

**BYLAWS OF  
PALOMAR ESTATES WEST  
MOBILE HOME PARK RESIDENTS ASSOCIATION  
(A California Nonprofit Mutual Benefit Corporation)**

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PALOMAR ESTATES WEST  
MOBILE HOME PARK RESIDENTS ASSOCIATION**

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**BYLAWS OF  
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(A California Nonprofit Mutual Benefit Corporation)**

**ARTICLE I**

- 1.0 **CORPORATE NAME:** The Corporate Name is **PALOMAR ESTATES WEST MOBILE HOME PARK RESIDENTS ASSOCIATION**. As used in this Document the terms: "Corporate Name", "Association", "Corporation", "Mobile Home", and "Mobilehome" are equivalent.
- 1.1 **DEFINITIONS:**
- |                  |   |
|------------------|---|
| Management:      | As defined in California Civil Code Section 789.2   |
| Mobilehome:      | As defined in California Civil Code Section 789.3   |
| Mobilehome Park: | As defined in California Civil Code Section 789.4   |
| Homeowner:       | As defined in California Civil Code Section 789.9   |
| Resident:        | As defined in California Civil Code Section 789.11  |
| Tenancy:         | As defined in California Civil Code Section 789.12  |
| His/Her:         | The terms: he, her, his, etc. are gender neutral; as used in this document they are equivalent. |

**ARTICLE II**

- 2.0 **OFFICES:**
- 2.1 The principal office of the Corporation for its transactions of business is located at 1930 West San Marcos Boulevard, San Marcos, California 92078.

**ARTICLE III**

- 3.0 **PURPOSE:**
- 3.1 The purpose of the corporation as a nonprofit mutual benefit corporation in accordance with the Nonprofit Corporation Law is to:
- 3.1.1 Engage in any lawful act or activity which such a corporation may undertake under said law.
- 3.1.2 Encourage the maintenance of four hundred seventy-four (474) spaces for present park residents.
- 3.1.3 Be a liaison between members and park management.
- 3.1.4 Manage funds for support of activities of the Association in Palomar Estates West Mobile Home Park.

**ARTICLE IV**

4.0 **RESIDENTS ASSOCIATION MEMBERS**

- 4.1 **RIGHTS AND LIMITATIONS OF MEMBERSHIP**
- 4.1.1 The corporation shall have only one class of members.
- 4.1.2 Only one membership per space is allowed.
- 4.1.3 No person shall hold more than one membership in the corporation.
- 4.1.4 Unless expressly authorized, or otherwise prohibited by the Articles of Incorporation, these ByLaws, or governing law, all memberships shall have the same rights, privileges, restrictions and limitations as all others.

4.2 **QUALIFICATION OF MEMBERS**

Any homeowner of Palomar Estates West Mobile Home Park is qualified to become a member.

4.3 **NUMBER OF MEMBERS**

The number of members is limited to the number of spaces (474) in Palomar Estates West Mobile Home Park.

4.4 **ADMISSION OF MEMBERS**

Homeowners shall be admitted to membership upon payment of annual dues, as specified in Paragraphs 4.6 and 11.2 below.

4.5 **TERMINATION OF MEMBERS**

4.5.1 **REASONS FOR TERMINATION**

A member shall be terminated upon the occurrence of any of the following events:

4.5.1.1 Resignation of a member will result in his/her termination effective on receipt of his/her notice by the President or the Secretary of the Corporation unless otherwise stated in the notice.

4.5.1.2 Termination for failure to pay dues shall be effective thirty (30) days after a written notification of delinquency is delivered to such member by the Treasurer of the corporation. A member may avoid such termination by paying the delinquent dues within thirty (30) days after receipt of above notice.

4.5.1.3 Termination for engaging in conduct that is found to be materially and seriously prejudicial to the interests or purposes of the corporation. Such a finding shall be made by the Board of Directors after due notice and a hearing.

4.6 **MEMBERSHIP DUES**

4.6.1 The annual dues are payable to the corporation on January 1<sup>st</sup> of each year. The right to pay dues and be admitted to membership lapses on December 31<sup>st</sup> of the same year.

