

St. Clair Homeowners Association, Inc. (SCHA)

Revised and adopted at Membership Meeting of November 14, 2021

Replacing those adopted November 2020

Section A. – The name of this association shall be St. Clair Homeowners Association, Inc. hereinafter referred to as SCHA.

ARTICLE II. OBJECTIVES

The objectives of the SCHA are:

Section A- To promote the general welfare of the St. Clair community, provide for maintenance of the SD entry, community lighting in St. Clair community. We encourage your participation in the HOA as the dues collected maintain the entryway and pay for lighting of the front end and lights throughout the community.

Section B.- To establish an organized body to serve as the voice of the St. Clair community with regard to proposed projects or legislation on St. Simons Island or in Glynn county when these matters may affect the well- being of St. Clair homeowners.

Section C.- To support the scope and restrictions of the county for St. Clair subdivision as set forth in the records of Glynn county, State of Georgia.

ARTICLE III- MEMBERSHIP

Section A- ... Each property owner is entitled to one membership upon payment of annual dues. Reference to MEMBERSHIP throughout the Bylaws shall mean those residents who have paid their dues.

ARTICLE IV- DUES

Section A- The annual dues shall be established for each calendar year at the annual meeting of the Association. New members joining after July 1 shall pay 50% of the annual dues for that calendar year.

Section B- A directory of all property owners, homeowners, and tenants in St. Clair community will be provided annually ONLINE and each MEMBER shall have access to it through the MEMBERS portal.

ARTICLE V- MEETINGS

Section A- The annual general membership meeting will be held each year in November. Special meetings may be called, as the Board of Directors deem advisable, for the conduct of business of the association.

Section B- Notice of the annual or special meetings of the SCHA shall be given to all MEMBERS in writing at least ten days before the date set for the meeting. This notice shall be e-mailed to those who have e-mail addresses; mailed to those who do not. This notice shall include a general statement of the matters to be discussed, and the time, date, and place of the meeting.

Section C- At the meeting of this association a quorum shall consist of representation from at least 15% of the membership.

Section D- The proceedings of all meetings of the SCHA will be governed by **Roberts Rules of Order.**

ARTICLE VI- ASSESSMENTS

Section A- Approval of any proposed assessments shall require a majority vote of the eligible voters who are present at the meeting.

ARTICLE VII-OFFICERS AND DIRECTORS

Section A- The Board of Directors shall be the ruling body of the SCHA and shall be composed of the President, Vice-President/Treasurer and Secretary and four Directors-at-Large (who are not officers), and the most recent past President of the SCHA residing in the St. Clair subdivision. If the latter is not available, a 5th director nominee shall be elected at the annual meeting.

Section B- The Directors shall be empowered to expend the monies in the budget approved at the annual meeting and may spend up to \$1000 on a non-budget emergency item without seeking approval from the membership at large.

Section C- The Board shall hold meetings as needed under such rules as they may prescribe. A quorum for the conduct of business shall consist of five members.

Section D- The board may invite others to attend their meetings in an advisory capacity, but only Directors shall have a vote.

Section E- Terms of Office

1. Each officer or director is elected for a two-year term of office expiring each year on December 31. No officer may succeed him/herself more than two consecutive times (six year's span) unless one year intervenes between tenures.
2. Vacancies which occur among the officers or directors, other than by the expiration of their terms of office, shall be filled by a majority vote of the BOARD of DIRECTORS, and the elect shall serve until the term expires.

Section F- The President shall be responsible for the efficient operation of the SCHA through his/her planning and directing of the officers, committees, and directors. The President shall preside at all meetings of the SCHA and the Board of Directors. In his/her absence his/her duties shall be vested with the Vice-President/Treasurer, and in the absence of both, any member of the BOARD, when duly designated by the President or Vice-President/Treasurer. The President shall appoint standing and Ad Hoc Committees. He/she shall be an ex-officio member of all committees except the auditing and nominating committees. He/she shall be empowered by signature card to sign checks on behalf of the SCHA in the absence of the Treasurer.

-The Vice President/Treasurer will act in the absence of the President and perform such other duties as assigned by the President.

