 through March 31

**ARTICLE XII
BY-LAWS AMENDMENTS**

Section 1

These by-laws may only be amended at any regular membership meeting, after being tabled for thirty (30) days and voted on by a quorum. (Vote requires two thirds (2/3) majority of quorum. Notices shall be sent to all members of the proposed by-law change (s) and the date of the vote on amendment.

To clarify any conflicting opinions Robert's Rule of Order will be referenced.

**ARTICLE XIII
COMMUNITY GUIDELINES**

BEACH /COMMON GROUNDS

Property owners are responsible for their guests' and renters actions and knowing community guidelines.

- Facilities including Mooring Balls to be used by property owners and their immediate guests ONLY. Guests are entitled to use community amenities, when accompanied by RRE property owner. Guest defined as-a person staying or visiting an RRE property owner -- or staying in your home.
- Do not litter beach or roads. This is our community.
- Do not use beach trash receptacles for household use, beach chairs, large items or items that can cause odors, such as dead fish, crabs, etc.
- No camping on beach.
- No glass on beach
- Keep all noise to a minimum in accordance with current Essex County Noise Ordinance.
- No motorized vehicles allowed on beach.
- It shall be unlawful for the owner or custodian of a dog to allow his dog to run at large within the boundaries of the Gwynfield and Rappahannock River Estates. Owners are expected to clean up behind their pets. Additional information refer to Essex County Dog Ordinance
- No pets in Civic Center.
- No profanity allowed.
- No running, wrestling, or pushing on pier.
- No type of vehicle allowed on pier.
- No boats allowed between north side of pier and second jetty to end of pier (Swimming Area)
- Boat passengers can only be picked up on the south side of pier.
- No boats tied to pier, for any reason.

- Only tie to north side of boat ramp pier and then only long enough to pick up trailer.
- No parking on road leading to and from boat ramp.
- Electricity on Beach only to be used for community events or when reserving the pavilion. Not for personal use.
- No alcohol or smoking at meetings.

ROADS

- After sunset, all vehicles, golf carts, etc. **MUST** have visible lights that are on and in working condition.
- Speed Limit 10-mph
- Operate ATV's, Golf Carts, and all Road Vehicle's in accordance with Virginia Motor Vehicle laws.
- Respect other person's property. Respect your neighbors.
- No parking of inoperative vehicles on association property (roads, etc.)

ARTICLE XIV

DECLARATION

Herein are established RESOLUTIONS, to provide orderly and reasonable law and order within the private community known as the Rappahannock River Estates, and for the purpose of promoting the health, safety, morals, and general welfare of the citizens of these private Estates, and to promote and achieve the intent of the Articles of Incorporation of the Rappahannock River Estates Civic Association.

It is the intent of the Board of Directors of the Rappahannock River Estates Civic Association Incorporated, a non-profit corporation created under the laws of the Commonwealth of Virginia, and pursuant to Articles 2 and 4 of the Articles of Incorporation. As recorded in Essex County Charter Book #3, page 42 that the resolutions herein shall be considered as law within the confines of the private community and shall be enforced by appeal to the Circuit Court of Essex County, Virginia through the office of the States Attorney for Essex County, Virginia.

These resolutions are not to be read as a limitation on any existing State or County laws. The Board of Directors, being the governing body of all the properties held in common for the use of all residents, does hereby express the intent that these resolutions are to be in addition to any existing laws and to assist in the application of existing laws.

If any section, subsection, paragraph, sentence, clause, or phrase of these resolutions shall be declared to be invalid for any reason what-so-ever, such declaration shall not affect the remaining portions of these resolutions, which shall remain in full force and effect; and to that end, the provisions of these resolutions are hereby declared serviceable.

These resolutions may be repealed, modified and or added to at any legal meeting of the Rappahannock River Estates Civic Association, Incorporated by a majority vote of the members present.

The *DECLARATION* is hereby approved and adopted by the Officers and Board Members of the Rappahannock River Estates Civic Association Incorporated.