

STONEHAVEN PLACE VHOA BY-LAWS

Article I. NAME & PURPOSE

Section 1.01: Name. The NAME of this organization shall be the Stonehaven Place Voluntary Home Owners Association, hereafter referred to as THE ASSOCIATION. It shall be an unincorporated non-profit organization under the laws of the State of Texas.

Section 1.02: PURPOSE. The Bylaws shall govern the Association and its members. The Association shall be formed to maintain the common areas of the subdivision, represent the subdivision to city administrative agencies and local legislature, and provide benefits to members and the community in general as organized by the association.

ARTICLE II. MEMBERSHIP

Section 2.01: ELIGIBILITY FOR MEMBERSHIP. Any current resident of, or owner of property in, the Stonehaven Place addition, bounded by Coit Road, Stonehaven Drive, Preston Meadow Road, Avebury Drive, and Aldenham Drive, in Plano, Texas, is eligible for Membership in the Association upon full payment of the annual dues, and completion of the application for membership form. Membership may be transferred to a new homeowner with given permission from an existing member who moves from the neighborhood if the member's account is in good standing.

Section 2.02: HONORARY MEMBERSHIP. Any person may acquire Honorary Membership in the Association, upon full payment of the Association dues. Honorary membership entitles the person to a mailed copy of each newsletter and free participation in neighborhood events for one year from the date of membership. Honorary Membership does not, however, include voting rights.

Section 2.03: ANNUAL DUES. The amount required for annual dues shall be \$150.00 each year, unless changed by a majority vote of the members in attendance at an annual meeting of the full membership. Full payment of the annual dues will entitle the resident or property owner to full membership privileges for one year from June 1 through May 31. Full annual dues will be assessed for first-time members joining from June 1 through November 30. Dues will be reduced for first-time members joining from December 1 through May 31. Dues may, on occasion, be paid by donation of comparable products or services to the Association, by prior approval of the Officers of the Association.

Section 2.04: VOTING RIGHTS. The full payment of the annual dues will entitle each household to one vote apiece in all Association elections.

Section 2.05: TERMINATION OF MEMBERSHIP. Membership in the Association is automatically terminated whenever the Member is in default of payment of the annual Association dues. A member may also be removed by a majority vote of the membership with reasonable grounds for removal. In addition, membership terminates when the member moves from the neighborhood unless Honorary Membership status has been granted.

Section 2.06: RESIGNATION. Any Member may resign by filing a written resignation with the Secretary of the Association. Dues are not refundable.

ARTICLE III. OFFICERS.

Section 3.01: OFFICERS. The Association shall have the following Officers:

President
Vice President
Vice President Vendor Relations
Associate Vice President
Treasurer
Secretary

At no time can the board consist of more than six (6) total members.

Section 3.02: ELECTION OF OFFICERS. The Officers shall be elected by majority vote at the annual meeting of Association Membership. In the event no one candidate receives a majority of the votes cast, the two candidates receiving the highest number of votes shall be voted upon again in a run-off election. Any Member of the Association in good standing is eligible to become a candidate for any Association elective office.

Section 3.03: TERM OF OFFICE. The Officers shall be elected for a two year term. These terms will be staggered. The first year of staggered voting will include the President, one Vice President, and Secretary. Alternate year elections will be for a Vice President, Associate Vice President, and Treasurer. All board members shall take office

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at the next regularly scheduled Association meeting or within thirty (30) days after election and shall serve for a term of two (2) years or until their successors are duly elected.

Section 3.04: DUTIES. The Officers will serve as members of the Executive Committee; and may serve as chairpersons or liaisons to committees; may attend meetings with, or in lieu of, any other Officer of the Association and report to the Executive Committee and the Association Membership any observations and recommendations as a result of attending these meetings. The duties of the Officers are as follows:

The PRESIDENT shall be the chief officer of the Association and shall preside at all meetings of the Association Membership and Executive Committee. The President shall be an ex-officio member of each committee and shall also perform such other duties as are necessarily incident to the office of the President. The President may make committee appointments from the Association Membership as shall be deemed advisable for the effective conduct of the work of the Association.

The VICE PRESIDENT shall assist the President as the President requests, and represent the Association on appropriate occasions. The Vice President shall also, in the absence or disability of the President, perform the duties and exercise the powers of the President of the Association.

The VICE PRESIDENT OF VENDOR RELATIONS shall oversee all contractual relations between the Association and its vendors. The Vice President of Vendor Relations shall contact the City of Plano and its municipal offices as necessary to maintain all utilities and services in proper working order that are the direct responsibility of the Association; these responsibilities include irrigation of common grounds, lighting of entrances, condition of street lighting, sidewalks and alley ways. Also, the Vice President of Vendor Relations shall receive bids on behalf of the Association from vendors for services such as landscape maintenance and irrigation. The Vice President of Vendor relations does not have the authority to sign any contract on behalf of the Association without a majority vote of the Executive Committee.

The ASSOCIATE VICE PRESIDENT shall perform duties as assigned by the President deemed necessary in running the affairs of the Association.