-The Secretary shall keep the minutes of all meetings of the SCHA and the Board of Directors; shall be the custodian of the minutes and correspondence and shall send notices of all meetings. The Secretary

shall serve as a member of the Membership committee and shall keep a directory listing of the members of the SCHA, and maintain the SCHA website.

-The Treasurer shall have care and custody of and be responsible for all funds and finances of SCHA, subject to the direction and supervision of the Board. He/she shall deposit in a responsible depository all monies received for the account of the SCHA, and shall make all disbursements for the SCHA by check. He/she shall prepare yearly statements and a budget, detailing anticipated expenses and income for the ensuing year for presentation to the Board prior to the annual meeting.

ARTICLE VIII-COMMITTEES

Section A- General

1. Suggested standing committees are those having a continuing function and include landscape and beautification, hospitality/social and others as needed
2. Special committees are those having a special once a year function and include the auditing and nominating committees.
3. Ad Hoc committees are those appointed by the President to perform a specific function and then disband.
4. A committee member must be a member of the SCHA
5. Committee chairmen shall keep a record of their activities to be turned over to the President for reporting annual progress and the continuity of that function.

Section B- The auditing committee shall be appointed by the Board of Directors to audit the Treasurer's books for each fiscal (calendar) year; not later than the first day of February of each year. It shall be composed of a chairman plus two members, none of whom are members of the Board. Their report shall be submitted to the Board.

Section C- The nominating committee shall be appointed by the President at least thirty days prior to the annual meeting and composed of the immediate past President as chairman (or a predecessor if the former no longer resides in St. Clair) and three additional members of the SCHA. They shall submit a slate of three officers and five Directors-at-Large, one of whom is the most recent past President still residing in the St. Clair community. If not available, a replacement Director nominee will be submitted. (All nominees must have agreed to serve if elected.) The slate of nominees shall be presented to the members at the annual meeting.

Section D- The parkway maintenance function shall supervise volunteer weeding, spraying, seeding, fertilizing, bush and hedge trimming on the parkway, and other upkeep and replacement work on the entrance as required; contract for and expedite mowing service; maintain sprinkler and pumping systems, and work with the landscaping and beautification committee. The landscape and beautification committee continually updates the MASTER PLAN FOR PARKWAY LANDSCAPING AND BEAUTIFICATION, consults with county agent(s) or others and recommends improvements in plantings and replacement of foliage.

Section E- The hospitality/social committee arranges for social programs involving all of SCHA as authorized by the Board, collects monies and authorizes the Treasurer to dispense these funds for social events.

ARTICLE IX- ORDER OF BUSINESS AT MEMBERSHIP MEETINGS OF SCHA

Section A- Annual Meeting

1. Reading and approval of the minutes of previous annual or membership meeting
2. Report of the Treasurer
3. Report of the auditing committee
4. Old business
5. Report of standing committees
6. Report of Ad Hoc committees
7. President's report
8. Approve next year's budget of income and expense and set annual dues
9. New business
10. Membership comments
11. Report of the nominating committee
12. Election of officers and directors
13. Adjournment

Section B- All other called or special meetings will follow the order of the business listed in Section A of above, but omit numbers 3,8,11,12

ARTICLE X- AMENDMENTS TO THE BYLAWS

Section A- Bylaws may be adopted, amended, or repealed by a simple majority vote of those members of the SCHA present at any regular or special meeting called for that purpose, provided that each of those members has been provided, in writing, the text of the proposed amendment(s) at a previous meeting or by e-mail to those who have an e-mail address, in person, or by mail to the addresses of those not having e-mail addresses, listed on the records of the SCHA either prior to the meeting date, or at the meeting itself.

ARTICLE XI- DISSOLUTION OF THE SCHA

Section A- The decision to dissolve SCHA shall be evidenced by a two-thirds vote of the members present at any regular meeting or special meeting called for that purpose.

Section B- If an affirmative vote is received, the assets of the SCHA, after payment of all debts, shall be distributed by the Board of Directors to a successor organization to SCHA, which has the same purposes of the present SCHA or in equal shares to the Glynn County Salvation Army and United Way.

END OF THE BYLAWS