

**Bylaws  
OF THE BROOKSHIRE HOMEOWNERS' ASSOCIATION**

**ARTICLE I**

**Name**

The Name of the Association shall be THE BROOKSHIRE HOMEOWNERS' ASSOCIATION.

**ARTICLE II**

**Fiscal Year**

The fiscal year of the Association shall be the calendar year.

**ARTICLE III**

**Membership**

- A. Any person residing in and owning a home in Brookshire is eligible for membership.
- B. Such a person may become a member upon complying with such requisites as the Board by resolution may from time to time adopt and upon payment of the annual dues.
- C. Admission to membership shall bind the applicant to full compliance with and adherence to these Bylaws, and the Constitution of the Association.
- D. Except as may be herein otherwise provided, a member shall enjoy and possess all rights of membership equally with all other members.
- E. If a member changes his official residence to a place outside the Brookshire area, he shall cease to be a member of the Association.
- F. A member remains in good standing unless he has failed to pay his dues within thirty days following the expiration of the Association's fiscal year.

**ARTICLE IV**

**Dues and Special Assessments**

Annual dues will be set by the Board of Directors at its annual meeting according to the needs of the organization. Dues are payable each March 1<sup>st</sup>. In the event a member moves in after June 30, half the annual amount will be applicable. The members shall have the authority to set special assessments at any annual or special meeting of the members provided that notice of the consideration of a special assessment is given to all homeowners in Brookshire at least twenty-one (21) days in advance of the meeting called to consider the issue of the special assessment.

**ARTICLE V**

**Membership Meetings**

- A. The annual meetings of the members shall be held between January 1<sup>st</sup> and March 1<sup>st</sup> of each year.
- B. The Board of Directors shall fix the time and place of the annual meeting and shall give notice of such meeting by mail or such other manner as the Directors determine at least twenty-one (21) days prior to the meeting.
- C. Special meetings of the members may be called at any time by the Board of Directors or by the President upon ten (10) days written notice to all members. The notice of any special meeting shall contain an agenda of matters to be taken up at such meeting.
- D. A quorum for the transaction of business at any annual or special meeting shall consist of those in good standing and present at the official meeting.

**ARTICLE VI**

**Board of Directors**

- A. **Number of Directors.** The Board of Directors shall consist of, at most, three (3) more than twice the number of Sections of Brookshire entitled to representation.
- B. **Selection and Term of Office.** The Board of Directors shall be composed of two (2) members from each section of Brookshire with each section electing one (1) member each year to serve for a two (2) year term overlapping with the term of the other member from that section of Brookshire. Additionally, the Association President from the previous year shall be an ex officio member of the Board of Directors serving for one (1) year.
- C. **Nominations.** The Board of Directors shall select a nominating committee composed of one (1) to five (5) persons. Said nominating committee shall meet prior to the giving of notice of the annual meeting and shall prepare a slate of at least the

number of directors needed to be elected. The names of persons nominated to serve as Directors by the nominating committee shall be made at least twenty-one (21) days prior to said meeting. Members of the nominating committee may not themselves be nominees.

Additional nominations may be made by the membership but such nominations must be in writing, signed by at least ten (10) members in good standing and must be mailed to the Secretary of the Association at least seven (7) days prior to the meeting.

**D. Elections.** The annual election shall take place at the annual meeting. Only dues paying members will be allowed to vote. Non-dues paying attendees should be identified when checking in at the annual meeting.

**E. Vacancies.** Any vacancies on the Board of Directors may be filled by the Board of Directors and the person(s) so appointed shall hold office until completion of the original elected Director's term.

**F. Meetings.** The Board of Directors shall hold a meeting within thirty (30) days after the annual meeting of the membership. A special meeting of the Board shall be called by the Secretary at the request of the President or upon request, in writing, of three (3) of its members. Notice of any annual or special meeting shall be given by mail or telephone not less than one (1) day prior to the date of the meeting.

**G. Quorum.** A quorum of the Board of Directors is required for the transaction of business.

**H. Powers and Duties.** The Board of Directors shall have the following powers and duties:

1. To acquire, hold, administer, maintain and dispose of all property of the Association.
2. To appropriate the funds of the Association for the purposes set forth in these Bylaws.
3. To hire and discharge employees and to supervise their conduct and to fix their compensation.
4. To audit all receipts and disbursements of the Association.
5. To conduct, manage, supervise and control all of the business of the Association.
6. To censure, suspend, expel or otherwise discipline any member only after complete investigation and statements from both sides have been heard. A unanimous vote is required before any disciplinary action can be taken.

