

# **Bylaws of the Tri-Community Homeowners' Association, Inc.**

As Amended at the June 5, 1990 and November 4, 2009 General Meetings

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**1. NAME:** The name of this organization shall be **Tri-Community Homeowners' Association, Inc.**, referred to henceforth as "TCHA".

**2. PURPOSE:** TCHA brings together area homeowners to address issues of common interest. These include (but are not limited to) civic, security, social, community, zoning, development and other issues that can have impact property values and the quality of life. TCHA is not a legal entity created by a developer to manage a development, also sometimes known as a 'homeowners' association'. TCHA is an organization of voluntary membership, created for the common good of the local community.

**3. GEOGRAPHICAL LOCATION:** TCHA is open to homeowners in the City of Danbury, Connecticut, bounded by and including Miry Brook Road on the North, Old Sugar Hollow Road on the East, and the Ridgefield town line to the West and South. At the time of this revision, the streets encompassed by these boundaries are: Caisson Drive, Cannonball Drive, Carriage House Drive, East Drive, Grenier Drive, Harwood Drive, Jonathan Court, Marc Road, Miry Brook Road, Old Sugar Hollow Road, Ole Musket Lane, Olympic Drive, Short Lane, Spruce Mountain Road, Spruce Mountain Terrace, Spruce Mountain Trail, Stable Drive, Tanmar Drive, Ward Drive, Ward Drive South, and Weindorf Lane. The boundaries include residences of the Shady Acres Mobile Home Park on Miry Brook Road.

**4. ORGANIZATION:** TCHA is a non-profit corporation registered with the Secretary of State of Connecticut, and registered with the I.R.S. as a 501(c)(4) organization.

**5. MEMBERSHIP:** Membership shall be granted to owners of residences within the stated borders of TCHA upon filing an official membership form and payment of annual dues. Members must be over the age of eighteen. All memberships associated with a street address terminate when property owner(s) either: sell their home, resign from the TCHA, and/or neglect payment of annual dues. Non-member residents of the boundaries of the TCHA are permitted to attend General Meetings, participate in open discussions at those meetings and be appointed to serve on committees.

**6. VOTING RIGHTS:** Only one vote shall be counted per street address, and the vote must be cast by a member in good standing. Should there be more than one member in good standing per street address, the homeowner has a prerogative to that voting right. Members who are co-owners must

decide among themselves who will cast the vote for that address. More than one vote per address negates all votes for that address. Votes may be made in absentia by proxy in writing to an attending member.

**7. OFFICERS:** A President, Vice President, Secretary and Treasurer will be elected from the membership by a majority vote of those eligible to vote at a general meeting to be held each November. Collectively, these four officers shall be referred to as the Executive Committee.

To be eligible for elected office, each candidate must be a member in good standing. Only one member of the Executive Committee is permitted per street address. It is recommended that officers not serve as Street Representatives. The term of office shall be one year commencing January 1. Vacancies of any office shall be filled by appointment by the Board of Directors. Duties of each officer are:

**a. President:** Call and preside over meetings, administer the business of the TCHA, appoint Street Representatives, committee chairpersons, the TCHA's spokesman and representative.

**b. Vice President:** Preside at meetings in absence of the President; assist President in administrative matters.

**c. Secretary:** Maintain membership; notify members of meetings; record meeting minutes.

**d. Treasurer:** Collect and disburse all funds; present detailed financial reports at Board of Directors and General Meetings. The signature of the Treasurer and one other officer will be required on all disbursements over \$500. The Treasurer maintains TCHA's bank account at a local savings institution and keeps TCHA's filing current with the IRS.

**8. STREET REPRESENTATIVES:** Street Representatives are appointed by the President, and must be members in good standing. Only one Street Representative is permitted per street address. Ideally, one representative is appointed per 20 street addresses within the boundaries of TCHA. Street Representatives serve on the board of directors; assist in communication to the general neighborhood; makes a point to know his/her neighbors and represents the TCHA to them by greeting them and providing information about the organization.

**9. BOARD OF DIRECTORS:** The Board of Directors will consist of the Executive Committee and Street Representatives, and is responsible for conducting the business of the TCHA. Each member of the Board of Directors may bring matters of interest to the attention of the board, make motions to the Board, and has one vote on that Board. The Board may establish and authorize committees as deemed necessary for the affairs of the organization.

**10. FISCAL YEAR:** The fiscal year of the TCHA shall be from January 1 through December 31.

**11. DUES:** Dues are set by the Board of Directors and collected annually, one per street address. Dues may be collected as early as November for application on January 1<sup>st</sup> of the following year. At the time of this revision dues are \$10.00. To be considered a member in good standing dues shall have been paid for the member's address for the calendar year.

**12. MEETINGS:** All meetings require a good faith effort to notify all members of the meeting seven days in advance, and to be conducted in accordance with Robert's Rules of Order.

At least two (2) general meetings must be held annually, one in the first six months of the calendar year. The other General Meeting is to be held in November and will include the election of officers and a membership drive. General meetings will be open to the public. No quorum of members will be required at duly noticed general meetings

Meetings of the Board of Directors may be requested by members and are set at the discretion of the president or a quorum of the Board of Directors. A quorum requires two officers and at least one block captain.

**13. NOMINATING COMMITTEE:** The President may appoint a nominating committee whose duty it shall be to name at least one member for each of the four offices prior to the November General Meeting. In addition, nominations may be made by any member at or before the November General Meeting.

**14. AMENDMENTS:** The bylaws may be amended by a two-thirds majority vote of those present and voting at a duly notified General Meeting. A good faith effort is required to contact all members of record with a copy of the proposed bylaws changes at least fourteen (14) days prior to the vote.

**15. DISSOLUTION:** TCHA may dissolve either actively, by a two-thirds majority vote of the membership, or passively, by not meeting for a period of three years. In either case the most recently elected treasurer or one other officer shall be authorized to notify the Secretary of the State of Connecticut and the Internal Revenue Service of the dissolution, to file whatever forms are required, and to disburse all remaining funds of the TCHA to the Miry Brook Volunteer Fire Department and/or Danbury emergency response organizations then currently serving within the boundaries of the TCHA.