

BYLAWS
OF
HOA-WebPlus Demo Association

ARTICLE I

GENERAL PROVISIONS

1.1 **Name and Location.** The name of the association is HOA-WebPlus Demo Association (hereinafter, “the Association”). The principal office of the Association shall be located at Anywhere HOA, but meetings of Members and Board of Directors may be held within the province/state of Anywhere, County of Anywhere, as may be designed by the Board of Directors.

1.2 **Definitions.** Terms that are capitalized or used in these Bylaws shall have the meanings set forth in the Association’s Declaration of Covenants, Conditions, and Restrictions (CC&R).

1.3 **Fiscal Year.** The fiscal year of the Association begins on the date of incorporation, and each subsequent year shall begin on the 1ST day of January and end on the 31St day of December.

1.4 **Interpretation.** In the case of any conflict or disagreement, the provisions of provincial or state laws pertaining to Homeowners Associations, the Association's Declaration, Articles of Incorporation, and these Bylaws shall prevail in that order. Provincial and state laws overrule bylaws.

1.5 **Corporate Seal.** The Association shall provide a suitable seal containing in a form approved by the board.

ARTICLE II

OFFICERS AND THEIR RESPONSIBILITIES/DUTIES

2.1 **Officers.** The officers of the Association shall consist of a president, a vice-president, a secretary, a treasurer, and a general member.

2.2 **Term of Office.** Officers shall serve for a term of three year(s), or until their successors are elected. No officers shall serve more than 3 consecutive term(s) in the same office.

2.3 **Elections.** The officers shall be elected at the annual meeting.

2.4 **Vacancy in Office.** A vacancy in any office, except President, shall be filled by the Board of Directors.

2.5 **Removal of Officer.** Any officer elected or appointed by the board may be removed by the board with or without cause. In any event of the death, resignation or removal of an officer, the board may elect or appoint a successor to fill the vacancy until the next election is held.

2.6 **Responsibilities/Duties.** Officers shall perform the duties specified in this section of the Bylaws in addition to other duties that may be assigned.

a) President. The president is in charge of contract signing, handling daily operations and presiding over meetings. They must follow up on board resolutions to make sure they are executed properly.

b) Vice-President. During the absence of the president, the vice-president shall have all the powers and functions of the president, and perform presidential duties as the board prescribes.

c) Secretary. Besides recording votes and keeping minutes, the secretary must notify owners about upcoming meetings. They must also ensure that the Association's documents are current and accurate.

d) Treasurer. The treasurer manages the monetary side of things. This involves disbursing and receiving funds on behalf of the Association. The treasurer has the added responsibility of preparing the annual income and expenditure statement, as well as the Association's annual budget.

ARTICLE III

BOARD OF DIRECTORS

3.1 **Composition.** The Association's Board of Directors shall be composed of the elected officers. The total number of directors to constitute the entire board shall be exactly 5 directors.

3.2 **Powers.** The Board of Directors shall have all the powers and rights necessary to administer the Association's affairs and to perform the Association's responsibilities and to exercise its rights as set

forth in these Bylaws, the Declaration and the Articles provided that such rights and powers are not inconsistent with the provisions of provincial or state laws, and limited by the provisions of the Association's Declaration. In particular, but not limited to, the Board of Directors have the power to:

- a) manage, control and restrict the use of the shared spaces within the community and the conduct of the Association members and their guests by adopting and publishing rules and regulations, and enforcing fines to dissuade any lack of compliance;
- b) suspend a member's voting rights and the right to use shared spaces if a member is in default of any assessment payment due and owing to the Association, or for lack of compliance with the Association's published rules and regulations;
- c) [Enter more rules if applicable]
- d) [Enter more rules if applicable]

3.3 **Duties.** It shall be the Board of Directors' responsibility to:

- a) maintain a complete and detailed record of all the Association's transactions and acts and provide records to the members when they are requested;
- b) supervise the Association's officers, employees, and volunteers to ensure proper and ethical performance of the assigned duties;
- c) [Enter more rules if applicable]
- d) [Enter more rules if applicable]

3.4 **Compensation.** No director or officer shall receive compensation for their services. However, they may be reimbursed for actual expenses incurred in the performance of their duties.

3.5 **Resignation.** A director may resign at any time by giving written notice to the Board of Directors. The resignation shall take effect upon receipt of said notice, unless stated otherwise.

ARTICLE IV

MEETING OF BOARD OF DIRECTORS

- 4.1 **Regular Meeting.** A regular meeting of the board shall be held once monthly.
- 4.2 **Special Meetings.** Special meetings may be called by the president and shall be called upon the written request of 3 members of the Board of Directors. The purpose of the meeting shall be stated in the request, and at least 10 days written notice shall be given.
- 4.3 **Quorum of Directors.** 3 number of members of the entire Board shall constitute a quorum.
- 4.4 **Action of the Board.** The act of the Board of Directors shall be valid if the required quorum is present at the time of a vote, unless there is an exception stated in law. Each director has one vote, regardless of the number of units or properties they own.
- 4.5 **Notice of Meetings.** Regular meetings of the board may be held without notice.
- 4.6 **Action Without a Meeting.** An action that is required or permitted to be taken by the Board of Directors or the committee under these Bylaws, the Articles or the Declaration, may be taken without a meeting, only if the action is approved in writing and a resolution is adopted authorizing the action. The written consents and resolution shall be filed with the minutes of the proceedings and Association's records.

ARTICLE V

MEETING OF MEMBERS

- 5.1 **Annual Meetings.** The Association's Annual Meeting of the Members shall be held each year at such place and time as the Board of Directors may designate. The purpose of the annual meeting shall be for electing a board of directors, updating the members of previous and future plans regarding the community, making decisions that concern the Association, and addressing other issues or concerns. Notices of meetings shall be mailed to all members of the Association at least once before the meeting takes place.

(*Email may be appropriate depending on where you live.)

5.2 **Special Meetings.** Special Meetings of the Members may be called by the President, the Board of Directors, or written request of the majority of members of the Association, at any time. The purpose of the meeting shall be stated in the call to the meeting, and at least 10 days written notice shall be given.

(*Email may be appropriate depending on where you live.)

5.3 **Eligibility to Vote.** All members must be current and in good standing with the Association to be entitled to vote, and run for or serve on committees. Members must be at least 18 years old.

5.4 **Quorum.** 51% members of the Association are needed to constitute a quorum.

5.5 **Proxies.** Members may vote in person or by proxy in all meetings of the Members, except board elections. Every proxy shall be in writing, signed by the member, and filed with the Association's secretary before the scheduled meeting. No proxy shall be valid effective for a period longer than 20 days at any one time unless earlier revoked by the member, except as otherwise provided by law.

(*Proxy may be given electronically depending on where you live.)

ARTICLE VI

COMMITTEES

6.1 **Committees.** The Board of Directors may organize an executive committee and other committees, composed of members of the Association.

ARTICLE VII

BOOKS AND RECORDS

7.1 **Recordkeeping.** The Association shall keep correct and complete records of financial transactions and accounts, and shall also keep minutes of the proceedings of its Board of Directors. All books and records of the Association may be inspected by any member, for any reasonable purpose at any reasonable time.

ARTICLE VIII

AMENDMENTS

8.1 **Amendments.** These Bylaws may be amended, at a regular or Special Meeting of the Members, by a vote of a majority of a quorum of the members. Members can be present or give a proxy.

ARTICLE IX

ADOPTION OF BYLAWS

This is to certify that the above Bylaws were adopted by the Board of Directors at a meeting on January 1st, 2022.

(*Each member of the Board of Directors should sign their name and include their title below.)