## ARTICLE VII Officers

**A. Number.** The officers of the Association shall consist of a President and one or more Vice Presidents, a Secretary and a Treasurer, who must be members of the Board of Directors. The Board shall also have the power to elect an Assistant Secretary and an Assistant Treasurer.

**B. Election.** The Board of Directors shall elect all officers at its first meeting following the annual membership meeting and the persons elected shall hold office for one year or until their successors have been duly elected.

**C. Vacancies.** Vacancies due to the death, resignation or otherwise shall be filled by the Board of Directors.

**D. Duties.** The President shall preside at all meetings of the Association and of the Directors; shall supervise the management and affairs of the Association, and perform all of the duties incidental to the office. The President shall be a member ex officio of all committees.

The Vice President shall assume all duties of the office of President during the absence or inability of the President to act. In the event that one or more Vice Presidents shall be elected they shall assume the duties of the office of President in order of their seniority. In addition, they shall perform such duties as may be delegated to them by the President or prescribed by the Board of Directors.

The Secretary shall conduct official correspondence and shall record the minutes of all meetings.

The Treasurer shall have care and custody of the funds of the Association, shall deposit the funds at such bank or banks as the Directors may designate, shall disburse them by means of checks countersigned by any other officer, shall keep accurate books of account of all receipts and disbursements, and shall submit a financial report at such times as is required by the President or Directors. The Treasurer shall keep a list or record of all members of the Association and keep it up-to-date with changing members as dues are received.

The Assistant Secretary and Assistant Treasurer, if elected, shall perform such duties and functions as shall be delegated to them by the Secretary and Treasurer respectively or by the Board of Directors.

## ARTICLE VIII

### Impeachment

Any officer or Director may be removed for cause at any meeting of the Board of Directors provided two-thirds present constituting a quorum shall so vote.

## ARTICLE IX

### Amendments to Bylaws

These Bylaws may be amended from time to time by action of a majority of the Board of Directors at any meeting at which a quorum is present.

In addition thereto, amendments to the Bylaws may be made by the members of the Association upon petition signed by at least thirty (30) members and submitted to the Secretary at least thirty (30) days in advance of the annual meeting or any special meeting called for that purpose. It shall be the duty of the Secretary to incorporate the text of the proposed Amendment in the notice of the meeting. The concurrence of two-thirds of the members present and voting shall be required to pass any amendment.

# ARTICLE X

## Committees

The President, with the approval of the Board of Directors, shall appoint such committees as may be necessary or desirable to perform the functions of the Association and the President shall define their duties. Among the committees so appointed can be the following standing committees:

**Activities** - This committee is responsible for the Association's social activities. Such activities shall be primarily for the members of the Association.

**Section Leader** - This committee is responsible for communication between the members of the Association and the Board of Directors. The Section Leader is also responsible for appointing Block Captains within their section and contacting new residents in Brookshire to make them welcome and solicit their membership in the Association.

**Welcoming** - This committee is responsible for contacting new residents in Brookshire to make them welcome and solicit their membership in the Association.

**Community Liaison** - This committee is responsible for contact with government at all levels on behalf of the Association. To present to such persons the needs, wants and desires of the members of the Association for the betterment of Brookshire.

**Sunshine** - This committee is responsible for providing moral assistance to residents of Brookshire in times of need.

**Communications/Bulletin/Website** - This committee shall provide the official media by which officers, directors and other members of the Association can communicate to the membership on a regular basis. This committee shall also provide the media for communication to the membership as required by the Constitution and Bylaws.

**Directory** – This committee will compile and have printed the Association Directory. The directory will contain the names, addresses and phone numbers of all Brookshire residents, Covenant, Constitution, Bylaws, Sections and neighborhood map.

**Crime Watch** – This committee will be responsible for communicating with the Carmel Police Department and the Association members on public and home safety issues. This committee will also organize the special National Night Out event in concert with the City of Carmel.

**Yard of the Week** – This committee will meet each spring and establish criteria for recognizing outstanding landscaping and overall curb appeal. Any homeowner in Brookshire is eligible for this honor and will be recognized by the placement of a special Homeowner's Association sign for a period of a week.

**Flags** – A member of the Association will be appointed as the official Flag Master. The Flag Master will be responsible for storing and deploying our Nations flag during the appropriate times of year. On special occasions, the Board of Directors may ask for the flags to be displayed.

**Signs** – A member of the Association will be given the responsibility for the storage and deployment of the Association's signs notifying its members of functions or special meetings that will be held. Unless otherwise provided for, the signs should be deployed, at the designated locations, one week before the event. The keeper of the Association's signs will be designated as its Sign Master.

**Grounds and Common Areas**- This committee will recommend and implement actions for the purpose of maintaining and enhancing all common areas under the control of the Association.