

Conner's Creek Homeowners' Association, Inc.

BYLAWS

ARTICLE I: TITLE

Section 1: The name of this organization shall be Conner's Creek Homeowners' Association (CCHA).

Section 2: The principal place of business shall be located at the home of the President of the corporation, Conner's Creek Homeowners' Association, Inc.

ARTICLE II: PURPOSE

Section 1: The purposes for which this association is formed are:

1. To create a neighborhood that supports family and community facilitating fellowship and communication among Conner's Creek Subdivision homeowners.
2. To consolidate resources in the form of finances, technical experience, and manpower that can be used for the collective benefit of the subdivision.
3. To seek initiation of, repeal of, or amendment to ordinances and regulations deemed to be in the best interest of Conner's Creek Subdivision.
4. To suggest and implement programs and actions to improve the standards of living in our community and protect the value of our homes.
5. To do whatever is necessary or appropriate to accomplish said purposes.

Conner's Creek Subdivision comprises the following streets: Conner's Creek Circle, Blue Meadow Lane, Walnut Creek Lane, Eagle Creek Lane, Cedar Hurst Lane, and Ashbridge Lane.

ARTICLE III: MEMBERSHIP

Section 1: Member shall be defined as a single or married owner or resident of property in area described in this section whose membership fees and dues are current and paid in full.

Section 2: Any adult (18 years of age) resident and/or non-resident owner of property in Conner's Creek Subdivision qualifies for membership in CCHA.

Section 3: Any person holding legal or equitable title to any property in but does not reside in said subdivision is eligible for membership in CCHA; but voting rights are restricted as noted in ARTICLE IV, Voting.

Section 4: Any resident and/or non-resident homeowner may become a member of the CCHA by paying an annual membership per lot in advance per ARTICLE III.

Section 5: Membership Fees and Dues

There shall be an annual membership fee of \$50.00 per lot due in July of each year. After July, dues for new homeowners are assessed at \$4.00 per month for the remainder of the year. The annual fees may be changed as deemed necessary by the Board to meet rising costs and additional expenses not to exceed 10%.

ARTICLE IV: VOTING

Section 1: The number of votes for any lot in Conner’s Creek Subdivision shall be restricted to a maximum of one vote per lot.

1. Votes may be cast by active members, either resident or non-resident.
2. No votes may be cast unless all dues are current and paid.
3. Co-owners shall be entitled to cast one (1) vote per lot.
4. Non-resident owners shall have the same voting rights as resident owners.
5. No person shall have more than one vote.

Section 2: Any voting member may be represented and vote at a meeting by a proxy appointed by an instrument in writing subscribed by the voting member and submitted to the Secretary at or before the start of the meeting.

ARTICLE V: DIRECTORS AND DUTIES

Section 1. Designation

The affairs of the CCHA shall be managed by a Board of Directors elected from and by the active membership at annual meetings. The Board shall consist of the four (4) officers; two (2) directors; the delegate to the Council of West Knox County Homeowner’s Association; and the past president.

Section 2. Eligibility

No director shall serve in the same office for more than four consecutive years. One at large director shall be elected in odd numbered calendar years and one in even numbered calendar years.

Section 3. Meetings

The Board shall meet at least four times annually at times and places determined by the Board. Special meetings may be called by the President or any two directors upon notice sent to each Board member by any usual means of communications, not less than five business days before said meeting.

Section 4. Removal

Directors may be removed for any reason by a two-thirds majority vote of the active members in attendance at any meeting or by a two-thirds majority vote of the Board. Any board member who is absent from three consecutive regularly scheduled or called meetings of the Board shall automatically be removed from the Board unless within ten days of the absence from the third meeting said Board member provides to the President an explanation of his/her absences. The Board at its next regularly scheduled meeting shall determine whether or not the reason given for absence is sufficient.

Section 5. Resignation

Any member of the Board may resign by giving notification in writing to the secretary or the President. The resignation shall be announced at the next general meeting.

Section 6. Vacancies

Vacancies occurring in the Board for any reason shall be filled by a majority vote of the remaining members of the Board. If no Directors remain who are eligible to act, then any ten members for the purpose of electing Directors may call a special meeting of the active membership. A Director elected to fill a vacancy shall hold office for the unexpired term.

