

OAK RIDGE HOMEOWNERS' ASSOCIATION, INC.
By-Laws Revision VIII: May 15, 2018

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, or an individual having joint legal title, or an individual having a legal vested interest to title of the 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 and shall be approved as a member, if eligible, pursuant to Article 3., Section 1.

SECTION 3.

DUES

Annual dues shall be \$50.00 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 \$50.00 per residence eligible pursuant to Article 3., Section 1., herein. No increases in dues may be made without a majority vote of the Board of Directors.

ARTICLE 4

OFFICERS and BOARD of DIRECTORS

SECTION 1.

BOARD of DIRECTORS

The Board of Directors shall appoint a President, Vice-President, Secretary, and Treasurer as Officers of ORHA as soon as possible after the election of the Board of Directors.

SECTION 2.

TERM OF OFFICE

The term of office for all Officers and Board of Directors shall be two (2) years from date of installation. Installation of the Board of Directors shall be concurrent with the election meeting results.

SECTION 3.

REMOVAL

If an Officer or Board Member fails or neglects to perform the duties of the 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 the Board of Directors 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) It shall require a majority vote of the Board of Directors 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 seven (7) members elected for a two-year term. All elected Board Members will share equal voting rights. The newly elected Board of Directors shall, as early as possible, select a President, Vice-President, Secretary, and Treasurer. The remaining three (3) Board members shall serve as Board members.

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 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 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 each of the seven (7) Board Member positions. When there is but one (1) candidate for each of the seven (7) Board Member positions, the Secretary shall cast one ballot for the candidate and made part of the minutes.

SECTION 2. ELECTION

- (a) At the election meeting 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 and a majority of the votes cast shall be necessary for the election of any Board Member. 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. Written proxies must be signed and dated by the active ORHA member and may only be given to another active ORHA member who is in attendance at the election meeting. Proxy votes shall not be counted toward the establishment of a quorum to hold a meeting.

SECTION 3.

CONTINUATION OF OFFICE PENDING AN 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 Officers 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 the Board of Directors shall be held every two (2) years during the month of April. Only those members in good standing are eligible to vote.

SECTION 3. BOARD MEETING

The President 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. The President shall also serve and preside as a member of the Board of Directors.
- (b) Perform such other duties ordinarily pertaining to such office.

SECTION 2. VICE-PRESIDENT

The Vice-President shall:

- (a) Preside in the absence of the President at all membership and Board of Directors meetings.

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, letters, and minutes of all ORHA meetings.
- (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 Board of Directors 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 without the approval of the majority 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 the annual meeting.
- (e) Deposit the funds of ORHA in such banks as the Board of Directors may direct.

SECTION 5. 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.

ARTICLE 8

APPOINTMENT OF COMMITTEES

SECTION 1. The President may appoint committees as may be considered necessary, subject to the approval of the Board of Directors.

ARTICLE 9

FISCAL YEAR

The fiscal year of Oak Ridge Homeowners' Association, Inc. shall be from May1, 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 10

SECTION 1. These By-Laws may be amended or revised by the Board of Directors at any time. A majority vote of the Board of Directors shall be required to amend these By-Laws.

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 Board of Directors.