

**BY-LAWS  
FOREST OAKS HOMEOWNERS' ASSOCIATION  
January 23, 1996**

**ARTICLE I -- NAME**

The name of this association is Forest Oaks Homeowners' Association.

**ARTICLE II -- BOUNDARIES OR LOCATION**

The area covered by the association is an area generally designated by the plat in the Oklahoma County Clerk's Office as Forest Oaks 1st Amended and Forest Oaks 2nd Addition.

**ARTICLE III -- PURPOSE**

- SECTION 1:** To provide a central organization for the purpose of exchanging information and ideas for the common good of the membership.
- SECTION 2:** To monitor, participate with and advise governmental, civic and business organizations on issues impacting the membership.
- SECTION 3:** To encourage and promote safety and property protection of the membership.
- SECTION 4:** To manage and maintain any present or future commonly owned property.

**ARTICLE IV -- MEMBERSHIP**

- SECTION 1:** Membership in the association is voluntary.
- SECTION 2:** Membership is limited to individuals owning property or residing in Forest Oaks Addition.
- SECTION 3:** There are two classes of membership -- voting and non-voting. Voting membership is defined as owners of property in Forest Oaks or tenants of that property who are contributing current annual dues to the homeowners' association. Non-voting membership is defined as property owners or residents of Forest Oaks Addition that have not contributed current annual dues.
- SECTION 4:** Homeowners or legal tenants are authorized one vote per home.
- SECTION 5:** Dues will be set on an annual basis. Newly elected officers will recommend the dollar amount of membership dues required to balance the proposed budget for the subsequent fiscal year. Any change in the dollar amount of membership dues will require a majority vote of the quorum as defined in Article V, Section 6.

**ARTICLE V -- MEETINGS**

- SECTION 1:** Regular meetings will be held in February and October. The annual business meeting will be held in October and new officers will be elected at that time. The fiscal year will be January 1 through December 31. The budget will be presented for approval prior to the beginning of the fiscal year.
- SECTION 2:** Meetings will be located within a reasonable traveling distance of the Forest Oaks Addition.
- SECTION 3:** A special meeting of the membership may be held at such place and time as a majority of the officers deem necessary.

- SECTION 4:** Written notice of any meeting of the membership, stating the time, place and purpose, will be distributed to all voting members not less than five (5) or more than fifteen (15) days prior to that meeting.
- SECTION 5:** Members unable to attend a meeting may submit proxy votes prior to the meeting to an Association Officer.
- SECTION 6:** For scheduled meetings, a quorum to conduct business will consist of at least two officers and those voting members attending. A majority vote of the quorum is required to approve final decisions.
- SECTION 7:** Meetings will be conducted according to the latest edition of Robert's Rules of Order, with the exception of action that conflicts with the by-laws of Forest Oaks Homeowners' Association.

#### **ARTICLE VI -- OFFICERS**

- SECTION 1:** The officers of this association will be President, Vice President, Secretary, Treasurer, and one (1) Officer at Large.
- SECTION 2:** Officers must be residents of Forest Oaks Addition and voting members of the association for at least six (6) months prior to elections.
- SECTION 3:** Officer positions are limited to one per property owner.
- SECTION 4:** The officers of the association will be elected at the annual meeting. A term of office will run concurrently with the fiscal year. A nomination committee will be appointed by the officers to select a slate of officer nominees. This list will be presented in the newsletter that notifies members of the October meeting. In addition to the recommended slate of officers, nominations will be accepted from the floor at the time of elections.
- SECTION 5:** The officers of the association will serve without compensation. In the event of a vacancy, a replacement will be appointed by the officers to serve the remaining term of office.
- SECTION 6:** Any officers elected or appointed may be removed from office by the affirmative vote of a majority of the voting members at any meeting.

#### **ARTICLE VII -- DUTIES OF THE OFFICERS**

- SECTION 1:** The President will preside at all meetings of the membership and supervise all business and affairs of the association and fulfill other duties as required for the good of the membership.
- SECTION 2:** The Vice President will oversee the standing committees, and fulfill other duties as needed. In the absence or disability of the President, the Vice President will perform the duties and exercise the powers of the President.

**SECTION 3:** The Treasurer will have custody of and be responsible for all funds and securities of the association, receive and give receipts for monies due and payable to the association from any source, deposit all such monies in the name of the association in such banks or other depositories as selected by the officers. All expenditures must be approved by one additional officer. Any disbursement exceeding \$30.00 requires a co-signature of the President, except for pre-approved, budgeted items. In general, the Treasurer will perform all the duties incident to that office and such other duties as needed. A Treasurer's Report must be submitted at each meeting of the officers and of the general association.

**SECTION 4:** The Secretary will keep the minutes of the meetings of the officers and of the general membership; keep a register of the mailing addresses for each member; and perform all duties incident to the office of Secretary and other duties as assigned.

**SECTION 5:** The Officer at Large will serve as an association representative to the Edmond Neighborhood Alliance and perform such other duties as required.

#### **ARTICLE VIII -- ASSOCIATION OFFICE AND RECORDS**

**SECTION 1:** The principal office of this association will be located at the residence of the President of this association.

**SECTION 2:** The voting members of the association will have access to view the association books and records upon reasonable notice.

**SECTION 3:** The Treasurer's report and records will be audited by a committee of at least three (3) non-officer members during the month prior to the annual meeting; following any change in the office of Treasurer; or at any other time as directed by the officers or a majority of the voting membership.

#### **ARTICLE IX -- COMMITTEES**

**SECTION 1:** The officers may establish standing and special committees. In general, standing committees consist of Landscape, Publicity and Block Captains.

**SECTION 2:** Committee chairpersons will report to the Vice President of the association.

**SECTION 3:** Committee chairs and members must be voting members of the association.

#### **ARTICLE X -- AMENDMENTS**

**SECTION 1:** These By-Laws may be amended at any annual, semi-annual, or special meeting of the association provided that notice was given at the preceding meeting and through written announcement. A majority of the total voting membership is required to ratify any proposed amendment.

**SECTION 2:** Proxy votes are allowed for ratification of amendments.

#### **ARTICLE XI -- EXECUTIVE COMMITTEE**

**SECTION 1:** The Executive Committee is comprised of the elected officers of the association as set out in Article VII, Section 1.

**CHANGES:**

**This amends By-Laws approved on Jan 25, 1994.**