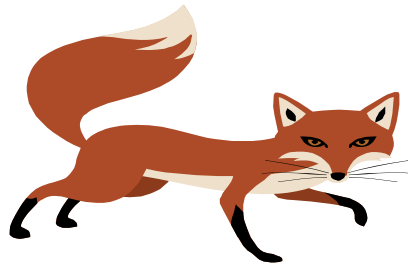


FOXWOOD VILLAGE HOMEOWNER'S ASSOCIATION BY-LAWS

REVISED OCTOBER 2017

Revised April 2023



**FOXWOOD VILLAGE HOMEOWNER'S ASSOCIATION
1407 MIDDLE ROAD #200
CALVERTON, NEW YORK 1193**

FOXWOOD VILLAGE HOMEOWNERS ASSOCIATION BY-LAWS

The Foxwood Village Homeowner's Association does hereby adopt the following By-Laws for the Association. (The Association will follow Roberts Rule of Order except where superseded by the BY_LAWS)

Article I ---- Name

The name of this organization is Foxwood Village Homeowner's Association hereinafter referred to as the "ASSOCIATION". It is a non-profit association with headquarters in Calverton, New York, 11933.

Article 2 ----- Purpose

The purpose of the Association is to safeguard the interest of its members, to enhance the enjoyment of all residents and to sponsor such activities as are suggested by members.

Article 3----- Membership

Sec.1 . All Dues paying residents will be considered Regular members in good standing of the Homeowners Association with all rights and privileges thereto.

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Article 3 -- Membership Continued

Sec.2. Dues are specified at Ten (\$10.00) per year per member and are to be paid annually. Dues may be paid in advance but **no later than Jan. 21st** (sec.3 below). The dues for new homeowners are to be pro-rated, from the date of membership to December 31st. The amount of annual dues can be adjusted from time to time by the Executive Board with the approval of a majority of the members at a meeting.

Sec.3. After January 21st, you are no longer a member in good standing. Re-admission to the association as a member in good standing requires the payment of all dues in arrears for current year.

Article 4: Meetings of Members

Sec.1. The schedule of regular membership meetings will be the 4th Tuesday of each month excluding July, August and December when there is no scheduled meeting.

Sec.1 a. A quorum shall consist of at least two (2) officers and twenty-five (25) percent of the active members of the Association. No Association business may be transacted in the absence of a quorum. This section cannot be abrogated or compromised.

Article 3 sec.2 and sec.3 were Amended on October 27, 2015 by approval of HOA Membership

Sec. 1b. The Agenda for regular meetings will be as follows:

- Open meeting at 7PM
- Salute the flag
- Determine if a quorum is present
- A reading of the minutes of the last meeting
- Ask for any corrections for the minutes and then there acceptance by a majority of members attending.
- Report on any committee's formed.
- Treasurer's report
- Corresponding secretary report
- Recreation Committee Report
- Discussion of Old Business
- Ask for new business and business for the good of the community
- Nominations and election of officers (when applicable)
- Hold 50/50
- Closing of the meeting

Sec 1.c. A sign in sheet will be in place at all HOA membership meetings and it shall be compared to the paid membership roster to verify all in attendance are members in good standing.

Article 4. Meetings of Members Continued

Sec.1 d. Special meetings can be called by:

- 1) The President, or
- 2) Any other two (2) elected officers, or
- 3) Ten (10) percent of the active membership. This must be by written request submitted to the President.

Sec.1e. Five (5) days prior to a regular membership meeting, an agenda will be formulated by the Executive Board.

Sec2 All Motions will be made by a member in good standing to accept and be seconded by another member in good standing; then be voted on by "Ayes" and "Nays" by a majority vote of regular members in good standing attending meeting.

Sec3 At the September general membership meeting, the President shall present the names for a Nominating Committee. Such Committee must be approved by a majority of the membership attending this meeting.

Sec4 At the October general membership meeting, the Nominating Committee will present a list of nominations. At this time, additional nominations will be accepted from the floor, to be included on the ballot for elections..

Sec5 Election of officers shall be held at the general membership meeting in November. Terms shall begin the following January 1, to be served for a term of one (1) year.

Sec.6. Election of officers shall be by secret ballot by the membership. Ballots shall be counted by a committee of three (3), one (1) of whom shall be the Chairman of the Nominating Committee and the other two from the general membership.

Sec.7. The outcome of the election shall be determined by a simple plurality In the event of a tie vote, a second vote shall be taken that same night.

Article 4 Meetings of Members Continued

Sec.8. The installation of newly elected officers shall occur at the Annual Holiday Dance. If the Annual Holiday Dance is discontinued or cancelled, for any reason, the installation of the newly elected officers shall occur at the first regular membership meeting following January 1st,

Article 5: EXECUTIVE BOARD

Sec1 . The officers of the Association are: President, Vice President, Treasurer, Recording Secretary and Corresponding Secretary.

