**Waterford Park Estates   
Overview of the  
Articles of Incorporation and Bylaws**

* CC&Rs
  + The Board should not build any permanent structures in the open space
  + The Board can transfer open space if the members agree
  + Membership in the HOA is mandatory and automatic
  + Two classes for voters
    - Class A – all members, 1 vote per property owned
    - Class B – the corporation, 3 votes per property owned (this entity has expired)
  + Notices of meetings
    - Specify the time and place
    - Send out 30-60 days before meeting
  + If a meeting is designed to vote on an action, there must be a quorum of 2/3
  + An automatic lien is imposed on a property where there is an assessment
  + Reserve fund is for
    - Repairs
    - Maintenance
    - Taxes
  + Maximum annual assessment was initially set at $150
    - The Board can raise this 10% per year if they want
    - Anything more requires a 2/3 vote
  + Special assessments require a 2/3 vote
  + Any type of assessment must be uniform across all properties
  + Once annual dues are 30 days late, they start accruing 10% annual interest or the max allowed by law, whichever is least
  + You have to wait 30 days after notice before you can begin foreclosing
  + Foreclosure proceedings by 1st lien holders, erase HOA liens
  + Property management agreements are allowed, but restricted to 1 year terms
  + Copies of the agreement should be available to the members
  + The Board must carry liability insurance
  + Maintenance or construction of various things (see pg20) require architectural approval
  + The Board has 30 days to respond, or it’s assumed approval
  + 1 single family home per lot, no taller than two stories, with one family per household
  + No subdividing
  + Shed type external structure limitations found on pg23
  + No more than four pets per lot
  + No window A/C units on the front of the house
  + Only one satellite dish at a time
  + Corner lots can’t have greenery that blocks a driver’s view
  + Only “For Sale” type signs are permitted
  + Exterior walls must be 75% brick
  + Roofing must be 205lb/square 3-tab or better
  + Mail boxes must be approved
  + Chimneys must be brick
  + Landscaping minimums
    - 8 two-gallon shrubs
    - 3 two-inch caliper trees
* Articles of Incorporation
  + No less than 3, and no more than 7 board members
  + Members are a President, a Secretary, a Treasurer, Directors, and optionally, one or more Vice-Presidents
  + Board members cannot be held personally liable for actions of the Board
  + In order for an amendment to pass, there has to be a proper meeting, with a quorum. There has to be a 66 2/3 vote from those present to pass.
* Bylaws
  + Annual meetings are to be in February of each year
  + Special meetings can be called by
    - The President
    - A vote from the Board
  + Notices of meetings
    - Specify the time and place
    - In the case of special meetings, specify the reason
    - Send out 30-60 days before meeting
  + A quorum is defined as ¼ of all members, either present or by proxy
  + If a meeting is designed to vote on an action, the proxy must provide for the vote too
  + The order of business for an annual meeting
    - Verification of proxies
    - Proof of notice of meeting or waive of notice
    - Reading of minutes of preceding meeting
    - Reports of officers
    - Reports of committees
    - Appointment of inspectors of election, when required
    - Announcement of the intent to cumulate votes, when required
    - Election of members to the board, when required
    - Unfinished business
    - New business
    - Adjournment
  + No compensation is allowed, but reimbursement of proper expenses is
  + A minimum of two Board meetings are required annually
  + A Board meeting quorum is defined as a majority of the members
  + Only the President has to be on the Board of Directors. All other positions can be filled by non-Board members
  + One person can hold two or more positions, with the exception of President and Secretary
  + Any officer can be removed from the Board by a majority vote from the remaining members
  + Resignation from the Board requires written notification and may be immediate
  + The Secretary keeps the minutes and is the keeper of the Book of Membership
  + Violators have a right to a hearing, to be heard before the Board votes. These hearings are not open to the public
  + If the Violator doesn’t like the outcome of the vote, they have a right to an appeal
  + Any Member can inspect the books on demand
  + The fiscal year is the calendar year
  + Bylaws can be amended by a majority vote from the Board
* March 7th, 2002 - Resolution for the collection of unpaid dues
  + Once annual dues are 30 days late, they start accruing 10% annual interest
* February 3rd, 2003 – 1st amendment
  + Imposes vehicle restrictions
  + No dumping
  + Outside signage restrictions
  + If you don’t take care of your place, we can do it for you, then bill you.
* March 26th, 2004 – 2nd amendment
  + This amendment was put in place in order to gift the stretch of land east of Eastglen to Treitsch church.