



**BYLAWS FOR
THE VILLA CASITAS
HOMEOWNER'S ASSOCIATION (VCHOA)**

I. Purpose:

- A. As set forth in the Amended and Restated Declaration of Protective Covenants recorded September 21, 1998 under Reception No. 98135609

II. Owners Subject To Bylaws:

- A. Bylaws shall govern how the VCHOA is run, Covenants shall govern property matters.
- B. Membership:
- i. Any owner of a lot within the VCHOA boundaries shall be a member and subject to the rules and regulations therein.
- C. Voting:
- i. Voting will be allowed by members that are current on dues and assessments only, entering into a payment plan does not make the member current. Voting may be done by mail, email or public meeting. Each lot shall have 1 vote regardless of the number of members occupying said lot.
- D. Majority vote:
- i. Majority shall rule. Majority shall also rule on the VCHOA Board of Directors with the residing President having the final vote.

III. Association Meetings:

- A. Time and place and the agenda of the meeting shall be decided no less than 45 days prior to the meeting and shall be agreed upon by the Board of Directors. Scheduled meetings are subject to change.
- B. Annual Meeting:
- i. Annual meetings shall be held; the notice of said meeting shall be mailed out 30 days prior to the scheduled date.
- C. Special Meetings:
- i. Special meetings shall be held or called by the Board of Director or by members of the association in accordance with the Colorado Common Interest Ownership Act (CCIOA)
- D. Rules of Meetings:
- i. Meetings will be held in accordance with the VCHOA meetings policy.(There shall be no recording of any VCHOA meeting.)



IV. **Executive Board:**

A. Designation :

- i. Shall consist of 5 members, elected by the membership.
- ii. Officers of the Executive Board.
 1. **President**
Shall head the Board of Directors and Have final say in VCHOA matters. Shall make decisions affecting VCHOA between Executive meetings.
 2. **Vice-President**
Shall assist the President and step in if the President can no longer serve.
 3. **Treasurer**
Shall keep all VCHOA financial records and maintain accounts receivable and payable.
 4. **Secretary**
Shall take and keep VCHOA meeting minutes and prepare VCHOA letters from the President. Shall maintain all non-financial VCHOA records. Shall be a notary public. Shall maintain the VCHOA website and social media accounts.
 5. **Executive Assistant**
Shall back up the Secretary in maintaining the VCHOA website and social media accounts and assist others on the Board where needed.

B. Election of Officers:

- i. Officers shall be elected by majority of the Board members.
(Association members elect members to the Board)

C. Removal Of Officers:

- i. Removal of Officers must be by at least a 4 to 1 Board of Directors' decision. Upon removal, the majority of the remaining Board members shall appoint an interim board member to complete the term.

D. Term of Office:

- i. Term of office shall be alternating 2-year terms so as not to introduce a new set of directors into an unfamiliar setting.



V. Amendments:

A. Bylaws:

- i. Bylaws shall mean this entire agreement as amended from time to time by the residing Executive Board. Said amendments shall be filed with the County Clerk and Recorder of El Paso County by the Secretary or designee.

VI. Committees:

- A. The Board of Directors when Deemed Necessary shall appoint committees.

VII. Miscellaneous:

A. Proof of Ownership:

- i. Shall be by the owner producing a recorded copy of the vesting deed or by a search of public records.

B. Inspection of Records:

- i. All VCHOA records in accordance with CCIOA shall be made available to members upon request in accordance with the VCHOA records policy. Records will also be deemed furnished if available on the VCHOA website.

Shawn Spencer, President VCHOA

State of Colorado
County of El Paso

Signed before me on Jan. 20th 2026, by Shawn Spencer,
President VCHOA

Elizabeth Rosenbaum
Notary Signature

09/11/2027
Commission Expiration

ELIZABETH ROSENBAUM
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20234034639
MY COMMISSION EXPIRES 09/11/2027