Section 7. Quorum:

A quorum shall consist of five members of the Board, who may vote by e-mail or written statement directed to the President or Secretary

ARTICLE VI: OFFICERS AND DUTIES

Section 1: President

The President shall preside at all meetings of the membership and the Board. He or she shall serve as Administrator of the Homeowner's Association and manage the day-to-day operation of the Association's business and is empowered to enter into agreements and to sign instruments affecting the operation of the Association that have been approved by the CCHA. He or she may authorize the treasurer to disburse funds on the CCHA's behalf if budgeted or after approval by a majority of the Board of Directors, and may require such reimbursements to have his or her designated agent's counter-signature. The President shall prepare the agenda and conduct Directors' meetings as well as meetings of the CCHA.

Section 2: Vice President

It shall be the duty of the Vice President to preside at meetings in the President's absence and shall assist in accomplishing the President's duties, as well as perform any duties delegated by the President. The Vice President shall divide the CCHA into manageable sections for assignment to the Street Captains, and shall select and coordinate all activities of Street Captains with regard to distribution of newsletters, notices, surveys, ballots, etc. The Vice president shall report back to the Board, as necessary, any communications from the Street Captains.

Section 3: Secretary

It shall be the duty of the Secretary to record and keep an accurate and complete set of records of the CCHA including the minutes of all meetings and the reports of the committees. He or she shall ensure that meeting minutes are available on or before the next corresponding scheduled meeting or within 5 days of the previous meeting. He or she shall be responsible for carrying out all correspondence for the CCHA and shall notify, when necessary, the active members of the CCHA and Directors of the meetings. The Secretary shall coordinate with website committee to make information available on the CCHA website.

He or she shall give all notices required by law and by regulations of CCHA; and upon expiration of his or her term of office, deliver all books, papers, and property of the association to his or her successor or to the President.

Section 4: Treasurer

The Treasurer shall be the custodian of all funds for the Association and shall keep correct, accurate, and complete records. The Treasurer shall sign and disperse all checks on behalf of the CCHA. The Treasurer shall arrange for the securing of a bond for his or her office, unless otherwise waived by the Board of Directors, the expense to be borne by the CCHA. Unless the treasurer is bonded, checks shall be countersigned by the President or his/her designee. The Treasurer shall prepare a budget for approval by the CCHA Board. The Treasurer shall present a written report of the financial status of the CCHA at each Board meeting. All funds raised on behalf of the CCHA shall be placed by the Treasurer in a federally insured bank of the Board's choice.

The Treasurer shall keep the books and accounts, shall safely keep all money and choses in action belonging to the CCHA and shall disburse same under the direction of the Board of Directors, shall keep an accurate record of the finances of CCHA shall hold the same open for inspection and examination by the Directors and any committee appointed for such inspection, and shall present abstracts of the same meetings as requested. Upon expiration of his or her term, shall turn over all money and choses in action of CCHA to his or her successor or to the President.

Section 5: Past President

The immediate Past President shall serve as advisor to the Board and shall assume such duties as are delegated to him or her by the President.

Section 6: Council of West Knox County Homeowner's Association Delegate

The delegate to the Council of West Knox County Homeowner's Association shall attend the meetings of said association and report back to the CCHA. The Delegate will also bring such matters, as the Board deems necessary to the attention of the Council of West Knox County Homeowner's Association.

ARTICLE VII: ELECTION OF OFFICERS

Section 1: Officers of the CCHA to be elected by the membership shall be the President, Vice President, Secretary, and Treasurer. The Officers shall serve on the Association's Board of Directors. A delegate to the West Knox County Homeowner's Association shall also be a voting member of the Board, appointed by the elected officers. The Immediate Past President shall also serve as an officer of the Board. All elected and appointed officers shall be members in good standing.

Section 2: Officers of the association shall be nominated and elected annually by the membership from a slate of candidates submitted to them in writing.

1. Officers shall be elected for one (1) year terms and will serve until successors are elected.
2. Officers shall be members of the association in good standing.
3. In the event that the President is unable to serve the entire term, he or she shall be succeeded by the Vice President for the remainder of the term. Other officer vacancies shall be filled by appointment by the President with the approval of the Directors, with the exception of the post of Past President.

Section 3: Officers shall be elected by secret ballot. If there is no contest, election may be by voice vote or acclamation.

ARTICLE VIII REMOVAL PROCEEDINGS

Section 1: Where it is deemed to be in the best interest of CCHA, removal proceedings, for cause, may be instituted against an officer by a special meeting called by a majority of the officers acting on their own or by a petition signed by ten percent (10%) of the active members stating the reason for removal.

1. Such removal must be approved by not less than two-thirds of the voting members present at said special meeting in accordance with the Quorum ruling as shown in Article IX, Meetings, Section 5.