The TREASURER will collect all dues and shall keep an account of all funds received and expended by the Association. Also, the Treasurer shall keep a roll of the Members of the Association. The Treasurer shall make disbursements authorized by the Executive Committee within budget authorization, to be drawn on the signature of the President or the Treasurer. In addition, all funds shall be deposited by the Treasurer in an insured bank or other financial institution designated by the Executive Committee. The Treasurer shall maintain documentation for a period of three (3) years.

The SECRETARY will maintain and report the correspondence of the Association. The Secretary shall give notice of Executive Committee meetings. The Secretary will keep complete and accurate records of all meetings of the Association. Said records are to be available for review by any Homeowner upon reasonable notice to the Secretary.

Section 3.05: VACANCIES AND REMOVAL FROM OFFICE. Any Officer may be removed by a majority vote of the Executive Committee (excluding the Officer to be removed). If a majority of the Executive Committee votes for removal, the removed Officer shall immediately relinquish his/her office. Upon the death, removal, resignation or incapacity of an Officer of the Association, a majority of the Association shall elect a successor at the next general meeting of the Association; in the interim the Executive Committee can select a person to fill the vacancy until the next meeting.

Section 3.06: MANAGEMENT. The Association shall be managed by the Officers so elected, with powers consistent with the Articles of Incorporation and these Bylaws of the Association. The Executive Committee shall have authority to conduct the business of the Association and shall execute the policies and decisions of the membership. The Executive Committee shall report its actions and recommendations at each regular meeting of the membership.

ARTICLE IV. MEETINGS OF MEMBERS.

Section 4.01: PLACE OF MEETINGS. Meeting of the Members shall be held at the principal business office of the Association or at any other place the President or a majority of the Members may from time to time select.

Section 4.02: REGULAR MEETINGS. Regular meetings of the Association shall be held quarterly, at a time and place designated by the VHOA Board. The Stonehaven Place VHOA Board shall hold monthly meetings at a time and place designated by the Board.

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Section 4.03: ANNUAL MEETING. An annual meeting of the Members shall be held in the month of April of each year, if possible. At such meeting, the Members shall elect the Officers of the Association, receive reports on the affairs of the Association, and transact any other business that is within the power of the Members. If an annual meeting has not been called and held within six months after the time designated for it, any Member may call the annual meeting.

Section 4.04: SPECIAL MEETINGS. Special meetings of the Members may be called by the President, by a majority of the Officers of the Association, or by five percent (5%) or more of the Members entitled to vote.

Section 4.05: NOTICE OF MEETINGS. A written, printed, email notice of each Members' meeting, stating the place, day and hour of the meeting, shall be given by the Secretary of the Association, or by the person authorized to call the meeting, to each Member of the record entitled to vote at the meeting. This notice shall be given at least seven (7) days before the date named for the meeting, with the exception of Regular Monthly Meetings for which, once a firm date, time and place have been publicized to all the members, no further notice shall be required.

Section 4.06: QUORUM. A Quorum for any meeting of the Association shall consist of fifty per cent of the Executive Committee.

ARTICLE V. VOTING.

Section 5.01: VOTING. All issues shall be decided by a majority vote of members present at the meetings, by mail or by email.

Section 5.02: VOTING BY MAIL. Where Officers are to be elected by Members, or any changes in the Bylaws are to be voted on, any election, or proposals is to be made whereby a count of the votes of all members may be desired, such election may be conducted by email, mail, or by distributed ballot in such manner as the Officers of the Association shall determine advisable.

ARTICLE VI. COMMITTEES.

Section 6.01: AUTHORIZATION TO ESTABLISH COMMITTEES. The Association may establish committees as deemed necessary to pursue its stated objectives. The committees formed at the inception of the Association shall be:

Crime Watch, Welcome/Caring, Social, Newsletter, and Neighborhood Improvement Committees. The committee chairpersons (coordinators) shall be Association members in good standing appointed by the board on a voluntary basis. Committee members shall be individuals that are Association members in good standing who volunteer for the committee. The Association may establish other committees at the discretion of the membership or Officers of the Association.

ARTICLE VII. FINANCES.

Section 7.01: EXPENDITURES. Extraordinary expenditures of funds amounting over one hundred (\$100) which are not budgeted in any month must be approved by majority vote of the Membership present at any properly announced meeting of the Membership.

Section 7.02: FINANCIAL REPORTS. Quarterly and Annual Financial Reports shall be prepared by the Treasurer and presented to the Members at the quarterly and annual meetings.

ARTICLE VIII. AMENDMENTS.

Section 8.01: PROCEDURE. These Bylaws may be amended by a two-thirds majority vote of those present at any regular meeting of the Association Membership, provided seven days written notice of the proposed amendment and of the meeting is given.

ARTICLE IX. ACCEPTANCE OF BYLAWS

Section 9.01: VOTING. Acceptance of these Bylaws shall be by a majority vote of the Association Membership, provided written notice of the meeting is given to all members at least seven days prior to the meeting. Members not able to attend may vote by mail or email.

ARTICLE X. NON-COMPLIANCE WITH BYLAWS.

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Section 10.01: NON-COMPLIANCE PENALTIES. Non-compliance with the Bylaws of the Association may result in termination of membership for the offender, upon a two-thirds majority vote by the Membership of the Association. Under no circumstance will non-compliance with any section of these Bylaws constitute the forfeiture of the rights of the Association to exist or the rights of the Association to enforce the Bylaws of the Association.