

**BYLAWS
OF
PEBBLE CREEK HOMEOWNERS ASSOCIATION**

**ARTICLE I
NAME**

The name of the organization shall be Pebble Creek Homeowners Association, Inc. of Edmond, Oklahoma, a non-profit organization.

**ARTICLE II
OBJECTIVES**

The objective of the organization shall be to unite the needs of the Pebble Creek community by providing a safe environment recreational areas and general well being for all Pebble Creek residents.

**ARTICLE III
MEMBERSHIP**

A. A membership in good standing is one who pays annual association dues.

B. Dues shall be \$150 for a membership.

C. Dues are payable on 1 January and are late on the 1 March.

1. A late fee of \$25.00 will be charged on 1 March.

2. A lien will be filed on the mortgage after 15 March.

D. The Home Owners Association (HOA) shall be notified if a members home becomes Rental Property.

1. The occupant of the home will have privileges to the common areas, the pool and social events according to membership rights and as long as the dues are current

2. The occupant of the rental property will not be allowed to vote or hold an elected office.

**ARTICLE IV
GENERAL MEETINGS**

A. Pebble Creek Home Owners Association General Membership meeting will be held during the first month of every quarter.

B. The annual meeting of the Association will be held the third Tuesday in January.

C. Special meetings shall be called by the Chairman at their discretion. All meetings require a 7 day notification for the membership. A 30 day written notification will be given for a change of dues or special assessments. Voting may be done by proxy.

D. There will be a 2 day notification for cancellation of all meetings.

E. Roberts' Rules of Order Revised shall be the parliamentary authority in procedure not covered by this by-law.

ARTICLE V
Board of Directors

A. The Board of Directors shall consist of Chairman, Secretary, Treasurer, Financial Secretary, immediate Past Chairman, and Four Directors.

B. The terms of Office shall be as follows:

Chairman	2 years voted in on even years
Secretary	1 year
Treasurer	2 years on every odd year
Financial Secretary	2 years on every even year
4 Directors	1 year
Past Chairman	1 year

C. No elected Officer shall hold the same office more than two consecutive terms.

D. No elected Officer shall receive compensation on any work for the association unless it is for supplies purchased for the association,

E. The Board of Directors shall meet monthly in order to transact the business and to make recommendations for the General Meeting.

F. All Board of Directors meetings shall be open to any member of the association wishing to attend.

ARTICLE VI
DUTIES OF OFFICERS

A. The duties of the Chairman shall be as follows:

1. To preside at all meetings, to appoint all new and reappoint all continuing committee chairmen with the approval of the Board of Directors, not otherwise provided for in the By-Laws.

2. To fill by appointment any vacancies of office with the Board of Directors approval.

3. Shall co-sign all checks and validate the expenditures.

4. To be an Ex-Officio member of all committees.

5. To use the following agenda as a guide:

- a. Opening
- b. Minutes
 - (1) General Meeting
 - (2) Board of Directors Meeting
- c. Officers' Reports
 - (1) Past Chairman
 - (2) Secretary (correspondence)
 - (3) Treasurer
 - (4) Financial Secretary
 - (5) Directors
- d. Committee Chairman Reports
- e. Unfinished Old Business
- h. New Business
 - 1. Closing
- j. Program

C. The duties of the Secretary shall be as follows:

1. To act as custodian of all association records of minutes and correspondence.
2. To provide a type-written copy of the minutes following all General and Board of Directors meetings.
3. To notify members of all General and Board of Directors meetings.

D. The duties of the Treasurer shall be as follows:

1. To receive payment and deposit association funds. To pay all approved bills with a receipt/invoices.
2. To reconcile the bank statement and to provide a monthly report to the secretary and Chairman.
3. To chair the Finance Committee.

4 To meet with the audit committee, consisting of the Financial Committee, and the Financial Secretary for a yearly audit, if deemed necessary, and submit the results of audit to the Board of Directors and the General Membership.

5 To be a member of the planning committee.

E. The duties of the financial Secretary will be as follows:

1. To bill members for their dues and to receive payment of them.
2. All monies will be recorded and handed to the treasurer for deposit.
3. Shall maintain a ledger of each members account.
4. Shall take appropriate action for dues that are late.
5. Shall be a member of the Finance Committee.
6. Shall be a member of the Audit Committee.

F. The duties of the Directors shall be as follows:

1. The directors shall be elected by the membership.
2. Their purpose shall be to oversee committee chairmen of these committees: By-law/Covenant, Park/Landscaping, Newsletter/Social, Pool.

G. The duties of the Immediate Past Chairman shall be as follows:

1. To act in an advisory capacity to the Chairman and Board of Directors.
2. To be Chairman of the Nomination Committee.
3. To be a member of the Planning Committee.

H. All officers shall submit two copies of a written report of their activities at the end of each year in office to the Chairman.

ARTICLE VII STANDING COMMITTEES

A. The duties of the Planning Committee shall be as follows:

1. Shall be comprised of 1 Director, Treasurer, Immediate Past chairman and three other people appointed by the Chairman.

2. Shall provide a plan for the community to be followed and carried out for one year. All findings of this committee will be presented to the Board of Directors for approval.

3. Shall be comprehensive in planning providing for the social, recreational and safety for the association.

B. The duties of the Finance Committee shall be as follows:

1. Shall be made up of the Treasurer, Financial Secretary and one other person appointed by the Chairman.

2. Shall meet to formulate a budget and to submit their report for the approval to the Board of Directors and the General Membership.

3. Shall provide for an accountant to audit the books on an annual basis as deemed necessary, pending board approval.

4. Shall report findings of audit to the Board of Directors and to the General Membership.

ARTICLE VIII COMMITTEES

A. Committees shall be formed for the proper function of the organization.

B. Chairman of said committees are to be appointed by the Chairman with the approval of the Board of Directors,

C. Shall submit committee reports for board approval before action will be taken.

D. Chairman shall submit a written report to the Chairman once the committee has completed all work.

ARTICLE IX ELECTIONS

A. Prior to the October General Meeting, the Chairman shall appoint two members to assist the Nominating Committee Chairman (the Past Chairman).

B. At the October General Meeting, the Nominating Committee shall present the slate of nominees, and nominations shall be accepted from the floor prior to the voting.

C. Election of officers shall take place during the January General Membership Meeting. Elections shall be conducted by the chairman of the Nominating Committee. A double slate requires a secret ballot.

D. Majority of votes cast will elect an officer.

ARTICLE X RESIGNATION

A. Any officer who cannot fulfill their term of office must write a letter of resignation to the Chairman, who will present this letter at the next General Meeting.

B. The Chairman shall replace such officer, by appointment, with the Board of Directors with the exception of the office of Chairman.

C. In the event of the resignation of the Chair, the vacancy of the office shall be voted upon at the next General/Special Membership meeting.

ARTICLE XI BYLAW REVISIONS

A. Any proposed by-law revision shall be presented by the Chairman of the By-Laws committee at any General Meeting.

B. Said such By-Law revision shall be voted on at the next consecutive General Meeting.

C. There must be a quorum present in order to vote on a By-Law. Two-thirds of the average of the previous four General Membership meeting attendance constitutes a quorum. A simple majority of votes cast will pass said By-Law.

ARTICLE XII

Upon the dissolution of the association, the association shall distribute its assets for one or more exempt purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code (or any corresponding section of any future federal tax code) or in accordance with the Oklahoma Unit Ownership Estate Act. The association shall dispose of any assets not distributed in accordance with the foregoing provision pursuant to the order of a court of general jurisdiction of the county in which the corporation then has its principal offices.

Copy not signed.