ARTICLE IX: MEETINGS

Section 1: The CCHA shall have no less than two regular general meetings as close to the following schedule as they can be arranged. Allow all interested members to participate in all CCHA meetings.

- (a) A spring meeting to be held in April.
- (b) A fall meeting to be held in October.

Section 2: Written notice before meetings shall be delivered to each member at least seven (7) days in advance of meeting dates.

Section 3: Special meetings may be held at such times and places as ordered by a majority of the Board of Directors or as called by signed petition of ten percent (10%) of the membership.

1. Said petition is to be presented to the Board of Directors ten (10) days in advance of the date of the meeting.
2. Notice of special meetings must be given seven (7) days in advance of the special meeting stating the business to be discussed.
3. Business meetings and/or proceedings of the CCHA are to be held in accordance with Robert's Rules of Order, Revised in all cases in which they are not inconsistent with these regulations.

Section 4: The meetings may be either business meetings or social meetings or a combination of both.

Section 5: A quorum shall be considered present if proper written and/or electronic notification of the meeting is provided to the total association membership no less than one full week prior to the time set for the upcoming meeting.

1. At special meetings of the membership, ten percent (10%) of all voting members shall constitute a quorum for the transaction of business. A majority of the votes cast shall be controlling.
2. At meetings of the Board of Directors, four (4) of the voting members shall constitute a quorum for the transaction of business. A majority of the votes cast shall be controlling.

ARTICLE X: COMMITTEES AND STREET CAPTAINS

Section 1: Standing Committees

Committees may be established on an as-needed basis and members are encouraged to participate in their areas of interest or experience. Additionally, a volunteer from the committee will be asked to serve as the chairman of the committee.

The following shall be standing committees of the CCHA:

- Social Committee
- Community Improvement Committee
- Civic Affairs Committee
- Public Relations Committee
- Sign/Poster Committee
- Newsletter Committee
- Webpage Committee

Section 2: Street Captains

Street Captains are volunteers throughout the CCHA who meet with the Vice President and are at the point of contact for homeowners should they have comments or questions. Street Captains shall:

1. Coordinate communications between Officers and Homeowners.
2. Provide an introduction to the CCHA and the association website information.
3. Greet new homeowners within 30 days and give Directory, By-laws, Restrictive Covenants, and Annual dues assessment information.
4. Obtain all family data needed for phone directory and newsletter.
5. Collect all annual dues.
6. Collect items of interest for monthly newsletter.
7. Distribute newsletter.

ARTICLE XI: BUDGET

Section 1: The Board of directors shall publish the proposed budget for the ensuing year in the newsletter during the 4th quarter of the fiscal year. If necessary, objections to the budget will be discussed at a special meeting of the Board.

Section 2: Although not limited to the following, the annual CCHA dues will be used to pay and furnish mainly the benefits below for all homeowners and residents:

1. Front entrance sign lighting
2. Front entrance irrigation maintenance
3. Mowing of entrance
4. Front entrance seasonal decorations
5. Front entrance flowers and plants
6. Printing of CCHA neighborhood directory
7. Printing of newsletters and flyers
8. Fees for maintaining the CCHA as a Tennessee non-profit corporation
9. Membership in Knox County Homeowners Council
10. Maintaining checking account for the association
11. Maintaining the CCHA website

ARTICLE XII: SUBDIVISION RESERVATIONS AND COVENANTS

Section 1: Homeowners in violation of subdivision reservations and restrictive covenants should first be approached by his or her member neighbors with the Street Captain and informed of said non-compliance for resolution in a neighborly manner.

Section 2: If 30 days after initial notification the non-compliance remains unresolved, the homeowner in violation of subdivision reservations and restrictive covenants may be subject to the following:

1. The Street Captain will provide the President, in writing, the information pertaining to the non-compliance and solicit a letter from the President to the homeowner explaining infraction citing appropriate subdivision reservations and restrictive covenants.
2. Homeowners in non-compliance will attend a mediation board with the Board of Directors.
3. At the earlier of 30 days or the next homeowner's association meeting, the infraction will be presented to the membership present for a vote and determination of appropriate action. The majority of the vote shall rule.
4. The homeowner in non-compliance will be notified by certified mail of the Association's intent for legal recourse if necessary.

ARTICLE XIII: ENDORSEMENTS

Section 1: The CCHA will not lend its name or that of its officers in their official capacity in support of or in opposition to the candidacy of any person for political office.

ARTICLE XIV: AMENDMENTS

Section 1: The Board of Directors shall prepare a written ballot to the members for approval of amendments to these by-laws. A majority of the total membership shall be controlling.