

Town Creek Homeowners' Association Bylaws

The following are the proposed changes to the Town Creek Homeowners' Association Bylaws. These Bylaws were last revised in November, 2016.

Summary of Changes

1. Changed the newsletter (the "Crier") from a monthly to a quarterly publication and improved content by encouraging each Board member to submit at least one article.
2. Encouraged the Vice President to participate in Board committees, especially the Crime Watch Advisory committee.
3. More fully defined the Parliamentarian role and encouraged the office holder to hold or share another Board position.
4. Better defined the Crime Watch Advisory committee and eliminated the Events position and added a new position for Volunteer in Patrol (VIP) coordinator.
5. Moved the Directory Editor responsibilities to the existing Database Coordinator position and eliminated the Directory Editor position.
6. Eliminated the Membership and Ad Sales positions.
7. Created a new Communications position responsible for eBlasts and the newsletter.
8. Changed the quorum requirements for the General Meeting.
9. Made other minor clarifications and cleanup.

Town Creek Homeowners' Association Bylaws
~~Ratified November 2016~~Proposed October 2017

1. NAME

- 1.1. The name of this Association shall be THE TOWN CREEK HOMEOWNERS' ASSOCIATION, INC. (the "Association").

2. PURPOSES

- 2.1. The purposes of the Association shall be to preserve, protect, and advance the interests of the neighborhood in which its members reside, to disseminate information of interest to those residents, and to promote fellowship among its members.
- 2.2. The Association shall be operated for non-profit purposes. It shall be non-partisan and non-political.

3. MEMBERSHIP

- 3.1. The Association shall include the residences on Arbor Park Ct., the 8700 to 9100 blocks of Arbor Park Dr., Atherton, Autumn Oaks, Branch Hollow, Briarhurst, Clover Meadow, Coral Cove, Fallbrook, Flint Falls, Glen Springs Cir. and Dr., the 9400 and 9500 blocks of Loma Vista, Meadowknoll Cir. and the 8900 to 9200 blocks of Meadowknoll Dr., Middle Downs, the 9300 to 9600 blocks of Moss Farm, Robin Meadow, Rocky Branch, Rocky Cove Cir., Spring Hollow Cir. and Dr., Vista Oaks Cir., Dr., and Pl., the 9400 to 9600 blocks of Whitehurst, Windcrest and Windy Knoll, and the residence at 8580 Abrams Road.
- 3.2. The Association shall be comprised of adult residents who reside on these streets.
- 3.3. Each Association dues-paying adult resident in attendance at an Association General Meeting shall be entitled to one vote, not to exceed two per residence.

4. DUES

- 4.1. The annual dues required for voting membership shall be determined by the Board of Directors on an annual basis. The calendar year of the Association shall be from January 1 to December 31.

5. BOARD OF DIRECTORS AND THEIR ELECTION

- 5.1. The Board of Directors shall consist of the executive officers of the Association and the other members of the board. The term of office shall be January 1 to December 31.
- 5.2. The executive officers of the Association shall be President, Vice President, Secretary, Treasurer, and Parliamentarian. Other members of the board shall fill committee responsibilities. ~~The committees are aligned functionally as follows: Creek Operations, Socials, Membership (New Neighbor and Membership), Crime Watch Advisory (Patrol, Administration, and Events), Database~~

~~Coordinator and Email-Blast Communication, Publications (Newsletter, Digital Media, Directory, and Ad Sales), Lake Highlands Liaison, Skyview Liaison, and others as necessary.~~

- 5.3. A nominating committee, chaired by the Vice President, and approved by the Board of Directors, shall prepare a slate of Directors to be approved by the Board of Directors. This slate shall be voted on by the Association Members at the Fall general meeting. Additional nominations may be made from the floor. The nominees receiving the largest number of votes shall be declared duly elected.
- 5.4. A vacancy occurring in an executive office shall be filled for the unexpired term by a person nominated by the President and approved by a majority vote of the Board of Directors. The President may appoint a person or persons to fill any vacancy occurring in a Committee chair position. The Vice President shall fill a vacancy in the Presidency.
- 5.5. Members At Large to the Board shall be appointed each year by the President and shall assist the Board as directed by the President. The number of Members At Large may vary from year to year, not to exceed six in any one year. Members At Large are invited to attend all meetings and functions of the Board of Directors. They are welcome to provide feedback and suggestions at the meetings but are not counted in the quorum and do not vote.

6. BOARD OF DIRECTORS' MEETINGS

- 6.1. The Board shall meet 10 months per year to transact the necessary business of the Association, to approve the plan of work of the committees, to report to the general membership at the annual meeting, and to approve routine bills within the limits of the budget.
- 6.2. Each member of the Board of Directors in attendance shall have one vote.

