

BRAMBLEWOOD HOMEOWNERS ASSOCIATION, INC.* CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the Bramblewood Homeowners Association (hereinafter referred to as "Association").

ARTICLE II - LOCATION

The Association is located in the area identified as Bramblewood Acres I and II and Halcyon Hill Lane in Miami Township, Clermont County, Ohio⁴.

ARTICLE III - PURPOSE

The purpose for which the Association is formed is to promote the general welfare of Bramblewood **homeowners and** residents. To that end, special attention is given to public improvements, which will include, but not be limited to, concerns of safety, economics, environment, recreation, and sociality⁶.

ARTICLE IV - MEMBERSHIP

Anyone who owns a home in Bramblewood Acres or Halcyon Hill Lane, **or anyone who** legally resides therein, shall be eligible to become a member of the Association^{4, 6}.

ARTICLE V - OFFICERS

The Association shall have as officers a committee of 3 trustees, each elected for a 3 year staggered term The Trustee in the 3rd year of office will be considered the presiding senior Trustee and will preside over all official functions of the organization. In addition, there shall be a Treasurer and Secretary who also will have a voting position on the executive committee. There shall also be various non-voting committee chairpersons as appointed by the executive committee⁵.

ARTICLE VI - NULLIFICATION

The Association will nullify this constitution in its entirety upon acceptance of a new constitution. Acceptance is satisfied by a two-thirds affirmative vote of Bramblewood Acres residents then in attendance at the voting place and time previously announced to all Bramblewood Acres residents.

* It shall be the intent of the Association to incorporate as a not-for-profit Corporation under the laws of the State of Ohio.

(1) Amended 12/02/80

(2) Amended 11/ /81

(3) Amended 01/27/83

(4) Amended 02/16/95

(5) Amended 10/5/02

(6) Amended 01/01/2019

BRAMBLEWOOD HOMEOWNERS ASSOCIATION BY LAWS

ARTICLE I - MEMBERSHIP, DUES, AND VOTING RIGHTS

Section 1. Each resident of the Bramblewood Acres or Halcyon Hill Lane is eligible to become a member of the Association upon proper application to the Association⁴.

Section 2. Each homeowner(s) shall be eligible to be a voting member of the Association and shall be entitled to vote on all matters brought before the Association for consideration (including the election of officers). Only one vote can be cast per household⁵.

Section 3. A voting member is a homeowner in good standing.

Section 4. Annual dues shall be as recommended by the executive committee for the period January 1 through December 31 of each calendar year. Annual payments are due March 1st of each year to cover the current year². One who pays dues shall be a member in good standing. New members of the Association shall pay full dues if they join during the period January 1 through June 30, and half the annual dues if joining during July 1 through December 31⁵.

Section 5. Each household in Bramblewood Acres and Halcyon Hill Lane is expected to pay annual dues. Annual dues shall be used for upkeep of entryway properties, as well as related utilities, insurance and other expenses that benefit all homeowners⁶.

ARTICLE II - MEETINGS

Section 1. Annual meetings of the Association membership will be held each year during the last quarter during which the elections of officers for the following year will be held⁵.

Section 2. Other meetings of the Association membership will be held at the discretion of the Executive Committee, providing 14 days prior written notice to the membership is given. **Email communication and signs posted at the entryways shall be considered written notification. Members are responsible to update their email addresses in the Association's records⁶.**

Section 3. **Ten** percent of the households in good standing represented by a voting member in attendance shall constitute a quorum for the transaction of business in any meeting of the Association membership. A simple majority of voting members present can conduct business⁶.

ARTICLE III - ELECTION OF OFFICERS

Section 1. Only members in good standing shall be eligible to hold office in the Association.

Section 2. The election of officers of the Association shall take place at the annual meeting. Officers shall be elected to serve for a period of three years beginning January 1st. **Current trustees shall move up in seniority and the most senior trustee is relieved beginning January 1. Whenever there are no nominations for incoming trustee, current trustees may continue in office. Current Treasurer and Secretary may run for consecutive terms⁶.**

Section 3. All elections of officers shall be by secret ballot. The nominee receiving the greatest number of votes shall be declared elected. However, if there is but one nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the Association for the nominee.

Section 4. **A written notification shall be made** two months prior to the annual meeting **including a request for nominations for new officers. Self nominations are permitted^{5, 6}.**

Section 5. Whenever a vacancy **occurs** in the Executive Committee an election shall be held at the next **membership meeting**. Nominations may be made from the floor. A successor to such position shall be elected to fill the **remaining** term of the vacated office⁶.

ARTICLE IV - DUTIES OF OFFICERS

Section 1. The Senior Trustee shall preside at all meetings of the Association membership and of the Executive Committee; shall perform such other duties as may be prescribed by these bylaws or assigned by the Association or the Executive Committee; and shall coordinate the work of the officers and committees of the Association in order that the purpose of the Association may be promoted⁵.

Section 2. The next most senior Trustee shall act as an aide to the Senior Trustee and shall perform the duties of the Senior Trustee in the absence or disability of that officer to act⁵.

Section 3. The Secretary shall record the minutes of all meetings of the Association membership and of the Executive Committee and shall perform such other duties as may be delegated.

Section 4. The Treasurer shall receive and disburse all funds of the Association and deposit or invest its money in a manner approved by the Executive Committee; shall keep a complete and accurate account of all receipts and expenditures and shall be responsible for the maintenance of all such books of accounts and records; shall present a financial report at every meeting of the Association membership and at other times as requested by the Executive Committee and shall make a full report at the annual meeting. A committee, appointed by the Senior Trustee at the annual meeting, shall make an annual audit of the Treasurer's books.

Section 5. **Section Deleted**^{3, 5, 6}.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1. The Executive Committee will consist of the officers of the Association.

Section 2. The duties of the Executive Committee shall be to transact necessary business in the intervals between Association meetings and such other business as may be referred to by the Association; to approve of the plans of committees before presentation to the Association membership; and to approve **the annual budget and** expenditures within limits of its authority⁶.

Section 3. Meetings of the Executive Committee shall be held prior to meetings of the Association membership, the time and place to be fixed by the Executive Committee. A majority of the Executive Committee shall constitute a quorum for the transaction of business. Special meetings of the Executive Committee may be called by the Senior Trustee or by a majority of its members⁵.

ARTICLE VI - AUTHORITY

Section 1. **The executive committee shall authorize the Treasurer to pay budgeted expenses. Any non budgeted expense up to \$300 shall be approved by the senior trustee. Executive committee approval shall be required for any non budgeted expense over \$300. A membership meeting approval shall be required for non budgeted expenses over \$3000, the acquisition of tangible property or the disposal of tangible property**⁶.

Section 2. No assessments may be passed or levied by the Association or the Executive Committee.

Section 3. A majority of the Executive Committee will be required to enter into contracts on behalf of the Association. All expenditures shall be by check and the Treasurer or Senior Trustee must sign all checks.

ARTICLE VII - PARLIAMENTARY PROCEDURE

Section 1. The Senior Trustee will conduct Association meetings under general parliamentary procedure⁵.

ARTICLE VIII - AMENDMENTS

These bylaws may be amended at any meeting of the Association membership by a two-thirds affirmative vote of the members in good standing then in attendance, provided a quorum is obtained and provided further that written notice of the proposed amendment shall have been given to all members in good standing at least 14 days prior to the meeting at which the amendment is to be acted upon.

- (1) Amended 12/02/80
- (2) Amended 11/ /81
- (3) Amended 01/27/83
- (4) Amended 02/16/95
- (5) Amended 10/5/02
- (6) Amended 01/01/2019**