4.7 **AMOUNT OF DUES**

4.7.1 The amount of dues is to be determined from time to time by resolution of the Board at a board meeting described in Paragraphs 6.6 and 11.2.

4.8 **RESIDENTS ASSOCIATION MEMBERSHIP BOOK**

4.8.1 The Treasurer shall keep a membership book containing the name and address of each member. Termination of the membership of any member shall be recorded in the book together with the date of termination of such membership. Such book shall be kept at the corporation's principal office and shall be available for inspection by any Director or any member.

**ARTICLE V**

5.0 **RESIDENTS ASSOCIATION MEETINGS**

5.1 **PLACE OF MEETINGS**

Meetings of members shall be held at a place designated by the Board of Directors.

5.2 **REGULAR MEETINGS**

The General Membership shall meet three (3) times a year with the June meeting to be designated as the annual meeting. Meetings are to be held in February, June (annual meeting), and October.

5.3 **SPECIAL MEETINGS OF MEMBERS**

Special meeting of members may be called by the Board of Directors or by written request of five percent (5) of the members.

5.4 **QUORUM FOR MEETINGS**

A quorum shall consist of two-thirds (2/3) majority of members in good standing in attendance and includes the annual meeting and those meetings called to elect or remove Directors, impose or revise assessments or amend or revoke the Articles of Incorporation or Bylaws.

5.4.1 **ABSENCE OF A QUORUM**

Any meeting of the members may be adjourned from time to time by the vote of a majority of the votes represented in person at the meeting, but no other business shall be transacted at such meeting. A meeting may be rescheduled at a later date and the membership informed in writing of the date and time.

5.5 **TWO THIRDS (2/3) MAJORITY REQUIRED**

A vote of two-thirds (2/3) of the members present in good standing is required to pass any motion.

5.6 **VOTING**

5.6.1 Voting at duly held meetings shall be by **voice vote**. Each member is entitled to one vote on each matter submitted. If the chair judges such a vote to be inconclusive or "a division" is called, a vote by show of hands shall be held using ballot cards or other appropriate procedures.

5.6.2 **BALLOT FOR THE ELECTION OF THE DIRECTORS**

Election of the Directors shall be by written ballot. Absentee ballots will be available from the Election Chairman. The ballot shall be in an unmarked sealed envelope and placed inside another envelope with name and space number of the individual casting the absentee ballot. It shall be returned to the Election Chairman. In the event the resident registers at the voting meeting, the absentee ballot will be destroyed.

5.6.3 **SPECIAL ELECTION PROCEDURES FOR THE DIRECTORS**

The Board of Directors shall make available to members reasonable nomination and election procedures with respect to the election of Directors. Such procedures shall include:

5.6.3.1 **A reasonable opportunity for a nominee to communicate to the members their qualifications and reasons for their candidacy.**

5.6.3.2 **A reasonable opportunity for all nominees to solicit votes.**

5.7 **NOTICE OF MEETINGS**

Whenever members are required or permitted to take action at a meeting, a notice of the meeting shall be given by the Secretary or President of the Board of Directors.

5.7.1 **MANNER OF NOTICE**

Notice shall be in writing and be delivered by mail or personally to the member.

5.7.2 **TIME OF NOTICE**

Notice shall be delivered not less than five (5) days nor more than ninety (90) days before the date of the meeting. If notice is delivered by mail, that notice shall be given fifteen (15) days before the meeting. Notice shall be deemed to have been given at the time when delivered personally in the mail.

5.7.3 **CONTENTS OF NOTICE**

Notice of a membership meeting shall state the place, date and time of the meeting and (1) in the case of a special meeting, the general nature of the business to be transacted and no other business may be transacted, or (2) in the case of a regular meeting, those matters which the Board intends to present for action by the members. Subject to any provision to the contrary contained in these Bylaws, any proper matter may be presented at a regular meeting.

5.7.4 **NOTICE OF BOARD OF DIRECTORS ELECTION**

Notice of membership meetings in which Directors are to be elected shall include the names of all those who are nominees at the time notice is given to the members.

