

OAK RIDGE HOMEOWNERS' ASSOCIATION, INC.
REVISION V: October 25, 2016
BY-LAWS

ARTICLE 1

SECTION 1. The name of this organization shall be Oak Ridge Homeowners' Association, Inc. hereinafter referred to in these By-Laws as ORHA.

SECTION 2. In the event of the dissolution of this association, after payment of all bills, debts and valid claims, all property and assets of this association shall be distributed to a non-profit charitable organization to be selected by a majority vote of the Board of Directors. In no event shall any such property or assets be distributed to any member of the association or any private individuals.

ARTICLE 2

OBJECTS AND PURPOSES

SECTION 1. The objects and purposes of this corporation shall be to promote the betterment of OAK RIDGE and to enforce the DECLARATION OF COVENANTS, RESTRICTIONS AND OBLIGATIONS FOR THE ORDERLY DEVELOPMENT OF OAK RIDGE SUBDIVISION as recorded in the public records of PASCO COUNTY, Florida.

SECTION 2. ORHA shall be non-sectarian, non-partisan, non-political and non-profit.

ARTICLE 3

MEMBERSHIP

SECTION 1. **ELIGIBILITY.** Any individual (s) owning property in OAK RIDGE may make application for membership. Membership in ORHA shall be voluntary.

SECTION 2. **APPLICATION**

Application for membership shall be submitted to the Treasurer or the Membership Committee and shall be approved as a member, if eligible, pursuant to Article 3., Section 1.

SECTION 3. **DUES.**

Annual dues shall be \$35.00 per residence and shall be payable on May 1st of each and every year. It shall become delinquent after May 21st. Dues shall be assessed at the rate of \$35.00 per residence eligible pursuant to Article 3., Section 1., herein. No increases in dues may be made without a majority vote of the present ORHA paid members at a regular business meeting.

ARTICLE 4

OFFICERS and BOARD MEMBERS

SECTION 1. **ELECTED OFFICERS.**

The elected officers of ORHA shall be President, Vice-President, Secretary, and Treasurer.

SECTION 2. **TERM OF OFFICE.**

The term of office for all Officers and Board Members shall be two (2) years from date of installation. Installation of Officers and Board Members shall be concurrent with the election meeting results. The term of office for all Officers will begin on even-numbered years and the term of office for all Board Members will begin on odd-numbered years.

SECTION 3. **REMOVAL.**

If an elected Officer or Board Member fails or neglects to perform the duties of the elected office, or is charged with misconduct, that Officer or Board Member may be removed in the following manner:

- (a) Written charges must be brought before the Board of Directors of ORHA, in writing, and signed by the complainant.

- (b) If charges are to be brought, it shall require a majority vote of all members present at the regular or special board meeting to resolve the charges.
- (c) At such meeting, said Officer or Board Member shall be given the opportunity to be heard and to submit testimony or explanation in support of the Officer's or Board member's defense.
- (d) The accused Officer or Board Member shall have the right to appeal to the full membership.
- (e) It shall require a majority vote of the members present to remove any Officer or Board Member after the foregoing steps have been followed.

SECTION 4.

BOARD OF DIRECTORS

The Board of Directors shall consist of the President and four (4) Members elected for each two year term. A Chairman shall be selected by a majority vote of the Board Members at their first Board meeting. All other elected Officers shall additionally serve the Board as ex-officio members. Past Presidents in good standing may serve as ex-officio members. Ex-officio members shall not have voting rights.

SECTION 5.

RESIGNATIONS

Any Officer or Board member may resign at any time by giving written notice to the President or the Secretary.

SECTION 6

VACANCIES OF OFFICE

In the event of a permanent vacancy in any elected office, or Board position the Board of Directors shall fill the vacancy by appointment. Any person appointed to a vacancy position by the Board of Directors shall serve for the balance of the unexpired term.

ARTICLE 5

NOMINATION AND ELECTION OF OFFICERS AND BOARD MEMBERS

SECTION 1.

QUALIFICATION AND BALLOT.

- (a) No person shall be eligible to hold an elected position in ORHA who has not paid the appropriate dues.**
- (b) All Officers and Board Members of ORHA shall be elected by ballot at the election meeting.**
- (c) The ballot may be dispensed with when there is but one (1) candidate for the office. When there is but (1) candidate, the Secretary shall cast one ballot for the candidate and made part of the minutes.**

SECTION 2.

NOMINATIONS COMMITTEE.

- (a) At the first election meeting, there may not be sufficient time to appoint a Nominations and Elections Committee (hereinafter referred to as N & E Committee), in the manner provided herein. However, if an N & E Committee has been appointed by an interim President, or by mutual agreement of the members, and has prepared a slate of officers, that slate may be presented at the election meeting without prior notification, and the election shall proceed in accordance with ARTICLE 5., SECTION 2., hereof.**
- (b) The President shall appoint the Chairman of the N & E Committee by no later than March, subject to the approval of the Board of Directors. The Board shall appoint four (4) members to serve on the N & E Committee.**
- (c) At least one (1) week before the election meeting, the N & E Committee shall publish the slate of candidates for each office. The N & E Committee shall prepare the ballots for the election.**

SECTION 3.

