

# BYLAWS OF THE GREEN VALLEY ESTATES ACTIVITY CLUB

Edition: March 7, 2026

1. **ORGANIZATION NAME:** The Green Valley Estates Activity Club
2. **CLUB PURPOSE:** To provide a cohesive and continuing program that promotes recreational and social activities for the residents
3. **MEMBERSHIP:**
  - A. This is a club of residents. A resident is someone who owns their home or rents a space for a minimum of three months per year in the park.
  - B. All voters must be present to vote. Voting will be based on one vote per resident.
  - C. Bylaws will be reviewed annually by the Bylaws Committee and approved by residents at the February meeting.

#### 4. **ACTIVITY CLUB COMMITTEE:**

All committee members are to keep records relating to their position to be passed on to the next committee members. Each position may be held by 1 or 2 people, with a term limit of 4 consecutive years in the same position. Each committee member is entitled to one vote, if in person or on the phone (or equivalent, like Zoom).

- A. The committee members shall consist of the following elected members, whose duties are, but not limited to:
  1. **Chair(s):** To lead and direct the committee and monitor the activities to ensure the club's purpose is met. The Chair will provide these bylaws to new elected members, committee associates & hosts. Chair will also work with the Secretary to create agendas.
  2. **Assistant Chair(s):** To assist the Chair and preside temporarily in his/her absence, work with the Monthly Host(s) and be the liaison between the Host and Committee.
  3. **Secretary:** Work with the Chair to create agendas, keep all records other than financial accounting, record the number of residents attending the general meeting and to record the votes for and against a motion. Secretarial records are to be kept archived for 7 years. Archived records are to be kept in the club storage shed. Proofread Coyote before it is published.
  4. **Treasurer:**
    - a. Collect and deposit all Activity Committee monies. Keep an accurate account of all income and expenses. Pay all expenses.
    - b. Oversee the Committee Checking account. Sign checks for the Committee, additional check signers are Park Management.
    - c. Prepare monthly financial reports for each general meeting. Annual reports to be completed at the end of each fiscal year.
    - d. Post Monthly Financial Report on the bulletin board.

5. **Activities Coordinator:** The Activities Coordinator will schedule, communicate clubhouse activities, create and publish the Coyote, create signup sheets, and maintain website and residents list. The Committee shall oversee and approve all content related to the Coyote.
  6. **Ex-officio Member(s):** The park manager is a non-voting member of the committee, except in the event of a tie.
- B.** The elected committee members noted in 4.A. above will be approved by a secret ballot vote annually at the February meeting and assume duties in March of the year elected. Majority of the vote's wins, and the tabulations will be recorded in general meeting minutes. Residents are encouraged to run for each specific office.
1. When any vacancy occurs midterm, a posting and signup sheet will go on the bulletin board asking for interested residents to serve. Committee will interview and select candidates for the position or positions. At the next monthly general meeting, the committee will present the new committee member(s) for approval. A secret ballot will be taken to instill the new member(s). Approval will be that of majority wins.
  2. All residents are invited to participate in committee meetings.
  3. If at any time a committee member is not fulfilling his/her role per the job description, the remainder of the committee can redelegate that member to a different role or ask for that person to step down.
- 5. COMMITTEE ASSOCIATES:**
- A. The following positions are volunteer positions approved by the committee. If an associate resigns, a volunteer will be recruited by the Committee to fill his/her un-expired term.
  - B. Primary duties for each role are as follows:
    1. **Clubhouse Supply Person:** To purchase and keep supplies in stock and keep items stored in their proper places. A list of OSHA preferred brands for cleaning supplies to be used in the clubhouse is posted on the bulletin board. Do not use other brands unless approved by management.
      - a. Authorized to use accounts with Restaurant Depot, Costco, , to make purchases for the club.
      - b. Coordinator will obtain the debit card from the treasurer to make purchases. If it is not available, purchases can be made with personal funds and receipts turned into

treasurer for reimbursement. Receipts must only have clubhouse items listed.