7. DUTIES OF BOARD EXECUTIVE OFFICERS

7.1. PRESIDENT

- 7.1.1. Shall preside at the Board of Directors meetings and the general meeting of the Association, and shall be a member, ex-officio, of all committees.
- 7.1.2. Shall communicate with the members ~~monthly~~ through the newsletter and other available methods.
- 7.1.3. Shall be authorized to sign checks in absence of the Treasurer, and co-sign checks requiring two signatures from two officers (over \$2000 for Crime Watch program; over \$1000 for all other Association expenses).
- 7.1.4. Shall serve as (or designate) the primary spokesperson for the Association.
- 7.1.5. Shall perform all other duties usually pertaining to the office~~s~~.

7.2. VICE PRESIDENT

- 7.2.1. In the absence of the President, the Vice President shall assume the duties of the President.

- 7.2.2. Shall serve as the President Elect of the Association, and Chairman of the nominating committee.
- 7.2.3. Shall be authorized to co-sign checks requiring two signatures from two officers (over \$2000 for Crime Watch program; over \$1000 for all other Association expenses).

7.2.4. Shall send out reminders for the Board meetings.

7.2.4.7.2.5. Shall be encouraged to participate in Board committees (especially Crime Watch Advisory) to better prepare for the President's role.

7.3. SECRETARY

- 7.3.1. Shall keep the minutes of all meetings and take roll at the Board of Directors meetings.
- 7.3.2. In conjunction with the members of the Board of Directors, the Secretary shall handle all correspondence of the Association.

7.4. TREASURER

- 7.4.1. Shall be responsible for the safekeeping and disbursement of the funds of the Association and the Town Creek-Forest Meadow Crime Watch program ("Crime Watch").
- 7.4.2. Shall assist the President in the preparation of the budget, and make a recommendation to the Board of Directors regarding the annual dues.
- 7.4.3. Shall be authorized to sign checks up to \$2000 for Crime Watch program and up to \$1000 for all other Association expenses. Any check in excess of these amounts requires a co-signature from the President or Vice-President.
- 7.4.4. Shall regularly prepare and distribute Crime Watch patrol checks.
- 7.4.5. Shall submit records for purposes of audit as requested by the President.
- 7.4.6. Shall maintain sufficient financial records for a seven year period to mitigate any IRS audits.

7.5. PARLIAMENTARIAN

7.5.7.5.1. This position is normally filled by the retiring Past President subject to approval by Board of Directors and election by the Association Members as part of the annual election.

7.5.4.7.5.2. Shall ensure that all meeting business is conducted in an orderly manner, in accordance with Robert's Rule of Order, if not otherwise specifically addressed by these by-laws.

~~7.5.2. In cooperation with the Secretary, S~~ shall determine, in cooperation with the Secretary, if a quorum is present at each Board meeting (51% of Board Members).

7.5.3. As Past President, shall act as an advisor to the President.

7.5.4. Shall maintain the Association historical records.

7.5.4.7.5.5. Shall be encouraged to hold or share another Board committee position.

Formatted

8. DUTIES OF BOARD COMMITTEES

8.1. CREEK OPERATIONS COMMITTEE

- 8.1.1. Shall arrange for the maintenance of the creek area.
- 8.1.2. Shall periodically inspect the area to check for problems.
- 8.1.3. Shall act as liaison between creek residents and the Association.
- 8.1.4. Shall act as liaison between the Association and the City of Dallas and Dallas County for creek-related issues.

8.2. SOCIALS COMMITTEE

- 8.2.1. Shall arrange for social functions that will promote fellowship with the neighborhood, including at least one event for children/families and one for adults, in addition to the neighborhood Halloween Carnival.
- 8.2.2. Shall arrange ticket sales, reservations, etc., as needed, keeping adequate records for the Treasurer.
- 8.2.3. Shall plan and oversee the Annual Fall Meeting of the Association.
- 8.2.4. Shall direct the Board in hosting the annual neighborhood Halloween Carnival.

8.3. NEW NEIGHBOR COMMITTEE

- 8.3.1. Shall visit all newcomers to the neighborhood, inform them of Association functions, invite them to become members, and present them with a gift from the Association.
- 8.3.2. Shall submit a list of newcomers ~~to the newsletter for publication on a monthly basis for communication to the neighborhood.~~
- 8.3.3. Shall coordinate current Town Creek resident information with the Database Coordinator to ensure complete and accurate resident information in the database.

8.4. MEMBERSHIP

- ~~8.4.1. Shall be responsible for the promotion and enrollment of members in both the Association and Crime Watch programs.~~
- ~~8.4.2. Shall coordinate with Database and Crime Watch Advisory to create ways of attracting and retaining members.~~

8.4. CRIME WATCH (CW) ADVISORY– This ad hoc committee has the following members from the HOA Board: President, Treasurer, Database Coordinator and Duties are shared by three CW HOA Board positions: Crime Watch Patrol, Administration and Events-VIP Coordinator.

