

# Stone Meadow South Bylaws



## By-Laws of Stone Meadows South Homeowners Association

### Article I

#### Name and Location

The name of the non-profit corporation is 'Stone Meadows South Homeowners Association', hereinafter referred to as the "Association". The principal office of the corporation shall be located at 15800 S Western Okc, OK 73170 but meetings of members and directors may be held at such places within the State of Oklahoma as may be designated be the Board of Directors.

### Article II

#### Definitions

Section 1. "Association" shall mean and refer to Stone Meadows South Homeowners Association, its successors and assigns.

Section 2. "Properties" shall mean and refer to that certain real property described in the Restrictive Covenants and Bill Assurance, and such additions thereto as may hereafter be brought within the jurisdiction of the Association.

Section 3. "Common Area" shall mean all real property owned by the Association for the common use and enjoyment of the owners.

Section 4. "Lot" shall mean and refer to any plot of land upon any recorded subdivision map of the Properties with the exception of the Common Area.

Section 5. "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any Lot which is part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

Section 6. "Declarants" shall mean and refer to DUBCO, Inc., Stone Meadows South LLC., and J&R Development LLC., its successors and assigns if such successors or assigns should acquire more than one undeveloped Lot from the Declarants for the purpose of the Development.

Section 7. “Member” shall mean and refer to those persons entitled to membership as provided in the Covenants.

### **Article III**

#### **Meeting Of Members**

Section 1. Annual Meetings: The first annual meeting of the members shall be held within one (1) year from the date of incorporation of the Association, and each subsequent regular meeting of the members shall be held on the same day of the same month of each year thereafter when they shall elect a Board of Directors and transact such other business as may properly be brought before the meeting. If the day for the annual meeting of the members is a legal holiday, the meeting will be held at the same hour on the first day following which is not a legal holiday.

Section 2. Special Meetings: Special meetings of the members may be called at any time by the president or by a majority of the Board of Directors, or upon written request of one – fourth (1/4) of the Class A members who are entitled to vote. Any such request shall state the purpose of the meeting.

Section 3. Notice of the Meeting: Written notice of each meeting of the members shall be given by, or at the direction of, the secretary or person authorized to call the meeting, by mailing a copy of such notice at least fifteen (15) days before such meeting to each member entitled to vote thereat, addressed to the members address last appearing of books of the Association for the purpose of notice. Such notice shall specify the place, day and hour of the meeting and, in the case of a special meeting, the purpose of the meeting.

Section 4. Quorum: The presence at the meeting of members entitled to cast, or of proxies entitled to cast, one – tenth of the votes of each class of membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, Covenants, or these By-Laws. If, however, such quorum shall not be present or represented at any meeting, the members present, though less than a quorum, may give notice to all members as required herein for the transaction to be considered, at an adjourned meeting, and at the adjourned meeting one-half (1/2) of the required quorum at the preceding meeting shall constitute a quorum. No such subsequent meeting shall be held more than sixty (60) days following the preceding meeting.

Section 5. Proxies: At all meetings of members, each member may vote in person or proxy. All proxies shall be in writing and filed with the secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the member of his Lot.

### **Article IV**

#### **Board of Directors – Selection:**

##### **Term Of Office**

Section 1. Number: The property and affairs of this Association shall be managed by a Board of not less than three (3) or more than nine (9) directors, and those directors elected subsequent to the organizational Board need not be members of the Association.

Section 2. Term of Office: At the first meeting the members shall elect a minimum of one director for a term of one year, one director for a term of two years and one director for a term of three years, and at each annual meeting thereafter, the members shall elect one director for a term of three years.

**Section 3. Removal:** Any director may be removed from the Board, with or without cause, by a majority vote of the members of the Association. In the event of death, resignation or removal of a director, his successor shall be selected by the remaining members of the Board and shall serve for the unexpired term of his predecessor.

**Section 4. Compensation:** No director shall receive compensation for any service he may render to the Association. However, by resolution of the Board, a fixed sum and expenses of attendance, if any, may be allowed for attendance at each meeting to the Board, provided that nothing herein shall preclude any director from serving in any other capacity and receiving compensation thereof.

**Section 5. Action Taken Without Meeting:** The directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all directors. Any action so approved shall have the same effect as though taken at a meeting of the directors.

## **Article V**

### **Nomination And Election Of Directors**

**Section 1. Nomination:** Nomination for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting of the members, to serve from the close of such annual meeting until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The nominating committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among members.

**Section 2. Election:** Election to the Board of Directors shall be by secret written ballot. At such election the members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Covenants. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

## **Article VI**

### **Meeting Of Directors**

**Section 1. Regular Meetings:** The regular meetings of the Board of Directors shall be held monthly, without notice, and immediately following the annual meeting of the members without notice, at such place and hour as may be fixed from time to time by resolution of the Board. Should said meeting fall upon a legal holiday, that meeting shall be held at the same time on the next day which is not a legal holiday.

**Section 2. Special Meetings:** Special meetings of the Board of Directors shall be held when called by the President of the Association, or by the written request of any two (2) directors, after not less than three (3) days notice to each director.