2. **Health and Welfare:** to send cards to GVE residents in the hospital and to send cards to families or significant others of deceased residents. A card will be sent to a resident if a non-resident family member dies.
3. **Welcoming:** To welcome new residents to Green Valley Estates. A welcome packet will be provided to all new residents which includes a copy of the Bylaws.
4. **Financial Audit Committee:** The committee will appoint a panel of three residents to do an audit on the checkbook and financial records every January for the previous year. They will use a committee approved form for the audit. After the audit has been completed and approved, the individual purchase receipts may be destroyed, and the Treasurer's reports kept on file for seven years.
5. **Bylaws Committee:** To review bylaws annually and update as needed. Committee shall consist of volunteer residents. Head of bylaws committee will be appointed by Activities Chair.
6. **Librarian:** To maintain and organize the clubhouse library. Task will be completed at least once per month.

## 6. MONTHLY HOST

The volunteer Monthly Hosts responsibilities are as follows:

1. Special Breakfasts, Lunches, Dinners and/or activities. The host(s) will provide a proposed calendar of events to the Activities Coordinator at their monthly planning meeting, the third Wednesday of each month. Host will work with the Activities Coordinator to ensure that the Calendar and sign-up sheets are posted during the first week of each month. Fire regulations limit the number of persons permitted in the clubhouse at any one time for an event to 77. Events are filled on a "first come-first served" sign-up basis, with priority given to Estates Park residents and their guest. Monthly Host is responsible for clean-up after hosted activities.
  - A. The host will determine the price for all meals with the goal of covering expenses and be profitable.
  - B. There will be no charge for Easter and Christmas dinners.

## BYLAWS OF THE GREEN VALLEY ESTATES ACTIVITY CLUB

Edition: March 7, 2026

- C. Residents will be allowed one guest per person, and guest will be charged the same as resident amount for the meal. Green Valley RV Resort residents are considered the same as GVE residents for the purpose of monthly events.
- D. Hosts will be asked to invite new residents to participate in their planning of events to encourage and give guidance to future events.
- E. Monthly Host Finances:
  - 1. At the end of each event, the income from will be turned into the Treasurer along with a reconciliation sheet showing income and expenses, plus the accompanying receipts. **There will be no rounding of numbers. All expenses and receipts need to be exact, with no personal items included on the receipts.**

### 7. DECORATIONS COMMITTEE:

- a. Purpose to design, purchase and decorate clubhouse monthly. Any permanent decorations need to be approved by management. Committee will be allotted \$50.00, if needed monthly.

### 1. MEETINGS:

#### A. General Meetings:

- 1. General meetings will be held on the first Saturday of each month November through April. If there is a conflict with the date of the first Saturday, the meeting may be moved to the second Saturday of that month with a notice of the alternate date will be posted on the clubhouse doors and emailed to residents at least one week in advance of the meeting. General meetings during May through October convened as needed by residents residing in the park.
- 2. The committee shall meet prior to the monthly general meeting for the purpose of discussing needs arising from the past month's activities, considering future activities, and building the general meeting agenda, generally held the 3<sup>rd</sup> Wednesday of the month.

### 2. MISCELLANEOUS:

- A. Park resident's memorial services may be held, at no charge, in the clubhouse. Upon the passing of a resident, a committee member will contact the family members to determine whether they want to have a memorial service at the clubhouse. Memorial services must be sponsored by family or friends of the deceased with assistance from the committee in terms of providing use of the clubhouse for the event. Other non-monetary assistance may be provided on an

BYLAWS OF THE GREEN VALLEY ESTATES ACTIVITY CLUB

Edition: March 7, 2026

- individual case basis. Nonalcoholic beverages, cups and napkins purchased by the club may be used for the memorial service at no cost to those sponsoring the event.
- B. Key Control: Park management is responsible for key control; keys will be issued in consultation with the Chair. Treasurer will maintain control of the Host keys and distribute them to each month's host.
  - C. The Bylaws and a list of Committee members and Associates will be posted on the clubhouse bulletin board.

The above Bylaws were accepted by vote of the Club's general membership

Date: 3-7-26 Residents present: 43  
Residents Voting For: 34 Residents Voting Against: 9  
Chair's Signature: *Diana J...*  
Secretary's Signature: *Darryl Beckler / Pam Dersch*