5.7.5 **NOTICE OF MEETINGS CALLED BY MEMBERS**

5.7.5.1 Members may call a membership meeting by making a request to the Board. The request shall be in writing, delivered to the President, Vice-President, or Secretary of the Board and shall specify the business proposed to be transacted.

5.7.5.2 The officer receiving the request shall promptly give notice to the members stating the general nature of the business proposed and the date of the meeting.

5.7.5.3 The date shall be fixed by the Board and shall not be less than thirty-five (35) or more than ninety (90) days after the receipt of the request.

5.7.5.4 Notice must be given within twenty (20) days after the receipt of the request, or the persons calling the meeting may give notice themselves.

5.7.6 **Special Notice Rules for Approving Certain Proposals**

If action is proposed to be taken, or is taken with respect to the following proposals, such action shall be invalid unless approved by **three-fourths (3/4)** of those present and voting, unless the general nature of the proposal is stated in the notice of the meeting or in any written waiver or notice.

5.7.6.1 **Removal of Directors without cause.**

5.7.6.2 **Filling of vacancies on the Board by members.**

5.7.6.3 **Amending the Articles of Incorporation.**

5.7.6.4 **An election to voluntarily wind up and dissolve the corporation.**

5.8 **CONDUCT OF MEETINGS**

5.8.1 **Presided over by the President of the Board**

Meetings of members shall be presided over by the President of the Board, or in his/her absence by the Vice-President, or in the absence of these persons by a chairman chosen by a majority of the voting members present in person.

5.8.2 **Secretary of the Board Performs Secretarial Duties at all Meetings**

The secretary shall perform secretarial duties at all membership meetings. In his/her absence, the presiding officer shall appoint another person to assume Secretarial duties.

5.8.3 **Robert's Rules of Order Governs Meetings**

Providing such rules are not inconsistent with or in conflict with these Bylaws, Robert's Rules of Order shall govern all meetings.

**ARTICLE VI**

6.0 **BOARD OF DIRECTORS**

6.1 **NUMBER OF DIRECTORS**

The Board of Directors shall consist of seven (7) members. This number may change with amendment to these Bylaws.

6.2 **ELECTIONS**

Directors shall be elected at the Annual Membership Meeting or at a special meeting called for that specific purpose by the President of the Board. If there are more candidates than vacancies, the candidates receiving the highest number of votes shall be deemed to have been elected to the existing vacancies. Accumulative voting for the election of Directors shall not be permitted. Each voting member shall cast one vote with voting to be by

secret ballot only. \*See Election Rules as Addendum No. One attached

6.3 **TERMS OF OFFICE**

Each Director shall serve a two (2) year term beginning at the close of the Annual Meeting in which he or she is elected and ending at the close of the Annual meeting at which his or her successor is elected, provided that his or her term does not expire until a successor is duly elected and seated. A person shall serve no more than two (2) consecutive terms as a Director for a total of four (4) years. If a Director decides to continue on the Board after serving a two (2) year term, they must go through the re-election process.

6.4 **DUTIES**

It shall be the duty of the Directors to:

- 6.4.1 Perform any and all duties imposed on them collectively or individually by law, the Articles of Incorporation or these Bylaws.
- 6.4.2 Meet at such times and places as required by these Bylaws.

6.5 **COMPENSATION**

Directors shall serve without compensation except that they shall be allowed reasonable advancement or reimbursement for expenses incurred in the performance of their regular duties as specified in this article.

6.6 **BOARD MEETINGS**

- 6.6.1 **Meeting Place.** All meetings shall be held at the place determined by the Board.

- 6.6.2 **Notice of Meetings.** Depending on the need, a meeting may be convened at times other than regularly scheduled monthly meeting.

- 6.6.3 **Contents of Notice.** Notice of meetings not herein dispensed with shall specify the place, day and hour of the meeting. The purpose of any Board meeting need not be specified in the notice.

- 6.6.4 **Quorum for Meetings.** A quorum shall consist of a majority of the Board Of Directors.