~~8.5-8.4.1.1.~~ Shall be chaired by a volunteer from its membership other than the Association President.

~~8.5.1-8.4.1.2.~~ Shall participate in meetings and functions of the Town Creek-Forest Meadow Crime Watch ~~Program~~ ENP Program and the VIP Program.

Formatted

~~8.5.2-8.4.1.3.~~ Shall provide the Board with reports of Committee meetings and recommendations regarding the Crime Watch program and the VIP Program.

~~8.5.3-8.4.2.~~ **CRIME WATCH PATROL**

~~8.5.3.1-8.4.2.1.~~ Shall act as liaison between the Association and the Dallas Police Department.

~~8.5.3.2-8.4.2.2.~~ Shall submit a list of recent crimes ~~to the newsletter~~ for publication.

~~8.4.2.3.~~ Shall oversee the work schedule and payroll for Crime Watch officers.

~~8.5.3.3-8.4.2.4.~~ Shall be responsible for coordination of the Crime Watch Extended Neighborhood Patrol (ENP) in compliance with Dallas Police Department requirements.

~~8.5.4-8.4.3.~~ **ADMINISTRATION**

~~8.5.4.1-8.4.3.1.~~ Shall be responsible for Crime Watch and Association mailings, including invoices, Directory and other information.

~~8.5.5.~~ **EVENTS**

~~8.5.5.1.~~ ~~Shall plan and coordinate Crime Watch membership events with the community.~~

~~8.4.4.~~ **VIP (Volunteer in Patrol) COORDINATOR**

~~8.4.4.1.~~ Shall be responsible for coordination of the Crime Watch VIP program in compliance with Dallas Police Department requirements.

~~8.4.4.2.~~ Shall be responsible for maintaining all required documentation and materials.

~~8.4.4.3.~~ Shall coordinate VIP scheduling.

~~8.4.4.4.~~ Shall solicit suitable volunteers for the VIP program.

~~8.4.4.5.~~ Shall report to and provide a monthly report to the CW Advisory Committee.

~~8.6-8.5.~~ **DATABASE COORDINATOR ~~And EMAIL-BLAST COMMUNICATIONS~~**

~~8.6.1-8.5.1.~~ Shall maintain the current resident information and membership database for the Association and Town Creek-Forest Meadow Crime Watch program.

~~8.6.2-8.5.2.~~ Shall generate database information for the Association and Crime Watch membership reporting needs.

~~8.6.3-8.5.3.~~ Shall generate Association and Crime Watch billing statements.

~~8.6.4-8.5.4.~~ Shall collect incoming mail and payments at postal drop for the Association and Crime Watch payments.

~~8.5.5.~~ Shall coordinate deposits with the Treasurer.

Formatted

Formatted: Indent: Left: 1.2", No bullets or numbering

~~8.5.6.~~ 8.5.6. Shall provide resident contact information to the Communications position to facilitate distribution of eBlasts and newsletters.

~~8.6.5-8.5.7.~~ 8.5.7. Shall edit and publish the annual Association directory.

~~8.6.6.~~ Shall generate Email-Blast messages to Association and Crime Watch members when requested by the President.

8.6. COMMUNICATIONS

~~8.6.1.~~ 8.6.1. Shall generate Email Blast messages to the HOA and Crime Watch members for TC and FMOTV when appropriate.

~~8.6.2.~~ 8.6.2. Shall publish a quarterly e-newsletter to Town Creek residents with content provided by HOA Board members and other sources.

~~8.7. PUBLICATIONS — Duties are shared by Newsletter, Digital Media, Directory, and Ad Sales~~

~~8.7.1. NEWSLETTER EDITOR~~

~~8.7.1.1.~~ Shall solicit articles, edit and publish a monthly newsletter, 10 months a year.

~~8.7.1.2.~~ Shall provide the monthly newsletter to Digital Media for posting on the website.

~~8.7.1.3.~~ Shall arrange for distribution of the newsletter.

~~8.7.1.4.~~ Shall accept, as space permits, advertisements from business establishments in coordination with Ad Sales coordinator.

~~8.7.2-8.7.~~ 8.7. DIGITAL MEDIA EDITOR

~~8.7.3-8.7.1.~~ 8.7.1. Shall be responsible for maintaining and updating the content of the Association website.

~~8.7.4-8.7.2.~~ 8.7.2. Shall maintain registration of the domain URLs: www.towncreekdallas.com and www.towncreeklakehighlands.com.

