

Highland Pines Property Owners Association Proposed Bylaws Amendments Summary

The current Highland Pines Property Owners Association Board of Directors is proposing a number of amendments to existing Association Bylaws, which were last updated in 2010. The bylaws currently allow for such amendments by an affirmative vote of the membership.

Here is a summary of the proposed updates:

Article I: Purpose

Section 1 - Update the existing Purpose Statement.

Proposed: The general nature of business to be transacted and the objectives and purposes of the Association are to protect property values, build a strong sense of community, foster adoption of Firewise Principles throughout the community and take actions as may be deemed necessary for the benefit of the property owners.

Article II: Offices

Remove Sections 1&2 which deal with offices to be maintained by the Association. The Association has no offices.

Article III: General Tenets

Renumber this to be Article II

Section 1 – Revise eligibility for Association member to be limited to record owners of residential property within the Highland Pines Community. Update to allow the Board to offer non-voting memberships to property owners outside of Highland Pines.

Section 2 – Change the membership year to June 1 to July 30 to coincide with Association’s fiscal year. Change the use of partial year memberships to be done at the discretion of the Board.

Section 4 – Revise to include that any Association member may request to review the reporting of the Association’s current financial position.

Section 6 – Eliminate this section and move addressing the issue of meeting minutes to Section 7 of the Proposed Article IV: Meetings of the Association.

Article IV: Members of the Association

Revise title of the Article to “Meetings of the Association”

Renumber this to be Article III

Section 1 – Update to allow using email to inform members about the Annual Meeting; to have meeting notices posted on the Association website, and to have minutes from the meeting posted on the Association website. Change to require 14 days’ notice be given for the meeting.

Section 2 – Update to allow using email to inform members about the General Meeting; to have meeting notices published on the Association website, and to have the minutes from the meeting posted to the Association website. Change to require 14 days’ notice be given for the meeting.

Section 4 – Update to allow using email to inform members of Special Meetings and to have the notice published on the Association website.

Section 5 – Revise the requirements for a quorum at membership meetings to 10 voting members.

Section 6 – Remove this information from this Article and create a new Article IV: Voting Rights and Procedures.

Add a Section 7 – Minutes. This section standardizes and clarifies the requirements for keeping and distributing meeting-minutes.

Add a new Article IV: Voting Rights and Procedures

Section 1 – Voting Rights: Clarifies that each Association member may complete and submit one ballot per election.

Section 2 – Specifies when elections may be held and the required number of days’ notice that must be given for an election.

Section 3 – Provides specifics on what must be contained in ballots and the process for distributing them.

Section 4 – Provides specifics for the tallying of ballots and reporting election results.

Article V: Directors

Section 1 – Revise to allow for less than nine Board of Directors and to limit no more than two Board members from the same property at the same time.

Section 2 – Revise to include fiduciary responsibilities of Board members.

Section 5 – Update process for recalling members of the Board of Directors to provide additional clarity on the process and requirements to implement it.

Section 9 – Updated to allow actions taken by the board to be approved by the majority of the members instead of requiring a unanimous vote of all board members.

Section 10 – Eliminate as the Fiduciary Responsibilities are to be included in Section 2.

Section 11 – Eliminate the requirement for a Code of Ethics.

Section 12 – Becomes Section 10 with the elimination of the previous Sections 10 and 11, and now includes language to have the Board, through the Treasurer, assure that the HPPOA carries adequate insurance at all times to cover reasonable amounts of General Liability and Directors & Officers coverage to achieve the stated objectives

Article VI: Officers

Section 1 – Eliminate the option for one Board member to serve as both Secretary and Treasurer at the same time.

Section 4 – Revise the filling of an Officer vacancy to a vote of the majority of the Board of Directors.

Article VII: Amendment of Bylaws

Section 1 – Revise the process for amending the Bylaws to use an election process with written ballots and follow election procedures consistent with other Association elections.