- 6.6.5 **Conduct of meetings.** Meetings of the Board of Directors shall be presided over by the President, (who only votes to break a tie) or in his or her absence, the Vice-President, or in the absence of these persons, by a Chairman chosen by a majority of the Directors present at the meeting.

- 6.6.5.1 **Presence of Non-Board members at Board meeting.**

In order to further the liaison between the Association and Management, representatives of Management are encouraged to participate at meetings to answer questions and express management's perspective on common issues.

- 6.6.5.2 **Presence of Association members.**

Residents may attend the monthly Board meetings, however, they may not participate in any discussion unless they have notified the President in advance that they desire to address the Board.

- 6.6.6 **Regular meetings.** Regular meetings of the Board shall be held, with or without call or notice, at such time and place as may be established from time to time by resolution of the Board.

- 6.6.7 **Special Meetings.** Special meetings of the Board may be called by the President, Vice-President, or by any three (3) Directors, and such meetings shall be held at the place designated by the person or persons calling the meeting.

6.7 **ACTIONS BY UNANIMOUS WRITTEN CONSENT WITHOUT MEETING**

The Board may take action without a meeting providing all members consent in writing to such action. Such written consent shall be filed with other minutes of the Board meetings.

6.8 **VACANCIES**

**Vacancies on the Board of Directors due to extraordinary circumstances.** Circumstances such as (1) death, incapacity, resignation or removal of any Director, or (2) whenever the number of authorized Directors is increased will cause a vacancy on the Board. A Director's resignation is effective upon giving written notice to the Board.

6.8.1 **Vacancies Filled by the Directors.**

Vacancies on the Board may be filled by a majority of Directors then in office whether or not a quorum exists.

6.8.2 **Vacancies Filled by the Membership.**

The members may otherwise elect a Director at any time to fill any Vacancy not filled by the Directors, however, vacancies created by removal of a Director may only be filled by the membership through election in accordance with 5.6.2.

6.8.3 **Term of Office**

A person elected or appointed to fill a vacancy as provided in this section shall hold office for the un-expired term of his or her predecessor or until removal or resignation as provided in these Bylaws.

**ARTICLE VII**

7.0 **OFFICERS**

7.1 **NUMBER OF OFFICERS**

Four (4) Board Members also serve as Officers of this corporation. The officers of this Board consist of a President, Vice-President, Secretary And Treasurer.

7.2 **QUALIFICATIONS, ELECTION, AND TERM OF OFFICE**

Any Board member may serve as an officer. The Board at a duly authorized meeting shall elect officers. Each officer shall hold office for a term of two (2) years, or until removed or otherwise disqualified to serve, or until his or her successor shall be elected and qualified, whichever occurs first. An officer can serve no more than two (2) consecutive terms in any one office.

7.3 **REMOVAL AND RESIGNATION**

Any officer may be removed with or without cause by the vote of five (5) members of the Board of Directors at any time. Any officer may resign at any time by giving written notice to the Board. Any such resignation shall take effect at the date of the receipt of such notice or at any later date specified therein and unless otherwise specified therein.

7.4 **VACANCIES**

Any vacancy caused by death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the Board may or may not be filled as the Board shall determine.

7.5 **DUTIES OF THE PRESIDENT**

The President, subject to the control of the Board of Directors, supervises the affairs of the association and the activities of the officers and members. He/ she shall perform all duties incident to the office and such other duties as may be required by law or by these Bylaws. He/she shall execute such



deeds,  
mortgages, bonds, contracts, checks, or other instruments which may from  
time to time be authorized by the Board of Directors.

7.6 **DUTIES OF THE VICE-PRESIDENT**

In the absence of the President, or in the event of his/her inability or refusal  
to act the Vice-President shall perform all duties of the President and when  
so acting shall have all the powers of and be subject to all the restrictions on  
the President. The Vice-President shall have other powers and perform such  
other duties as may be prescribed by law or by these Bylaws, or as may be  
prescribed by the Board.

