GORILLA CONDOS

Homeowners Association Bylaws Sample

Template

BYLAWS OF [ASSOCIATION NAME]

ARTICLE I - NAME AND PURPOSE
1.1 The name of the association is [ASSOCIATION NAME] (the "Association").
1.2 The Association exists to administer the common areas and enforce the recorded declaration for [COMMUNITY NAME].

ARTICLE II - MEMBERSHIP
2.1 Each owner of a lot or unit in [COMMUNITY NAME] is a member of the Association.
2.2 Membership transfers automatically with ownership and cannot be held separately.
2.3 Each lot or unit carries [NUMBER] vote(s).

ARTICLE III - BOARD OF DIRECTORS
3.1 The Association is governed by a board of [NUMBER] directors, each an owner in good standing.
3.2 Directors are elected by the members at the annual meeting and serve terms of [NUMBER] year(s).
3.3 A vacancy is filled by the remaining directors until the next election.
3.4 A director may be removed as provided in Article VI.

ARTICLE IV - OFFICERS
4.1 The board elects a president, a secretary and a treasurer from among its directors.
4.2 The president presides at meetings and signs documents the board has approved.
4.3 The secretary keeps the minutes and records. The treasurer keeps the financial records.
4.4 Officers serve [NUMBER] year(s) at the pleasure of the board.

ARTICLE V - MEETINGS
5.1 The annual meeting of the members is held in [MONTH] at a place set by the board.
5.2 The board meets at least [NUMBER] times each year. Meetings are open to members except for sessions the law allows to be closed.
5.3 Notice of each meeting states the date, time, place and agenda and is given at least [NUMBER] days ahead.
5.4 A quorum for a members' meeting is [PERCENT]% of the votes. A quorum for a board meeting is a majority of the directors.

ARTICLE VI - VOTING
6.1 A majority of the votes cast at a meeting with a quorum decides a matter unless the declaration or law requires more.
6.2 Proxies must be written, signed, dated and good only for the meeting named.
6.3 Members may remove a director by a vote of [PERCENT]% of the votes at a meeting called for that purpose.

ARTICLE VII - COMMITTEES
7.1 The board may create committees and set their powers and terms.
7.2 A committee reports to the board and cannot act for the board unless the board delegates that power in writing.

ARTICLE VIII - FINANCES

8.1 The fiscal year begins on [DATE].

8.2 The board adopts an annual budget and sends it to the members at least [NUMBER] days before it takes effect.

8.3 Two signatures are required on any check above $[AMOUNT].

8.4 Members may inspect the Association's records on written request, as state law allows.

ARTICLE IX - CONFLICTS OF INTEREST

9.1 A director with a financial interest in a matter discloses it and leaves the room for the discussion and the vote.

ARTICLE X - AMENDMENTS

10.1 These bylaws may be amended by a vote of [PERCENT]% of the votes at a meeting with a quorum.

10.2 A proposed amendment is sent to every member with its full text at least [NUMBER] days before the vote.