

BYLAWS

Brookside Homeowners Association, York, SC

PURPOSE: Bylaws contain the basic rules for an organization to govern itself. Bylaws define the primary objectives of an organization and describe how that organization will function. (Roberts Rules of Order, Doris P. Zimmerman edition)

GOAL: That we be a healthy, caring community of people who desire to conduct our business in a wholesome way for the good of all.

MEMBERS: Every person who owns property in Brookside is a member of the Homeowners Association (HOA) and one person from each homeowner is eligible to vote at each appropriately scheduled meeting of the HOA.

PROXY: Since one homeowner from each home is entitled to vote, they shall have the right to do so in person or by an agent authorized by a written proxy. Such written proxy must be filed with the secretary of the HOA and shall be valid only for the meeting designated by the homeowner.

ANNOUNCEMENT OF HOA MEETINGS: The date, time and location of HOA meetings shall be posted on the Brookside Web Site at least 30 days prior to the meeting. To those who have submitted an email address, such announcement will also be posted on their email. A sign near the exit of the Brookside subdivision, noting date, time and location of the meeting shall be posted at least seven (7) days prior to the meeting.

ANNOUNCEMENT OF BOARD OF DIRECTORS MEETINGS: Board of Directors' meetings shall be determined by the president in consultation with the board of directors (BoD), attempting to secure dates and times acceptable to all members of the BoD. The meeting dates shall be posted on the Web Site. Any member of the HOA may attend BoD meetings as an observer, but must request attendance through the president at least two days prior to the meeting.

DUES: All dues are set by the HOA and are payable during the month of July each year. Liens shall be placed on all properties whose dues are not current by August 30 of the current year unless, in hardship cases, the member has made payment arrangements that are acceptable to the BoD.

BOARD OF DIRECTOR NOMINEES: Any member interested in serving on the BoD may submit their name to the BoD. Any member may nominate to the HOA another member to serve on the BoD if such member has agreed ahead of the nomination to serve. All submitted/nominated names shall be presented to the HOA at its annual fall meeting. Each nominee may speak at the HOA meeting, noting name, address, skills, experience and interest. No speech shall exceed two (2) minutes.

BOARD OF DIRECTORS: The BoD shall be elected by ballot at the annual fall meeting of the HOA, and shall be composed of five (5) members of the HOA. No members of the same household may serve on the BoD. Membership on the BoD shall include at least one female and one male.

OFFICERS: The BoD shall, from among its members elect a president, vice-president, secretary, and treasurer. Election will be by open ballot without nomination. Except for the president, a board member may serve in more than one officer role.

OFFICER DUTIES: These shall be fulfilled in conformance with Roberts Rules of Order (Doris P. Zimmerman edition, HarperCollins Publishers, Inc.).

TERMS OF OFFICE: The BoD shall elect officers by open ballot at their first meeting following the fall annual meeting of the HOA. There shall be no limit to the number of years a member may serve on the BoD or to the number of years he/she may serve in a particular role. **Term of office for the Board of Directors elected by the homeowners will be a two (2) year term. (Revision Oct 11, 2011)**

RESIGNATION: If a person resigns from the BOD for any reason, the president (or, if it is the president who resigns, the vice president) shall accept the resignation and call a meeting of the BoD. The BoD shall select a replacement *candidate that will fill the position of a BoD that has resigned and will be pulled from the nominations at last homeowners meeting. Candidate selection will be based upon the last nominee with the highest vote count. If that candidate declines, the BoD will proceed filling this open slot with the next nominee in line with highest vote count from last HOA meeting and so on* to serve as an interim member of the BoD until the next meeting of the HOA. **If in the event there is no nomination pool to select a replacement candidate from, the BoD will call an HOA meeting to nominate and vote in the resigned board member. (Revision Oct 11, 2011)** Such action shall be posted on the Brookside Web Site within one week of its completion.

MEETINGS: The BoD shall meet at least once each quarter and the HOA shall meet at least annually. Additional meetings may be called by the BoD through its president.

COMMUNICATIONS: Agenda for the Board Meeting to be posted on website 3 days prior to a board meeting. BoD meeting minutes will be published posted on website within **15** days of BoD (Revision Oct 11 2011)

QUORUM: When meetings are properly called, the quorum for the HOA shall comprise those who are present at the meeting. A quorum for the BoD shall require three (3) of the five (5) members. No adjustments in the covenant may be made without a majority (51 %) of the HOA approving the proposed adjustment(s).

BOARD OF DIRECTOR POWERS: Other than those already stated, the BoD shall have the power to interpret and enforce the "Declaration of Covenants, restrictions, conditions, limitations, easements, and affirmative obligations applicable to single-family residence areas in Brookside, a subdivision in York Township, York, SC."

Further, the BoD may determine the use of assets as required to maintain the propellies owned by the HOA.

Further, the BoD may form committees and engage the services of members and others to further the goal of the HOA

COMMITTEES: The HOA shall function through the services of these committees:

- Architectural Review Committee (ARC)
- Beautification Committee
- Welcoming Committee
- Community Events Committee

AMENDMENTS TO THESE BYLA WS: The HOA by majority vote of those present at a regularly scheduled meeting may amend these bylaws.