

**BYLAWS
OF
TRUMPETER VALLEY HOMEOWNERS ASSOCIATION**

Bylaws revised and approved by a Majority Vote of TVHOA Board Members
on November 5, 2015

ARTICLE I – PURPOSE

The name of the Association is Trumpeter Valley Homeowners Association, (hereinafter “the Association”). The purpose of the Association is to advance, manage and protect the common interests of the members of the Association and to maintain, develop, care for and regulate the entrance to general trails and balance of common land.

ARTICLE II – MEMBERSHIP

1. The members of the Association shall all be current owners of lots in the Trumpeter Valley Certified Survey Map Development.
2. A purchaser of a lot on a recorded land contract, being the equitable owner of such lot is deemed a record owner. A person whose only interest is as a land contract vendor or as a mortgage holder is not a record owner for membership purposes.

ARTICLE III – MEETING OF MEMBERS

1. **Annual Meeting of Members:** The annual meeting of members of the Association shall be held each year during the month of November. Notice of the time and place of holding the annual meeting shall be made to each member at least fourteen (14) days prior thereto.
2. **Special Meetings of Members.** Special meetings of members may be called by the President at any time on his own initiative or by the President or Secretary upon request of five (5) members to such officer made in writing. Notice of the meeting shall be made to each member at least fourteen (14) days prior to the meeting; and at such special meeting, there shall only be considered such business as is specified in the notice of the meeting.
3. **Waiver of Notice.** Any member may waive their requirement for notice by informing the Secretary in writing.
4. **Quorum for Members Meeting.** At all meetings of the Association, either regular or special, a majority of Trumpeter Valley Homeowner members present in person or by proxy, shall constitute a quorum.
5. **Lack of Quorum.** If a quorum is not present, the presiding officer may adjourn the meeting to a day and hour fixed by the presiding officer.

6. **Order of Business.** At all meetings of the Association, the order of business shall be as follows:
 - Reading of minutes of immediate prior meeting for information and approval
 - Reports of officers
 - Reports of Committees
 - Unfinished business
 - New business
 - Election of Directors, Officers, Committee Chairpersons and Nominating Committee
7. **Voting.** Each member shall be entitled to one (1) vote for each lot owned by that member.

ARTICLE IV – ELECTION OF DIRECTORS AND OFFICERS, AND COMMITTEES

1. **Election of Directors.** The initial Directors are named in the Articles. Their successors shall be elected at the first annual meeting of members and at subsequent annual meetings. Each member shall be entitled to one (1) vote for each lot owned for each Director to be elected and the candidate or candidates receiving the greater number of the votes cast shall be declared elected.
2. **Term of Directors.** The number of Directors shall be four (4) elected at large and the President. Directors shall each be elected to serve two (2) year terms. Then, upon the expiration of the term of each Director, each successor Director shall be elected to serve a two (2) year terms. The President shall also serve automatically as a Director. Directors may not serve more than two (2) consecutive terms, except that after serving one or two terms as a Director, a Director may then serve an additional two terms or one term respectively in the role of President/Director with such total service not to exceed six (6) consecutive years.
3. **Election of Officers.** Members of the Association shall elect at the annual meeting a President, a Secretary, and a Treasurer who shall then immediately assume office. Officers elected shall hold office until new officers are elected and accept office.
4. **Terms of Officers.** Officers shall be elected to serve two-year terms. The President may not serve more than two (2) consecutive terms. The President may be limited to one (1) term if election to a second term would result in service on the Board of Directors in excess of six (6) consecutive years.
5. **Election of Committees.** The members of the Association shall elect at the annual meeting a Grounds Committee Chairperson, a Communications and Events Committee Chairperson, a Architectural Committee Chairperson and a three (3) person Nominating Committee. The Nominating Committee shall not include the newly elected Officers, Directors or Committee Chairpersons.
6. **Terms of Elected Committee Members.** The Grounds Committee Chairperson and the Communications and Events Committee Chairperson shall be elected to serve a two-year term and may not serve more than two (2) consecutive terms. The Architectural Committee Chairperson shall be elected to serve a two-year term and may not serve more than four (4) consecutive terms. Nominating Committee members shall be

elected to serve a one-year term and may not serve a second consecutive one-year term.

7. **Removal from Office.** Members of the Association may with or without cause remove from office any Director, Officer or Committee member. Removal shall require approval of two-thirds of the votes of members of the Association.

ARTICLE V – VACANCIES IN OFFICE

If a vacancy occurs among the Officers, Elected Committee Members or in the Board of Directors, the vacancy shall be filled until the next meeting of the Association by the Board of Directors.

ARTICLE VI – DUTIES AND POWERS OF BOARD OF DIRECTORS

1. **Management of Association.** The Board of Directors shall have general charge and management of the affairs and funds of the Association. The Board shall have full power, and it shall be the Board's duty, to carry out the purposes of the Association according to its Articles of Incorporation and Bylaws and to enforce the Bylaws or Rules, and Protective Covenants
2. **Rule-making.** The Board of Directors may make rules for the use and management of the land owned by Trumpeter Valley Homeowners Association by the members and their guests, not inconsistent, however, with anything set forth in these Bylaws. Rules shall be submitted to the members for approval.
3. **Appointment of Committees.** The Board of Directors may appoint such committees as it or the Association deems necessary.
4. **Place of Director's Meetings.** The meetings of the Directors shall be quarterly, or as deemed necessary by the President, and shall be held in a place and time to be named in the notice of meeting, unless waiver of the place and time of meeting is signed by all Directors.
5. **Action by Board.** Any action approved by a majority vote of the Board of Directors shall be considered an action of the Board.