7.7 **DUTIES OF THE SECRETARY**

The Secretary shall:

- 7.7.1 Certify and keep the original or copy of these Bylaws as amended or  
otherwise altered to date.
- 7.7.2 Maintain a book of minutes of all meetings of the Directors and, if applicable,  
meetings of committees of Directors and of other members, recording therein  
the time and place of holding, whether regular or special, how called, how  
notice thereof was given, the names of those present or represented at the  
meeting, if applicable, and the proceedings thereof.
- 7.7.3 See that all notices are duly given in accordance with the provisions of these  
Bylaws or as required by law.
- 7.7.4 In general, perform all duties incident to the office of Secretary and other  
such duties assigned by the Board of Directors.

7.8 **DUTIES OF THE TREASURER**

Subject to the provisions of these Bylaws relating to the "Execution of  
Instruments, Deposits and Funds", the Treasurer shall:

- 7.8.1 Have charge of and be responsible for all funds and deposit all such funds in  
such banks or other depositories as shall be selected by the Board.
- 7.8.2 Receive and give receipt for monies due and payable from any source  
whatsoever.
- 7.8.3 Disburse or cause to be disbursed the funds as may be directed by the Board,  
taking proper vouchers for such disbursements.
- 7.8.4 Keep and maintain adequate and correct accounts of the business  
transactions, including accounts of its assets, liabilities, receipts and  
disbursements.
- 7.8.5 Exhibit at all reasonable times the books of account and financial records  
upon appropriate request.
- 7.8.6 Prepare and certify the financial statements to be included in any required  
reports.
- 7.8.7 Keep at the principal office of the corporation a membership book containing  
the name and address of each member.
- 7.8.8 In general, perform all duties incident to the office of Treasurer and such  
other duties as may be required by law, Bylaws or which may be assigned  
to him/her by the Board.

**ARTICLE VIII**

8.0 **EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS**

8.1 **EXECUTION OF INSTRUMENTS**

The Board of Directors, except as otherwise provided in these Bylaws,  
may by resolution authorize any officer to enter into any contract, or  
execute and deliver any instruments in the name of and on behalf of

the association, and such authority may be general or confined to specific instances. Unless so authorized, no officer shall have any power or authority to bind the corporation by any contract, engagement, to pledge its credit or to render it liable monetarily for any purpose or in any amount. The Board of Directors shall not have the power to commit more than \$2500.00 (twenty-five hundred) in Association funds without approval by a majority vote of members present and voting at any special or general membership meeting where such a proposal is presented.

8.2 **CHECKS AND NOTES**

Except as otherwise specifically determined by resolution of the Board, checks, drafts, and other evidence of indebtedness shall be cosigned by any two officers.

8.3 **DEPOSITS**

All funds shall be deposited from time to time to the associations account in such banks, or other depositories as the Board may select.

8.4 **AUDIT**

An audit of all books, accounts, financial records and any records pertaining to the Treasurer shall be conducted at the time a new Treasurer is selected. The audit must be completed before the new Treasurer takes office. The audit cannot be conducted by any current Board of Director member. The audit to be performed by a qualified person selected by the Board of Directors.

**ARTICLE IX**

9.0 **MAINTENANCE OF RECORDS AND REPORTS**

The association shall maintain and keep:

9.1 **MINUTES OF ALL MEETINGS OF DIRECTORS**, including committees of the Board, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and if applicable the names of those present and the procedures thereof.

9.2 **MINUTES OF ALL MEETINGS OF MEMBERS**, shall likewise include the time and place of such meetings, whether regular or special, how called, the notice given, and if applicable the names of those present and the procedures thereof.

9.3 **RECORDS OF ACCOUNT**

Adequate and correct books and including accounts of its business transactions and accounts of its assets, liabilities, receipts and disbursements.

9.4 **A COPY OF THE BYLAWS AS AMENDED TO DATE**, which shall be open to inspection by the members.

9.5 **MEMBERS INSPECTION RIGHTS**

Each and every member shall have the following inspection rights:

9.5.1 **RIGHT OF INSPECTION:**

Members have the right to inspect at any reasonable time the books, records, or minutes of proceedings of members or of the Board or committee of the Board, upon written demand by the member, for a purpose reasonably related to such person's interests as a member.