~~8.7.5-8.7.3.~~ 8.7.3. Shall be responsible for coordination and content of other social media channels including the Association Facebook page and serve as neighborhood lead on Next Door.

~~8.7.6-8.7.4.~~ 8.7.4. Shall accept, as space permits, advertisements from business establishments, in coordination with Ad Sales coordinator.

~~8.7.7. DIRECTORY EDITOR~~

~~8.7.7.1.~~ Shall coordinate current Town Creek resident information with the Database Coordinator.

~~8.7.7.2.~~ Shall edit and publish the annual Association directory.

~~8.7.7.3.~~ Shall accept, as space permits, advertisements from business establishments in coordination with Ad Sales coordinator.

~~8.7.8. AD SALES~~

~~8.7.8.1.~~ Shall solicit and accept advertisements from business establishments for the Newsletter, Directory and Website.

Formatted

Formatted

~~8.7.8.2. — Shall collect payment and maintain revenue records for these advertisements.~~

8.8. ~~Shall coordinate monthly bank deposits with th~~LAKE HIGHLANDS LIAISON

8.8.1. Shall be responsible for coordination with the Lake Highlands Area Improvement Association (LHAIA), other neighborhood associations and the City of Dallas.

8.8.2. Shall work proactively to increase the visibility of Town Creek in Lake Highlands at events and in community channels.

8.9. SKYVIEW LIAISON

~~8.9.1. — Shall promote communications among parents of young children.~~

~~8.9.2.~~8.9.1. Shall serve as a liaison with Skyview Elementary school and the Association.

~~8.9.3.~~8.9.2. Shall communicate opportunities for Town Creek residents to support the school through volunteerism and donations.

~~8.9.4.~~8.9.3. Shall coordinate Skyview related activities with the Forest Meadow Neighborhood Association.

9. ADDITIONAL DUTIES OF THE BOARD OF DIRECTORS

9.1. Each Board Member shall Host and/or co-host a Board of Directors meeting as assigned.

9.2. Each Board Member shall actively participate in the planning and implementation of the annual neighborhood Halloween Carnival and other Association sponsored activities.

9.3. Any non-budgeted expenditure incurred must have prior approval of the Board of Directors. The President may approve expenditures of up to \$100 without prior Board approval.

9.4. The Association's financial records shall be audited on an annual basis. An audit committee of three (3) members (not authorized Association check signers) nominated by the President and approved by the Board shall audit the Treasurer's and Database Coordinator's financial records and present a report to the Board during the February Board meeting. The audit committee shall be appointed at the preceding November Board meeting.

9.5. An Association member serving on the Board shall disclose any potential conflict of interest to the President or Vice President.

~~9.5.~~9.6. Each Board member shall be encouraged to write at least one article for inclusion in the Association e-newsletter.

10. GENERAL MEETINGS

10.1. General meetings of the Association will be held in the fall of each year. The election of the Board of Directors will be held at the Fall meeting. A quorum shall be declared if the number of voting members is greater than two-thirds of the Board members at the time of the General Meeting. ~~Twenty voting members shall constitute a quorum.~~ Special meetings of the general membership may be called by the Board of Directors with adequate notification given to the members.

10.2. A special Board of Directors meeting can be called by the President or by 5 voting members of the Board, with notification being no less than 7 days prior to the meeting date. For a vote to take place at a special meeting of the Board of Directors, a quorum consists of 75% of the Board member list. At least 51% of the Board member list must be in attendance, with proxies permissible to satisfy the remainder of the 75% quorum. Proxies are to be distributed by those calling the meeting.

11. MISCELLANEOUS

- 11.1. The Association shall have the authority to borrow money only with majority approval of the Board of Directors.
- 11.2. Dissolution: In the event of the dissolution, liquidation, or winding up of the Association, whether voluntary or involuntary, the net assets shall be distributed as determined by the Board of Directors and approved by the members.
- 11.3. Remuneration, Reimbursement. Any board member shall be entitled to reimbursement for actual, reasonable expenses incurred by him/her in connection with the Association's affairs with proper receipts.
- 11.4. Resignation. Any board member may resign by giving notice in writing to the President or the Secretary.
- 11.5. Term Limits. No Board member shall be an Executive Officer on the Board for more than five consecutive years. No Board member shall serve in the same position for more than three consecutive years unless approved by the Board of Directors using a blind ballot vote.
- 11.6. Members of the Board shall be dues paying members of the Association.

12. AMENDMENTS

- 12.1. These Bylaws shall be effective upon ratification by a two-thirds vote of the Association members present and voting at a general meeting of the Association members, and shall supersede any previous Bylaws. Amendments to these Articles may be adopted by a two-thirds vote of the Association members present and voting at a regular or a special meeting called of the Association.