

# **CANDLERIDGE HOMEOWNERS ASSOCIATION BYLAWS**

## **ARTICLE I - NAME**

The name of this organization is the CandleRidge Homeowners Association, Inc. (hereinafter referred to as the Association or CHA). It is incorporated as a non-profit organization. The mailing address is P O Box 331871, Fort Worth, Texas 76163-1871.

## **ARTICLE II – PURPOSE**

The purpose of the Association is to promote neighborhood unity, civic spirit, and good will among area residents; to protect and promote the interests of residents; to promote the improvement of public facilities and services; and to cooperate with government agencies and other civic public organizations for the general welfare of the residents of CandleRidge subdivision.

## **ARTICLE III - BOUNDARIES**

Precise boundaries are shown on the map (enclosure I). They are as follows:

To the North: Center of Alta Mesa Blvd. to Hulen St; N side of homes on N side of Cinnamon Hill Dr.; creekbed (greenbelt) N of Willow Way Road, creekbed N of Misty Meadow Dr.

To the South: Sycamore School Road

To the East: W. Cleburne Road and E side of homes on E loop of Misty Meadow Dr.

To the West: Trail Lake Dr. to Brandingshire Place, Hulen St.

## **ARTICLE IV – MEMBERSHIP**

Every adult (18 years or older) who resides in a residential homestead within the Association boundaries is considered a member of the Association. However, each household has only one vote. The annual Association dues must be paid on a current basis to be eligible to vote.

## **ARTICLE V – DUES**

1. Annual dues are based on a calendar year and are due in January of each year.
2. Dues are \$25 per household or \$15 per household for seniors 65 years or older.
3. Membership dues are voluntary, but they are not refundable.

## **ARTICLE VI – MEETINGS**

Section 1. There shall be at least four meetings of the Board of Directors and one general membership meeting each calendar year. The normal meeting times and places will be stated in the Standing Rules. The date, time, place, and agenda of the general membership meeting will be conspicuously noted in the CHA newsletter or other notice to be mailed to all residents at least two weeks before the meeting.

Section 2. The households present at the general membership meeting shall constitute a quorum.

Section 3. All meetings are open to all members.

## **ARTICLE VII - BOARD OF DIRECTORS**

Section 1. The Board of Directors shall be composed of all elected officers and the chairpersons of standing committees.

Section 2. The Board shall serve as the policy making body of the Association and shall conduct the business of the Association in accordance with these bylaws.

Section 3. Select officers and committee chairmen shall submit year-end reports to the President two weeks prior to the general meeting. The President shall submit a written report of the year's activities for the files and present an oral report at the general meeting. A copy of all year-end reports will be filed with the Secretary.

Section 4. The Board of Directors shall meet at least four times per year at times and places to be determined by the Board.

Section 5. Special meetings of the Board may be called by the President or upon a request to the President by two Board members. Notice shall be given to the Board members not less than two days prior to the said meeting.

Section 6. A minimum of five Board members must be present to constitute a quorum.

## **ARTICLE VIII - OFFICERS (DIRECTORS)**

Section 1. The elected officers (directors) of the Association shall be the President, the Vice President, the Secretary, the Treasurer, and the Membership Secretary. Committee chairpersons are considered ex-officio members of the board with full voting rights.

Section 2. Officers shall be elected at the general membership meeting held in September and shall assume their duties on October 1.

Section 3. All officers are elected to one-year terms. They shall not serve in the same office for more than three consecutive terms or in a variety of offices for more than five consecutive years. Officers may hold only one office at a time. However, if there are no nominees who have consented to serve in a given office, the term limits are waived for the present office holder.

Section 4. Only Association members in good standing with current dues paid are eligible for election to office.

Section 5. The President shall appoint a nominating committee at least thirty days before the election date. The committee will have at least three members, one of whom must not be a current elected Association officer.

Section 6. The nominating committee shall present one nominee for each office and shall obtain his/her verbal consent to serve in the office. Nominations will also be accepted from the floor at the time of the election

Section 7. Officers shall be elected by a simple majority of households present.

Section 8. Vacancies in office shall be handled as follows:

- A. In the event the President is unable to complete his/her term, the Vice President shall become the President for the unexpired portion of the term.
- B. For other vacancies in office, the President shall appoint a member to fill the unexpired term.
- C. Unexcused absences from two consecutive meetings (determined by the Board of Directors) shall constitute a vacancy of office.

## **ARTICLE IX - DUTIES OF OFFICERS (DIRECTORS)**

Section 1. The President shall be the principal officer of the Association and shall:

- A. Establish the agenda and preside at all meetings of the Association.
- B. Coordinate the activities of all committees.
- C. Appoint committee chairpersons with approval of the Board of Directors.
- D. Sign contracts and other legal documents when authorized by the Board of Directors.
- E. Be authorized to cosign checks and designate one other officer in addition to the treasurer with authority to cosign checks.
- F. Be the sole spokesperson for the Association or designate another member to serve in that capacity.
- G. Serve or appoint another member as the Association's representative to the Fort Worth League of Neighborhood Associations.
- H. Be eligible to vote in meetings of the Board of Directors and general membership meetings only when necessary to break a tie vote.

Section 2. The Vice President shall:

- A. Assume responsibilities of the President in his/her absence.
- B. Act as assistant to the President for special projects and represent the President when so designated.
- C. Perform other duties as requested by the President or the Board.

Section 3. The Secretary shall:

- A. Record minutes of the proceedings of all meetings of the Association.
- B. Preserve in files all records of value to the Association.
- C. Prepare the correspondence for the Association.
- D. Perform other duties as requested by the President or the Board.