9.6 **ANNUAL REPORT**

An annual report shall be made to the members at the annual general membership meeting during the month of June. Such information should include but not be limited to the financial status of the Association, any major changes to the park, which have been or will be made and/or any issues the Board deems significant to be reported

to the membership.

**ARTICLE X**

10.0 **FISCAL YEAR**

The fiscal year shall begin on the first (1<sup>st</sup>) day of January and end  
On the thirty-first (31<sup>st</sup>) day of December.

**ARTICLE XI**

11.0 **BYLAWS AND RESOLUTIONS**

11.1 **BYLAWS**

These Bylaws may be altered, amended, or repealed and new Bylaws adopted by a majority vote of the members of this association present and voting during any regular or special meeting providing a quorum is present. A quorum shall consist of two-thirds (2/3) majority of members in good standing present.

11.2 **RESOLUTIONS**

Amount of membership dues, scheduled meetings and other matters to be determined by the Board of Directors as authorized by these Bylaws shall be passed as Resolutions. Such Resolutions are not amendments.

11.3 **ISSUES BEFORE THE BOARD**

Issues brought before the Board must be in writing, signed, and dated by the registered homeowner.

**ADDENDUM NO. 1 TO ARTICLE 6.2 OF PALOMAR ESTATES WEST BY-LAWS**  
**PEWRA BOARD OF DIRECTORS ELECTION RULES**

**A. NOMINATION PROCEDURES:**

1. Call for nominations shall be announced at the March Board of Directors meeting.
2. Self-nomination by submitting a bio to the election committee.
3. Nominations will be closed May 5<sup>th</sup>.

**B. CANDIDATE QUALIFICATIONS:**

1. A candidate must be a member in good standing with the association, not a co-owner or spouse of a present director and not in litigation with the association.

**C. SELECTION OF ELECTION COMMITTEE:**

1. At the February Board of Directors meeting, discussion shall be held on possible candidates for Chairperson. Decision to be made prior to the March Board of Directors meeting.
2. Announce the selection for the election committee Chairperson at the March board of directors meeting. He or she will be prepared to start collecting bio's immediately.
3. The chairperson will choose three (3) assistants willing to participate and introduce them at the April board of directors meeting. No current board member may be a member of the Election Committee.
4. The Election Committee will be instructed as to their duties by the Election Chair.
5. The Election Committee responsibilities are as follows:
  - \*Recruiting candidates
  - \*Collecting Bio's for publication in the Hilltopper
  - \*Preparing the ballot
  - \*Preparing the tally sheet
  - \*Manning the polls on election day
  - \*Counting the ballots on election day

**D. PUBLICATION OF BIO'S**

1. Bio's to be published in the Hilltopper May issue. Additional bio's submitted may be published in the June issue if needed.
2. A flyer which will include bio's and other election information such as time and date of election, to be delivered to resident tubes within one (1) week of the election.
3. Candidates are encouraged to speak at either the May or June Board of Director meeting, expressing to the membership why they want to be on the Board of Directors. The deadline for submitting bio's to the Election Committee is May 5<sup>th</sup>. No other bio's will be accepted after that date.

**E. BALLOT REQUIREMENTS:**

1. Voting Instructions

- A. Must be clear and understandable to all voting members present.
- B. Must include the number of votes on each ballot allowable, I.e., one vacancy only one vote allowed, two vacancies 1-2 votes only.
2. A list of all nominated candidates (indicate incumbents)
3. A square or circle in front of the candidate's name to fill in.
4. Ballots must not be marked or numbered.

**F. SECRET VOTING PROCEDURES:**

1. Ballots and tally sheets will be prepared by the Election Committee and Submitted to the Board of Directors for approval three (3) weeks prior to the Election.
2. Absentee ballots will be available two (2) weeks prior to the election. The locked ballot box and membership book will be in the possession of the Election Chairperson during this time. The member will seal their ballot into an envelope and this envelope will be placed into another envelope and sealed until counted with all other ballots. (Double envelope procedure)
3. The key for the ballot box will be in the possession of the President of the Board of Directors until vote tabulation when it will then be given to the Election Chairperson.
4. All members will be notified as to when, where and how to vote in absentee as well as polling times and place.
5. The polling time and date to be three (3) days prior to the General Meeting. There are to be two, two hour shifts, one in the afternoon and one in the evening with three (3) volunteers working per shift.

