



20150304-0001492 03/04/2015
P: 1 of 7 F: \$60.00 02:41:55 PM
Register of Deeds T20150012847
JO CO KS BK:201503 PG:001492

Amended Bylaws of Bridgewood Homeowners Association

This document supersedes the Bylaws of Bridgewood Homes Association dated 2010.

Article I. Name and Location

- A. The name of this Association is Bridgewood Homeowners Association ("BHA"), a Kansas not-for-profit corporation.
- B. The BHA Board of Directors ("Board") may determine the location for the transaction of BHA business.

Article II. Membership

All owners of homes and improved lots platted in the subdivision of Bridgewood in Johnson County, Kansas are automatically members of the BHA. One vote per improved lot may be cast by its owner(s). An "improved lot" is a lot adjacent to a street and with access to a sewer line.

Article III. Membership Meetings

A. Annual Meeting

1. The annual meeting of the membership shall be held each November at a time and place selected by the Board.
2. Written notice shall be given to all members at least 10 days but not more than 60 days before the meeting.
3. The notice must include:
 - a. the date, time and place of the meeting;

- b. the proposed agenda;
 - c. the slate of Board candidates proposed by the Nominating Committee;
 - d. the minutes from the previous year's annual meeting;
 - e. a copy of the proposed budget to be approved or a link to the BHA web site where it is posted. and
 - f. if any form of absentee voting is permitted, a complete description of the manner of voting and applicable procedures.
- 4 Notice may be given by e-mail to the last address provided by each owner. If no e-mail address has been provided, notice may be given by hand delivery, U.S. mail, commercial delivery service, or by any other method reasonably calculated to provide notice.

B. Special Membership Meetings

1. A special meeting of the membership may be called at any time by the president, in the president's absence by the vice president, by a majority of the directors, or by the owners of at least 10 per cent of the improved lots.
2. Written notice shall be given to all members at least 10 days but not more than 60 days before the meeting.
3. The notice must include:
 - a. the date, time and place of the meeting;
 - b. the proposed agenda;
 - c. copies of all proposals on which members will be asked to vote or a link to the BHA web site where they are posted; and
 - d. if any form of absentee voting is permitted, a complete description of the manner of voting and applicable procedures.
 - e. Notice may be given by e-mail to the last address provided by each owner. If no email address has been provided, notice may be given by hand delivery, U.S. mail, commercial delivery service, or by any other method reasonably calculated to provide notice.

C. Conduct of Annual and Special Meetings

1. The president, or in the absence of the president another officer, will preside at all meetings.
2. All meetings will be conducted in accordance with Robert's Rules of Order.
3. A quorum is defined as the members eligible to vote who are present at a meeting and also includes members participating by means of electronic voting, proxies, or absentee ballots. The Board shall determine the manner of voting and applicable procedures for each annual or special meeting.
4. A simple majority is required for approval of any motion.
5. Any member who is delinquent in paying any assessments, penalties, interest, or other charges, is entitled to vote except on issues of assessments and fees.

Article IV. Board of Directors

- A. The business of the BHA shall be managed by a board of at least three officers, including a president, secretary, and treasurer, and no more than six additional directors, each of whom must be a BHA member who is eligible to vote on financial issues.
- B. The directors shall be elected by the members at each annual meeting to serve until the following annual meeting. The Board shall form a Nominating Committee which will present a slate of candidates for all Board positions. In addition, nominations may be made from the floor.
- C. Vacancies in the Board may be filled for the unexpired terms by current Board members at any regular or special Board meeting.
- D. The Board shall meet at least quarterly at a place convenient for the members.
- E. Unless the meeting is an emergency or listed on a previously published schedule, at least 5 days written notice of regular or special Board meetings must be provided.
- F. Notice must include the time, date, place, and agenda. Copies of materials distributed to the Board except for unapproved minutes or materials for executive sessions must be included with the notice or available on the BHA website. Meetings are open to the members except for executive sessions as defined by law.

- G. Board meetings may be held by telephonic, video or other conferencing process but the notice for such a meeting must state how it will be conducted and how owners may participate.
- H. A quorum for the transaction of business at any Board meeting is 50% of the directors, but a majority of those present at any meeting shall have the power to adjourn the meeting until a future date.