ARTICLE VII - DUTIES OF OFFICERS

1. **President.** The President shall preside at all meetings of the Association and of the Board of Directors.
2. **Secretary.** The Secretary shall keep the minutes of all meetings of the Association and of the Board of Directors and shall mail out all notices for meetings of the Association or the Board of Directors. The Secretary shall perform such other duties as

may be required of the Secretary by the Bylaws, the President, or the Board of Directors.

3. **Treasurer.** The Treasurer shall have charge of all receipts and moneys of the Association, deposit them in the name of the Association in a bank approved by the Board of Directors, and disburse funds as ordered or authorized by the Board of Directors. The Treasurer shall keep regular accounts of the receipts and disbursements, submit the record when requested, and give an itemized statement at regular meetings of the Association. The Treasurer shall sign checks and withdrawal slips on behalf of the Association upon any and all of its bank accounts, and the same shall be honored on the Treasurer's and/or President's signature.
4. **Execution of Instruments.** The President and the Secretary or the Treasurer shall, on being so directed by the Board of Directors, sign all leases, contracts, or other instruments in writing.

ARTICLE VIII – DUTIES OF COMMITTEES

1. **Grounds Committee.** The Grounds Committee, under the authority of the Board of Directors, shall be charged with the upkeep of Association grounds.
2. **Communication and Events Committee.** The Communications and Events Committee shall keep the members informed as to Association matters and shall organize social events.
3. **Architectural Committee.** The Architectural Committee, under the authority of the Board of Directors, shall be charged with the review and approval of structures proposed for construction on Lots and common ground. The Architectural Committee shall develop, maintain and abide by a set of Architectural Committee Guidelines.
4. **Nominating Committee.** The Nominating Committee shall secure members willing to run for election to the elected offices of the Association. The Nominating Committee shall strive to achieve broad involvement of the members in the operating and management of the Association. And, if possible, to do so without the nomination of members who have immediately completed the maximum service term of one office to another office. The Nominating Committee shall neither endorse nor discourage the nomination or election of any member.

ARTICLE IX COMPENSATION OF DIRECTORS AND OFFICERS

Neither the officers, Directors, nor members serving on committees shall receive any salary or compensation for services rendered to the Association.

ARTICLE X – ASSESSMENTS

- 1. Each member shall pay an annual assessment to be made on a per lot basis, and the assessment against each lot is to be equal. The amount of the annual assessment shall be established at the first annual meeting of members, and shall be payable thirty (30) days after the date of such meeting unless otherwise determined by the members. The amount so determined, as an annual charge, shall continue from year to year thereafter unless changed by the members at an annual or special meeting.**
- 2. The Board of Directors shall prepare for discussion and approval by the members a proposed annual budget showing anticipated expenditures and a contingency reserve, and the proposed assessment. A copy of such budget shall be mailed to the members with the notice of the annual meeting.**
- 3. In the event part or all of an annual assessment is not paid within sixty (60) days of billing, interest at an annual rate of 10% will be charged against the unpaid balance of the annual assessment until paid in full. This provision will commence with the next dues billing cycle after approval by members at a regular or special meeting of the Association. Payments received from a member will be applied first to the interest charges that have accrued and thereafter to the balance of delinquent assessments. If part or all of an annual assessment is not paid within sixty (60) days of billing, the Board of Directors may file a condominium lien in the office of the clerk of courts against any lots on which there are delinquent assessment fees. The lien will be in the amount of the unpaid balance of delinquent assessments and any accrued interest. Upon notification mailed to a delinquent member, the Board of Directors may initiate legal proceedings to collect the same and there shall be added to the amount thereof, the cost of suit together with interest and reasonable attorney's fees to be fixed by the Court. In addition, the delinquent member shall discontinue use of the common area until the delinquency is corrected.**

ARTICLE XI – MISCELLANEOUS

- 1. The Association shall carry liability insurance in an amount reasonable and necessary to cover judgements against the Association or any of its Officers, Directors, or Committee members, and to cover the cost of defending against any such litigation or settlements. The Association shall hold harmless its Officers, Directors, and Committee members.**
- 2. The Secretary shall maintain a list of the names and addresses of members. Although membership passes with the ownership of the specific lots, each original member and each new member shall furnish the Secretary a statement showing the member's correct name as shown on the conveyance, and the owner's address.**
- 3. These By-laws may be amended by a majority vote of the members present at a regular or special meeting of the Association, provided notice of the purport of a proposed amendment has been stated in the call for the meeting.**

**APPROVAL PROCEDURE FOR REQUEST TO IMPROVE
COMMON LAND PROPERTY**

Any member who wishes to improve, maintain, or repair the Common Land or other common property should receive permission from the Grounds Committee Chairman or in his/her absence from the President. The Grounds Committee Chair or President shall in their best judgment grant or deny permission to the member or refer the matter to the Grounds Committee and/or the Board of Directors as appropriate. A member who is denied permission may appeal such decision to the Grounds Committee and/or the Board of Directors. If approval is denied by both the Grounds Committee and the Board of Directors, the member may bring such request before a meeting of the homeowners.