ELECTION.

- (a) At the election meeting, the Chairman of the N & E Committee shall preside for the duration of the elections. Said Chairman shall appoint three (3) tellers from the Elections Committee, or ORHA members present, none of whom is a candidate for any elective office and they shall have general charge of the election.**

Nominations may be made from the floor at the time of the election, provided that the consent of the prospective candidate has been obtained.

(b) Only paid members in attendance shall have the right to participate in the election procedures, except as set forth in (d) of this Section, and a majority of the votes cast shall be necessary for the election of any officer.

In the event any ballot cast does not show a majority for any one (1) nominee for any office listed, the person having the lowest number of votes on the first ballot shall be eliminated, and on each succeeding ballot, the person having the lowest votes shall be dropped, and the procedure shall be followed until a majority shall have been received by a candidate.

(c) Only one (1) vote per property owned will be permitted without regard to the number of owners of the property.

(d) Written proxies will be permitted at election meetings.

SECTION 4.

CONTINUATION OF OFFICE PENDING UNSUCCESSFUL ELECTION

In the event that an election is not held in accordance with these By-Laws, the Officers and Board of Directors shall remain in their respective positions as interim Officers and Board of Director members until an election can be conducted. In the event that an Officer or Board member resigns at the time of the unsuccessful election, the remaining Officer and Board members shall remain in their respective positions as interim Officers or Board members until a successful election has been completed, unless he or she resigns.

ARTICLE 6

MEETINGS

SECTION 1.

MEMBERSHIP MEETINGS

(a) Membership meetings of ORHA shall be held as deemed necessary by the Board of Directors.

If deemed appropriate, they may be fixed monthly, or they may be subject to notification when the need arises. The Secretary shall see that notice of any meeting shall be published seven (7) days prior to such meeting.

(b) A quorum shall be constituted by one-tenth (1/10) of the ORHA paid members at a meeting.

(c) If a quorum cannot be fulfilled, the Secretary shall again issue a seven (7) day meeting notification as outlined in ARTICLE 6., SECTION 1., hereof. The quorum rule shall then be waived at the second meeting if it again cannot be fulfilled.

SECTION 2.

ELECTION MEETING.

The election of Officers shall be held every other even-numbered year and the election of the Board Members shall be held every other odd-numbered year during the month of April. Only those members in good standing are eligible to vote.

SECTION 3.

BOARD MEETING.

The Chairman may either designate regular monthly meetings of the Board of Directors, or may hold such meetings as may be necessary for the efficient operation of this organization, giving ample notification of such meetings. A majority of the members of the Board shall constitute a quorum.

ARTICLE 7

DUTIES OF OFFICERS

SECTION 1.

PRESIDENT

The President shall:

(a) Preside at all membership meetings of ORHA with the exception of the election meeting. The Chairman of the N & E Committee shall preside for the duration of elections at the election meeting. The President shall also serve as a member of the Board of Directors.

- (b) Perform such other duties ordinarily pertaining to such office.
- (c) Within thirty (30) days after election, chairmen of all stand-ing or special committees, with the exception of the Finance, By-Laws, Membership and Welcome Committee. All appointments shall be subject to the approval by a majority of the newly elected Officers and Board members of ORHA.
- (d) Be ex-officio member of all committees, with the exception of the N & E Committee.

SECTION 2.

VICE-PRESIDENT.

The Vice-President shall:

- (a) Preside in the absence of the President at all membership meetings.
- (b) Perform such other duties as ordinarily pertain to such office.
- (c) Act as Chairman of the Membership and Welcome Committee.

SECTION 3.

SECRETARY.

The Secretary shall:

- (a) Keep a correct record of the proceedings of all meetings of ORHA and the Board of Directors.
- (b) Turn over to the successor secretary, at the end of the term, all records and letters, including the Minute Book.
- (c) See that all notices are duly given in accordance with these By-Laws.

- (d) Preserve a permanent file of all records and letters of ORHA and of the Board of Directors.
- (e) Conduct the correspondence of ORHA.
- (f) Keep a complete record of all outgoing and incoming correspondence and provide the officers with a copy thereof, if necessary.

SECTION 4.

TREASURER

The treasurer shall:

- (a) Collect and deposit all dues and payments to ORHA.
- (b) Make disbursements of funds by check which shall be signed by two (2) of the following: Treasurer, President, or Vice-President. No disbursement of ORHA funds is to be made which is in excess \$1000 without the approval of the Board of Directors.
- (c) Keep an account of all receipts and disbursements.
- (d) Make a written and/or oral report to the membership at any membership meeting and make a written annual report at the annual meeting.
- (e) Deposit the funds of ORHA in such banks as the Board of Directors may direct.
- (f) Be Chairman of the Finance Committee.

SECTION 5.

PARLIAMENTARIAN.

The Parliamentarian shall be appointed by the President and shall:

- (a) Act as Chairman of the By-Laws Committee.
- (b) Keep an up-to-date copy of the By-Laws and all approved revisions on file.
- (c) Rule on all questions of order.