**Section 3. Quorum:** A majority of the number of directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

## **Article VII**

### **Powers And Duties**

## Of The Board Of Directors

Section 1. Powers: The Board of Directors shall have the power to:

- a) Adopt and publish rules and regulations governing the use of the Common Area and facilities, and the person conduct of the members and their guests thereon, and to establish penalties for the infraction thereof;
- b) Suspend the voting rights and right to use facilities of a member during any period in which such member shall be in default in the payment of any assessment levied by the Association. Such rights may also be suspended after notice and hearing, for a period not to exceed 60 days for infraction of published rules and regulations;
- c) Exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these By-Laws, the Articles of Incorporation or the Covenants;
- d) Establish assessments from time to time for the purpose of paying the common expenses;
- e) Declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent from three (3) consecutive meetings of the Board of Directors; and
- f) Employ a manager, an independent contractor, or such other employees as they deem necessary, and to prescribe their duties, establish their compensation and remove them at any time with or without cause.

Section 2. Duties: It shall be the duty of the Board of Directors to:

- a) Cause to be kept a complete record of all its acts and corporate affairs and to represent a statement thereof to the members at the annual meeting of the members, or at any special meeting when such statement is requested in writing by one-fourth (1/4) of the Class A members who are entitled to vote;
- b) Supervise all officers, agents and employees of this Association, and to see that their duties are properly performed;
- c) As more fully provided in the Covenants, to:
  - (i) Fix the amount of the annual assessment against each Lot at least thirty (30) days in advance of each annual assessment period;
  - (ii) Send written notice of each assessment to every Owner subject thereto at least thirty (30) days in advance of each annual assessment period; and,
  - (iii) Foreclose the lien against any property for which assessments are not paid within thirty (30) days after due date, or to bring an action at law against the owner personally obligated to pay the same.
- d) Issue or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;

- e) Procure and maintain adequate liability and hazard insurance on property owned by the Association;
- f) Cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate; and
- g) Cause the Common Area to be maintained.

## **Article VIII**

### **Officer and Their Duties**

**Section 1. Election of Offices:** The officers of this Association shall be a President who shall be at all times a member of the Board, as many Vice Presidents as the directors shall from time to time deem advisable, a Secretary and a Treasurer who need not to be members of the Board, and such other officers as the Board may from time to time by resolute create. The Secretary and Treasurer may be the same person, and any of the Vice Presidents may hold at the same time the office of Secretary or Treasurer.

**Section 2. Election of Officers:** The election of officers shall take place at the first meeting of the Board of Directors following the first annual meeting

**Section 3. Term:** The officers of this Association shall be elected annually by the Board and each shall hold officers for a term of one (1) year, unless he shall sooner resign, or shall be removed, or otherwise disqualified to serve.

**Section 4. Special Appointments:** The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

**Section 5. Resignation and Removal:** At any time any officer may be removed from office with or without cause by the Board. Any officer may resign at any time by giving written notice to the Board, the president or the secretary. Such resignation shall take effect on the date of the receipt of such notice or at any later time specified therein, and necessary to make it effective.

**Section 6. Vacancies:** A vacancy in any officer may be filled by appointment to the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he/she replaces.

**Section 7. Multiple Offices:** The offices of secretary and treasurer may be held by the same person and any of the vice presidents may hold at the same time the office of secretary or treasurer. No person shall simultaneously hold more than one of any of the other offices except in the case of special offices created pursuant to Section 4 of the Article.

**Section 8. Duties:** The duties of the officers are as follows:

- a) **President:** The president shall be the chief executive officer of the Association and shall preside at all meetings of the members and Board of Directors; shall see that orders and resolutions of the Board carry out; he/she shall have general and active management of the business of the Association; and he/she shall have the general powers and duties of supervision and management usually vested in the office of president of a corporation.
- b) **Vice President:** The vice president shall act in the place of and instead of the president in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of

him by the Board.

- c) Secretary: The secretary shall record the votes and keep minutes of all meetings and proceedings of the Board and of the members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of members; keep appropriated current records showing the members of the Association, together with their addresses; and shall perform such other duties as required by the Board, all subject to the supervision of the President.
- d) Treasurer: The treasurer shall receive and deposit in appropriate bank accounts all money of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of account; cause an annual audit of the Association books to be made by a public accountant at the completion of each fiscal year; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular meeting; and deliver a copy of each to the members.

### **Article I** **Committees**

The Association shall appoint an Architectural Control Committee, as provided in the Covenants, and a Nominating Committee, as provided in these By-Laws. In addition, the Board of Directors shall appoint other committees as deemed appropriate in carrying out its purpose.

### **Article X** **Books And Records**

The books, records and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any member. The Covenants, the Articles of Incorporation and the By-Laws of the Association shall be available for inspection by any member at the principal office of the Association, where copies may be purchased at a reasonable cost.

### **Article XI** **Assessments**

As more fully provided in the Covenants, each member is obligated to pay the Association annual and special assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after due date, the assessment shall bear interest from the date of delinquency at a rate of fifteen percent (15%) per annum, and the Association may bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the property. Interest, costs and reasonable attorney's fees of any such action shall be added to the amount of such assessment. No owner may waive or otherwise escape liability for the assessments provided for herein by non-use of the Common Area or abandonment of his Lot.

## **Article XII**

### **Amendments**

Section 1. These By-Laws may be amended, at a regular special meeting of the members, by a vote of a majority of a quorum of members present in person or by proxy, except that the Federal Housing Administration or the Veterans Administration shall have the right to veto amendments while there is Class B membership.

Section 2. In the case of any conflict between the Articles of Incorporation and the By-Laws, the Articles shall control; and in the case of any conflict between the Covenants and these By-Laws, the Covenants shall control.

## **Article XIII**

### **Miscellaneous**

The fiscal year of the Association shall begin on the first day of January and end on the 31<sup>st</sup> day of December of every year, except that the first fiscal year shall begin on the date of the incorporation.

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