**G. VOTING PROCEDURES:**

1. The Election Committee chairperson is the only one authorized to verify paid members by their signature from the paid membership list provided by the Treasurer.
2. Election chairperson checks in the member from the paid membership list. Assistant No. 1 gives the member a red ticket of verification which will entitle the member to his ballot. Member must present the ticket to Assistant No. 2 who will then hand the member a ballot from the stack of ballots behind him/her. Never leave the ballots in front. Assistant No. 3 will then escort the voting member to the voting station and return to the ballot station.
3. The assistants must verify the number of the ballots issued against the number of ballots to be counted. If there is a discrepancy, the Election Committee will call a meeting with the Board of Directors.

**H. TABULATION OF THE BALLOTS:**

1. Only the Election Committee Chairperson and the Election Committee are allowed in the count room.
2. Divide the ballots into two (2) stacks. Give a stack to each assistant.  
**FIRST STACK**  
Assistant No. 1 will read the ballot results from their stack. Election Chairperson and election assistant will take a tally of the votes read (observer monitor the proceedings). Once the stack has been tallied, a check will be done to verify that the results are the same on both tally sheets. If not

they must be recounted.

**SECOND STACK**

Assistant No. 2 will read the ballot results from their stack. Election Chairperson and election assistant will take a tally of the votes read. Once the stack has been tallied a check will be done to verify that the results match for both tally sheets. (Observer monitoring The proceedings). If the results do not match, they must be recounted.

3. Repeat the process with the assistants swapping piles and using new tally sheets. Using this process the votes are checked and cross checked.
4. Only red pens will be used in the court room.
5. Any soiled ballots will not be counted. Soiled ballots consist of:
  - \*A ballot without any candidate chosen
  - \*A ballot with too many candidates chosen
  - \*A ballot with un-nominated candidates
  - \*A ballot that is unreadable
6. All completed and **signed** tabulation sheets and ballots will be sealed in an envelope and placed back into the locked ballot box. (Until after the possibility of a recount). The results will be kept for a period of three months after which they will be destroyed. Note: If there are two or more candidates with similar sounding names, vote tabulators must take special precautions to keep the vote count accurate.
7. The President of the Board of Directors will announce the results to the Membership (without the totals).
8. Each of the newly elected will stand once their name is announced. The President will then ask the membership for their approval I.e., "Is this agreed by all?"
9. It is at this time if anyone wants a recount they **must say so.**

**I. RECOUNT:**

1. For a recount to be requested, the candidate must stand and state "I demand a recount".
2. The outgoing Board of Directors (not up for election) and the Election Committee will need to concur on how to proceed.
3. If the vote counts are close, less than 10%, a recount will be completed. If greater than 10% the vote stays.
4. The Election Committee will perform the recount, however, will change roles. The Election Chairperson will read the votes and the Assistants will tally.
5. The recount must be done in time to announce the results using the PEW phone system within twenty-four (24) hours. A posting of the results will be put on the bulletin board as well.
6. If the requesting candidate demands a run-off vote, they will incur the expense of creating the ballots and tally sheets.
7. A phone message will be made twenty-four (24) hours before the election announcing the polling time and place for the run-off election.

**J. HOW TO HANDLE A TIE:**

1. The candidates involved will be given a chance to agree privately to allow

- one to withdraw (no intimidation allowed).
2. The candidates involved are offered a coin toss.
  3. If they cannot agree on one of the above, the Board of Directors shall then call for a run-off election between the two candidates.
  4. The run-off will be scheduled as soon as possible after the original election.
  5. A phone message will be made twenty-four (24) hours prior to the election announcing the polling time.
  6. The Election Committee will handle the run-off vote as they did the original election.

Approved at General Membership Meeting 3/25/2015.