- (d) See that Parliamentary Rules are followed in all ORHA

Meetings.

- (e) Interpret the By-Laws of this Association.

SECTION 6.

GENERAL DUTIES OF ALL OFFICERS.

All officers shall:

- (a) Make written and/or oral reports to be included in the minutes of the organization, regarding the officer's activities.
- (b) Make an annual written and/or oral report to ORHA at the annual membership meeting.
- (c) Be responsible for the files pertaining to the office kept by the previous officers, and pass same along to the successor officer.
- (d) Chairman of the Board: The Chairman of the Board shall preside over all meetings of the Board of Directors.

ARTICLE 8

APPOINTMENT OF COMMITTEES

SECTION 1.

There shall be the following standing committees:

- (a) Auditing Committee, By-Laws Committee, Finance Committee, Governmental and Public Affairs Committee, Membership and Welcome Committee, Restrictions Committee, and Nominations and Elections Committee.
- (b) Committee members shall be appointed by the respective chairman.

SECTION 2.

The President may appoint, from time to time, such additional committees as may be considered necessary, subject to the approval of the Board of Directors.

ARTICLE 9

DUTIES OF COMMITTEES

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SECTION 1.

AUDITING.

The Chairman of the Auditing Committee shall be appointed

by the President and it shall be the duty of this committee to audit the books of the Treasurer at the end of the fiscal year for which the Treasurer was elected and make a formal report of its findings to the general membership. No member of the Finance Committee shall serve on the Auditing Committee.

SECTION 2.

BY-LAWS.

The Parliamentarian shall act as Chairman of the By-Laws Committee, and it shall be the duty of this committee to prepare the By-Laws and/or amendments of ORHA and present them to the membership for approval by ORHA and to keep a current, corrected copy available for review at all times.

SECTION 3.

FINANCE.

The Treasurer shall be the Chairman of this committee. It shall be the duty of this committee to prepare any proposed annual budget of ORHA, and to keep current the financial status as to balance on hand and receipts to be paid.

SECTION 4.

GOVERNMENT, COMMUNITY, AND PUBLIC AFFAIRS

The Chairman of the Government, Community, and Public Affairs Committee shall be appointed by the President and it shall be the duty of this committee to keep in close touch with all governmental agencies, contact any media outlets if required, and coordinate any ORHA activities.

SECTION 5.

MEMBERSHIP AND WELCOME.

The Vice-President shall be the Chairman of this committee, and it shall be the duty of this committee to solicit new members, accept applications and, if necessary, verify eligibility of an applicant. It shall also be the duty of this committee to be aware of new neighbors moving into Oak Ridge, to make them welcome and to bring before the membership any ideas it may have to implement better ways in which to welcome new neighbors.

SECTION 6.

RESTRICTIONS.

The Chairman of the Restrictions Committee shall be appointed by the President, and it shall be the duty of this

committee to notify the Board of Directors of any violation of the restrictions of Oak Ridge as recorded in the Public Records of Pasco County. The Restrictions Committee shall also notify the Board of Directors of any Pasco County Code violations or Estate Residential Zoning violations that have applicability to Oak Ridge Subdivision.

The Restrictions Committee shall provide the Board of Directors with recommendations concerning any possible action that may be initiated by ORHA. The Board of Directors shall then decide what, if any, action shall be taken including whether the violation shall be brought before the membership.

The Board of Directors shall, at their discretion, authorize the Restrictions Committee to function as their representative until the satisfaction of any Board of Directors approved action has been completed as determined by a majority vote by the board members.

SECTION 7.

NOMINATIONS AND ELECTIONS.

The Chairman of the Nominations and elections Committee shall be appointed by the President and this committee shall function as set forth in ARTICLE 5., SECTION 2., (a), (c), and SECTION 3.

ARTICLE 10

FISCAL YEAR

The fiscal year of Oak Ridge Homeowners' Association, Inc., shall be from May 1, through April 30. The annual membership meeting of ORHA shall be conducted concurrently with the election meeting or prior to the end of the fiscal year.

ARTICLE 11

AMENDMENT OR REVISION OF BY-LAWS

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SECTION 1.

These By-Laws may be amended or revised at any membership meeting of ORHA by a majority vote of the members present. Written notice of the proposed amendments shall be given to each active member at least seven (7) days prior to the meeting

at which such amendment is to be submitted for discussion and action.

SECTION 2.

If the proposed amendment is adopted, it shall become effective immediately and the By-Laws redrafted to reflect said change.

SECTION 3.

These By-Laws shall be reviewed at least every year by the By-Laws Committee. A report of their review and any recommendations shall be submitted to the membership at the Annual meeting or a business meeting scheduled for that purpose.

ARTICLE 12

WAIVER OR SUSPENSION OF BY-LAWS

Any By-Law relating to procedural matters that does not require prior notice to vote by ballot, may be waived or suspended for one meeting only, by a majority of the votes cast at a membership business meeting.

ARTICLE 13

PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Revised, shall be the parliamentary authority where applicable and where there is no conflict between said rules and the By-Laws of ORHA.