Section 4. The Treasurer shall:

- A. Promptly deposit all funds in a bank account approved by the Association and maintain custody of all related financial records.
- B. Pay all bills for items approved by the Board and maintain a file for all bills that are received and paid.
- C. Obtain the co-signature of the President or other designated officer on all checks.
- D. Submit an oral financial report at each Board meeting to include income, expenses, and the opening and closing balances.
- E. Submit IRS Form 1120H to the IRS each year if required.
- F. Make all financial records available to and assist the audit team with the annual audit of the Association.
- G. Perform other duties as requested by the President or the Board.

Section 5. The Membership Secretary shall:

- A. To the extent possible, maintain a current roster of the membership to include names and addresses.
- B. Not provide copies of the membership list to any individuals or organizations.
- C. Maintain records to reflect who has paid membership dues.
- D. Forward all checks to the Treasurer on a timely basis.
- E. Print individual address labels as needed for newsletters or other mailings.
- F. Maintain and periodically report statistical data to the Board regarding membership and payment of dues.

Section 6. Retirement from office:

Upon retirement from office, each officer shall deliver to his/her successor all records, papers, and other property belonging to the Association.

## **ARTICLE X – DUTIES OF COMMITTEE CHAIRPERSONS**

### Section 1. All committee chairpersons shall:

- A. Serve as committee chairperson when appointed by the President.
- B. As ex-officio voting members of the Board of Directors, attend Board meetings, and submit reports to the Board.
- C. Perform other duties as requested by the President or the Board.

### Section 2. Citizens on Patrol (COPS)

- A. Function independently as a COPS unit in close coordination with the Fort Worth Police Department.
- B. Keep the Association informed regarding local crime-related matters.
- C. Help to devise ways and disseminate information regarding crime protection.

### Section 3. CandleRidge Garden Club

- A. Function independently as a neighborhood garden club.
- B. Keep the Association informed regarding gardening-related matters.
- C. Assist the Association and the Fort Worth Parks and Community Services Department to maintain flower beds in CandleRidge Park.

### Section 4. Newsletter

- A. Publish a newsletter and mail it to all CandleRidge homestead residents at least three times a year.
- B. Collect draft input from all officers and committees.
- C. Edit and format the input and deliver the newsletter to the printer.
- D. Obtain the printed newsletter from the printer.
- E. Arrange for delivery of the addressed newsletters (with check for payment) to the US bulk mail center.

### Section 5. Park Coordinator

- A. Monitor all aspects of French Lake and the Greenbelt area regarding beautification, signs, security, wildlife, safety, usage, etc.
- B. Coordinate with the Fort Worth Parks and Community Services Department to help maintain areas as desired.
- C. Keep the Association informed regarding related matters.

## Section 6. New Neighbors Committee

- A. Obtain data regarding new residents moving into CandleRidge.
- B. May solicit area merchants for promotional items and discount coupons to give to new residents.
- C. Maintain a supply of CandleRidge tote bags and voter registration forms.
- D. Visit new neighbors to welcome them and give them gifts from the Association.
- E. Keep the Association informed regarding related matters.

## Section 7. City Affairs (Codes, Permits, Services)

- A. Develop and periodically update a comprehensive neighborhood traffic management plan in accordance with technical direction from the Fort Worth Transportation and Public Works Department.
- B. Obtain a simple majority approval of the Board of Directors before submitting the plan to the overall Association membership to obtain a two-thirds approval required by the City of Fort Worth.
- C. Serve as liaison between the membership, City services, and the public utilities.
- D. Monitor the CandleRidge area for flagrant violations of City codes or deed restrictions (such as but not limited to fire hazards, non-functioning street lights, water leaks, abandoned vehicles, unsightly garbage or trash, and other matters detrimental to the residents of CandleRidge).
- E. Report findings to appropriate authorities, maintain an informal log or record of such actions, and follow up if necessary.

## Section 8. Audit Team

- A. Conduct annual audit of financial records.
- B. Report results to the Association Board of Directors.
- C. Follow up to check corrective action if requested by the Board.

## Section 9, Other Committees

Other committees may be established as needed when approved by the Board of Directors.

## **ARTICLE XI – PARLIMENTARY AUTHORITY**

All meetings shall be conducted with due regard to parliamentary procedures with *Robert's Rules of Order Newly Revised* serving as the authority on all points not covered specifically by these Bylaws.

## **ARTICLE XII – AMENDMENTS**

Amendments to these Bylaws shall be made at any general meeting of the Association when approved by a simple majority vote of the households present who have paid their dues on

a current basis. However, the announcement of the meeting must have also announced the nature of the proposed amendment(s). Amendments will become effective on the date approved unless otherwise stated in the amendment(s).

### **ARTICLE XIII – STANDING RULES**

Section 1. Standing rules will be established to maintain continuity and facilitate the orderly conduct of business.

Section 2. These rules shall be established and updated by the Board of Directors by a simple majority vote of directors present.

Section 3. These rules shall stand separate and apart from the Bylaws but shall not conflict with the Bylaws.

Section 4. The Secretary shall maintain a current listing of the Standing Rules and have them available at each Association meeting.

### **ARTICLE XIV – DISSOLUTION**

The CandleRidge Homeowners Association, Inc. may be dissolved by a two-thirds majority vote of all current dues-paying households at a general meeting of the Association. However, the announcement of the meeting must have stated the intent to vote on dissolution of the Association. Prior to actual dissolution, the Board of Directors must approve and execute a plan for the disbursement of all monies and property, the satisfying of liabilities and obligations, and the proper notification to all related parties regarding dissolution of the Association.

### **ARTICLE XV – ADOPTION OF BYLAWS**

These Bylaws were adopted by a two-thirds majority of the Association households at the general membership meeting held on September 20, 2010.

Glen Estes  
President