Article V. **Officers and Directors**

- A. All BHA directors and their agents shall have the authority and powers to manage the property and affairs of the corporation which are provided by law, the Declaration of Easements, Covenants, Conditions, and Restrictions for Bridgewood Subdivision, the Articles of Incorporation of the BHA, and these Bylaws.
- B. Officers and directors must exercise the degree of care and loyalty to the BHA required of an officer and director of a corporation and are subject to the conflict of interest rules governing directors and officers under existing law.
- C. The officers of the BHA are the president, vice-president if elected, treasurer, and secretary.
- D. Membership of the Board may also include a Grounds Director, one or more Events Directors, and At Large Director(s), as long as the total number of Board members does not exceed nine.
- E. **President** The president shall:
 - 1. preside at all meetings of the membership and of the Board;
 - 2. with the approval of the Board, sign and execute all contracts;
 - 3. be a signatory on all BHA bank accounts and deposits; and
 - 4. in general, perform all duties incident to the office of president.
- F. If the president is unable to preside at a meeting or carry out other responsibilities of the president, the vice-president shall perform the duties of the president. If there is no vice-president available to serve, then the secretary or the treasurer shall assume those duties.

G. Treasurer The treasurer shall:

1. have custody of and be responsible for all funds and securities of the BHA;
2. receive and give receipts for all funds due and payable to the BHA;
3. deposit all such funds in the name of the BHA in banks or depositories designated by the Board;
4. be a co-signatory with the president on all BHA bank accounts and deposits; and
5. in general, perform all duties incident to the office of treasurer.
6. The Board may require the treasurer to be bonded.

H Secretary The secretary shall:

1. keep minutes in electronic form of all membership and Board of Officers meetings;
 2. issue notices as required by law and these Bylaws;
 3. be custodian of the non-financial records of the BHA;
 4. keep a directory of the post office address and email address, and at least one telephone number for each member, which shall be furnished to the secretary by all members; and
 5. in general, perform all duties incident to the office of secretary.
- I. The **Grounds Director** shall oversee the management and maintenance of the common areas of the BHA.
- J. The **Events Director(s)** shall plan and manage social and recreational events.

Article VI. Assessments and Budget

A. Regular Assessments.

1. As defined by the Declaration, a regular assessment is the amount to be paid by each owner as his/her proportionate share of the common expenses of the BHA,
2. The purpose of assessments, as defined by the Declaration, is to
 - a. promote the recreation, health, safety, and welfare of the owners;
 - b. to enhance the value of the community;
 - c. to pay the costs of administration of the BHA;
 - d. to pay all other common expenses; or
 - e. to otherwise further the interests of the community.
3. The BHA fiscal year begins January 1 and ends December 31.
4. On or before November 1 of every year, the BHA shall provide the owners with a budget for the coming year which shall estimate the total expenses to be incurred and the amount of the assessment to be paid by each member.
5. All members will receive written notice of the amount of dues payable on or before November 30 and assessments will be due and payable by December 31.
6. All dues unpaid on January 1 are delinquent and a late charge of 25% of the assessment will be added to the amount due, which will bear interest at the rate of 10% per year until paid. The total amount due shall become a lien on the lot or lots against which the assessment has been made. The delinquent owner shall, to the extent permitted by law, be liable for attorney's fees and other related costs incurred by BHA. If a Certificate of Non-Payment is recorded, then the filing fee will become part of the lien. If any suit, action or proceeding is brought to collect any delinquent amount, then BHA shall be entitled to court costs plus attorney's fees as determined by the court.

Article VIII. **Amendment of Bylaws**

- A. The Board of Directors may draft proposed amendments to the bylaws but the bylaws can only be amended by a vote of BHA members after proper notice has been given.
- B. Amendments to the Bylaws may be made at any annual or special membership meeting or by written or electronic ballot if at least 10 days advance notice has been given with the text of the proposed amendments.
- C. Amended bylaws shall be filed with the Records Department of Johnson County, Kansas.

STATE OF KANSAS

SS

JOHNSON COUNTY

I, Bradley Ver Meer, also known as Brad Ver Meer, being first duly sworn, state that I am the President of the Bridgewood Homeowners Association, and that the preceding document is a true and accurate copy of the Amended Bylaws of the Bridgewood Homeowners Association, approved by the members as of February 28, 2015.

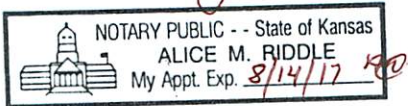


Bradley Ver Meer, President, Bridgewood Homeowners Association

Subscribed and sworn to before me, the undersigned, a Notary Public in and for Johnson County, Kansas, on this 3RD day of March, 2015. *Bradley Ver Meer*

My commission expires:

August 14, 2017



Notary Public

Alice M Riddle

Print Notary Name