



# WINDMILL FARMS HOME OWNERS ASSOCIATION BYLAWS

## Article I – NAME

Windmill Farms Home Owners Association is hereafter referred to as the WFHOA.

## Article II – PURPOSE

Purpose of WFHOA Bylaws:

1. Is to enforce and make additions to the current Declaration of Covenants Conditions and Restrictions (CC&Rs) for Windmill Farms dated 17 December 2003. The Bylaws do not change any aspects of the CC&Rs unless specifically stated so.

## Article III – BYLAWS

The WFHOA Bylaws, hereafter referred to as Bylaws, shall contain provisions for the regulation and management of the affairs of the WFHOA. These Bylaws may be amended, repealed, added to, or altered by a majority vote of the membership present in person at a properly called meeting having a quorum. Notice of this meeting shall contain proposed Bylaw changes.

## Article IV – WFHOA BOARD OF DIRECTORS

The following are position descriptions for the board of directors. All positions shall perform, at a minimum, the duties described below. All duties below are not inclusive and may increase due to unforeseen circumstances. The duties are in addition to those set forth in the CC&Rs Section 5.03 paragraph B.

### 1. President:

- Shall be the chief executive officer and have general and active management of all business executed within WFHOA
- Shall preside at all meetings of the Members and Directors
- Shall be a member of all standing committees
- Shall see all orders and resolutions of the Board are carried into effect.
- Shall execute bonds, mortgages and other contracts or documents as required
- Ensure all WFHOA CC&Rs are abided by all members and Board of Directors
- Shall officially represent the WFHOA in all matters and relations with other organizations, corporations, associations, governmental units and the public in general
- Shall oversee all Committee activities and funding requests

### 2. Vice President:

- Shall backup the President's actions and ensure all decisions are within the guidelines of the CC&Rs and Bylaws
- Shall be a voting member of all decisions made by the board of directors
- Shall execute all President's duties

3. Secretary:

- Shall attend all meetings of the boards and meetings of the members,
- Shall record all votes and the minutes of all proceedings in a book or books to be kept for the purpose
- Shall perform like duties for the standing committees when required
- Shall give, or cause to be given, notice of all meetings of the members and of the Board of Directors
- Assist all WFHOA committees with required information
- Assist President with the creation and mailing of quarterly WFHOA Newsletter
- Shall perform such other duties as may be prescribed by the Board of the President in relation to WFHOA
- Shall be responsible for the proper recording of all duly adopted amendments to the Governing Documents
- Shall be a participating and voting member of all decisions made by the board of directors

4. Assistant Secretary:

- Shall be able to execute all Secretary duties listed above
- Shall be present, participate and a voting member at all board of directors meetings

5. Treasurer:

- Shall have responsibility for the collection, safe-keeping, and disbursement of funds
- Shall keep full and accurate accounts of receipts and disbursements in books belonging to WFHOA, to include all receipts for disbursements
- Shall deposit monies and other valuable effects in the name and to the credit of the WFHOA in such depositories as designated by the board of directors
- Shall prepare the budget for WFHOA
- Shall disburse the funds of the WFHOA, making proper vouchers for such disbursements as approved by the budget, all other funds must be approved prior to disbursement
- Shall present, as required, an account of all transactions and of the financial condition of the WFHOA, all WFHOA meetings at a minimum
- Shall render books belonging to WFHOA for audit at end of year or any time as directed by President
- Shall submit books for taxes/bookkeeping services

6. Assistant Treasurer:

- Shall be able to execute all Treasurer duties listed above
- Shall be present, participate and a voting member at all board of directors meetings

7. All Primary and Assistant positions shall coordinate the division of duties to reduce the workload and ensure all the duties are completed.

8. If a vacancy shall occur in the board of directors by reason of death, disability, or resignation, the board of directors shall fill the vacancy by temporary appointment until an election is held at a properly called meeting of the members. If the vacancy is the President, the Vice President shall serve as President, and a special meeting shall be held within one month to elect a new President.

## Article V – WFHOA MEETINGS

In addition to CC&Rs Section 5.04, Duties of the Association:

1. The board of directors shall hold two WFHOA Member's meetings per year to ensure WFHOA Members are up to date with WFHOA activities. It is imperative the WFHOA Members attend these meetings to allow their concerns are heard and their votes counted.
2. The president shall hold a meeting upon written request of twenty members. Such written request shall be presented to the President of the Association.
3. It is the responsibility of the president to announce such meetings along with the agenda to all WFHOA members. Member's meetings shall be held in a public place.
4. The president shall hold board of directors meetings, at a minimum, semi-annually.

## Article VI – WFHOA COMMITTEES

In addition to the CC&Rs Article IV, Architectural Committee:

### 1. Architectural Committee:

- All requests for Architectural Committee vote/approval are required to be sent to the WFHOA, ATTN: Architectural Committee, PO Box 1049, Nicoma Park, OK 73066

### 2. Maintenance Committee:

The following define the minimum responsibilities for the WFHOA Maintenance Committee:

- Shall elect a Committee Chair elected by the members in the committee.
- Shall have a secretary record the actions and decisions of the committee; minutes shall be turn into the WFHOA Secretary
- Shall ensure all street lights and roads are maintained in operating conditions, to include lights around the pond
- Shall ensure all sprinkler and common area fences are in operating condition
- Shall ensure all construction sites are clean and screened so construction debris does not land in our streets
- Shall obtain quotes for lawn/landscaping upkeep and repair for all common areas, to include the pond and future park areas; make appropriate recommendations to the board of directors for voting
- Shall obtain quotes for any approved construction requirements and make appropriate recommendations to the board of directors for voting

### 3. Entertainment Committee:

The following define the minimum responsibilities for the WFHOA Entertainment Committee:

- Shall elect a Committee Chair elected by the members in the committee.
- Shall have a secretary record the actions and decisions of the committee; minutes shall be turn into the WFHOA Secretary
- Shall submit all activities dates and budget to the board of directors for approval
- Shall coordinate and conduct an annual Neighborhood Yard Sale
- Shall coordinate and conduct an annual Neighborhood Block Party

- Shall advertise the MWC Neighborhood Association Celebration
- Shall coordinate and conduct National Night Out Celebration
- Shall ensure all new homeowners receive a WFHOA Welcome packet, to include, at a minimum, a personal greeting, a copy of CC&Rs and recent minutes from the WFHOA Members meetings

Article VII – Common Areas:

In addition to the CC&Rs Article VII, Section 7.03:

1. If the DECLARANT donates the lot planned for WFHOA Park known as Lot 1 Block 5 Windmill Farms Section 3, Midwest City, Oklahoma, 73130 located at 603 Slim Drive, Midwest City, Oklahoma, 73130, the following will apply:

- Default. If at any time the DECLARANT believes the park is not maintained (i.e. mowing, trash removal, and park upkeep) the DECLARANT will give the WFHOA 90 day notice of donation revocation. If the WFHOA does not act on this notice, then the WFHOA will have another 90 days to remove all renovations made to the lot. The lot will be returned to the DECLARANT in its original condition.
- Maintained. Definition of maintained is the requirement of the WFHOA ensuring the lawn, landscaping and play equipment is maintained in excellent working condition. All acts of vandalism must be repaired and/or removed immediately.
- Responsibility. Park is to be used by the WFHOA Members only. It is every Member's responsibility to ensure proper use of the park/common areas. All trash must be immediately removed. All damage must be reported to the WFHOA Board of Directors. Any intentional damage/misuse of equipment will be the responsibility of the WFHOA Member to repair/replace damaged equipment.