Sec1.a. The Executive Board shall consist of the officers above-mentioned and the immediate Past President.

Sec.2. The President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary are to be members in good standing of the Association, be elected by the membership, and are to serve for a term of one (1) year.

Sec.3. The President is to preside over the Executive Board meetings (a minimum of 3 members required), regular monthly Membership meetings, and all special meetings, and is to represent the Association in all routine business matters. All decisions of the Executive Board must be voted on by a majority decision of the Board.

3. a The Executive Board by majority vote shall appoint committees for purposes prescribed in Article 2. All Vacancies on any committee will be posted in The Foxtales with a name of a contact person on the executive board to apply to. This will be done prior to the filling of any vacancy. (Does not apply to special committees set up by Executive Board as needed)

~~3. b. No elected officer of the Association is allowed to serve as a member of any committee unless a vacancy cannot be filled. (This becomes effective January 1, 2015).~~

Sec.4. The Vice President is to act in the absence of the President, and may chair important committees or share in supervising other activities.

Sec.5. It shall be the duty of the Recording Secretary to keep the Association's records, serve as a recorder at regular monthly meetings and Executive Board meetings, to process the Association's correspondence, to hold the Association's papers and books (other than the Treasurer's books) in readiness for inspection at all times, and to perform such other tasks as are appropriate to the office and as directed by the President.

Article 5- Executive Board Continued

Sec.6. The Corresponding Secretary will compose correspondence directed to officials, individuals, and organizations concerning matters relative to the business of this Association. A copy of all correspondence will be maintained on file with the Recording Secretary.

Sec.7. The Treasurer shall:

- A) Be the overseer of all funds both Association and Recreation Account. (The Recreation committee will have its own responsible Treasurer.)
- B) Receive dues.
- C) Maintain checking account.
- D) Report at regular membership meetings all receipts and disbursements since the immediate previous report, and the current treasury balance of HOA .
- E) Make available when necessary any and all financial records, as directed by the President.
- F) Prepare disbursements with the approval of the President. The signatures of any two (2) of the following three: the President, Vice President and Treasurer are to be required on all checks.
- G) Expenditures of \$200.00 or more must have prior approval by the membership.
- H) All Financial records will be audited by a committee of three (3) members, to be appointed by the Executive Board, at the November general membership meeting. Their report is to be presented at the general meeting in January.

Article 5 - Executive Board Continued

Sec.8. Upon relinquishing any office, all records pertaining to that office shall be turned over to the newly elected officer. In the event of mid-term vacating of an office, the records of that office shall be handed over to the President's custody. The President shall thereupon appoint a member in good standing to that office to serve until the next general election.

ARTICLE 6: RECREATION

.Sec. 1.The Recreation Committee shall be composed of a recommended group of twelve (12) residents of the HOA. Two of which are the Chairman and Treasurer selected by the Committee..

Sec.1.a. Residents in good standing will be selected, as needed, by the Executive Board .Residents are to be available at least ten (10) months out of the year .

Sec.1b. The Recreation Committee Checking account is a separate account from the HOA Account and will require 2 signatures (one being the Chairman).

Sec. 1c.. The Treasurer of the Recreation Committee will update monthly the checking account, present a report to the membership at the monthly meetings and give the HOA treasurer a copy of the checking statement and an expenditure report.

Article 7: FISCAL YEAR

The fiscal year shall commence on January 1st and end on December 31st of the same year.

Article 8: AMENDMENTS TO BY-LAWS

No alteration or amendment of the By-Laws shall be made unless the proposed alteration or amendment is submitted to a member of the Executive Board in writing, signed by three (3) members in good standing. The proposed amendment is to be submitted one (1) week prior to the Executive Board meeting, then to be discussed at the next regular general membership meeting, and voted on the following regular general meeting. Consent of two thirds (²³) of the members present at a regular membership meeting is necessary for any alteration or amendment to become effective.

THE BY-LAWS HAVE BEEN REVIEWED AND AMENDED BY A COMMITTEE CHAIRED BY KEVIN FINNEGAN WITH CATHY HANNON, ARTIE VANRIPPER, PAUL SPINA AND JIM WINSOR WHO WERE APPOINTED BY THE ASSOCIATION ON SEPTEMBER, 24 2013 AND WERE PASSED BY MAJORITY VOTE AT A REGULAR HOA MEETING ON THE 25TH OF MARCH IN THE YEAR 2014.

Article 5 Section 3B was amended and removed by vote of the HOA 4/25/2023