

Sleepy Hollow Neighborhood Association

BYLAWS

1. NAME

- A. The name of this voluntary organization is the Sleepy Hollow Neighborhood Association

2. PURPOSE

- A. To improve, protect, preserve and beautify Sleepy Hollow including, but not limited to, maintaining our distinctive street signs, and the maintenance, irrigation, and lighting of the Sleepy Hollow Gates.
- B. To create a sense of community among neighbors.
- C. To promote crime deterrence and safety best practices.

3. MEMBERSHIP

- A. Members will be residents from the geographic area of the Sleepy Hollow Neighborhood Association, which includes all households located on streets north of the Sleepy Hollow gate accessible from Lombardy Lane and connecting streets, except those household holding membership in another neighborhood association.
- B. Participation in the Sleepy Hollow Neighborhood Association is completely voluntary.
- C. Active Members: Persons residing in the Sleepy Hollow Neighborhood who have paid annual dues (as described in section 7 below) as set by the Leadership Council shall be deemed active members and shall be entitled to such rights and privileges as may be granted by the Leadership Council.

4. LEADERSHIP

- A. The Leadership Council consists of: President (or co-presidents), Treasurer, Secretary, Social Chair, Architectural Review Chair and Gate Beautification Chair.
- B. The Leadership Council will initially self-constitute an interim leadership council until first elections
- C. A leadership member may serve in no more than two positions concurrently (from the aggregate of positions described in sections LEADERSHIP Section A. and B. above), President and Treasurer CANNOT be the same person.
- D. The Leadership Council will have full authority to coordinate the activities of the Sleepy Hollow Neighborhood Association, including the authority to open and manage a bank account, sign contracts with vendors, receive and disburse funds, and manage any other business of the organization.
- E. Leadership Council meetings will be called by the President as needed, but at least once a year, and at least two weeks before the full Sleepy Hollow Neighborhood Association meeting at which elections are held. Any Sleepy Hollow Neighborhood Association member may request to attend a Leadership Council meeting.

5. MEETINGS

- A. The Sleepy Hollow Neighborhood Association will meet at least annually or more frequently as determined by the Leadership Council. Meetings will be held within the Sleepy Hollow Neighborhood.

- B. The general Sleepy Hollow Neighborhood Association meeting will be announced and the agenda, including approval of minutes, a chair, a treasurer's report, reports from committees, elections and old and new business, will be publicized to the neighborhood at least two weeks but not more than 30 days in advance.
- C. If a vote is taken at a meeting, a quorum of at least five active members (as described in 1. C above, present or by proxy) must be present for the vote.

6. ELECTIONS

- A. Any active member can hold a Leadership position. (As defined in 1. C. above)
- B. After an interim period, and no later than April 27, 2018, the members of the Leadership Council will be elected by a majority vote of Sleepy Hollow Neighborhood Association active members (as described in 1. C above, present or by proxy) at a full Sleepy Hollow Neighborhood Association assembly. Subsequent elections will be held no later than April 27th of each following year at a full Sleepy Hollow Neighborhood Association meeting.
- C. Each Leader will serve a two-year term, except for the interim Leaders elected in 2018, or Leaders elected for partial term.
- D. Any Sleepy Hollow Neighborhood Association active member (as described in 1. C above) is eligible to run for any open position.
- E. Leadership Council members will be elected by the Sleepy Hollow Neighborhood Association membership by a majority of those present and voting, assuming a quorum of five active members (as described in 1. C above) has been reached.
- F. Vacancies may be filled by the Leadership Council in the interim between elections.

7. SALARIES

- A. No member of the Sleepy Hollow Neighborhood Association will be compensated. There will be no employees.

8. COMMITTEES

- A. Committees will be created as determined by the Leadership Council, based on neighborhood input.
- B. Any Sleepy Hollow Neighborhood Association resident may serve on a committee.
- C. Committees will report to, and be supported by the Leadership Council.

9. FINANCES

- A. Annual Dues will be collected to provide for neighborhood projects, such as gate utilities and maintenance, street sign repairs, beautification projects (re-landscaping the gate), security projects (i.e. Camera equipment, Infra-red lights, and maintenance), and reasonable administrative fees (P.O. Box and bank account fees) and to help offset an annual social event.
- B. All contributions are considered equal regardless of the actual amount. No member shall have greater influence or more votes because of larger contribution amounts.
- C. The amount(s) will be recommended by the project committee and requested by the Leadership Council from the membership. Amounts received as membership contributions are transferred and held in trust to provide for the

management, maintenance, and care of association property/equipment if they are not used for association purposes during the year.

- D. Payment of Contributions. Contributions will be paid to the Sleepy Hollow Neighborhood Association, collected by the Treasurer, and kept in a Sleepy Hollow Neighborhood Association bank account.
- E. All requests for funds must be approved by the Leadership Council.
- F. All expenditures must be approved in advance by the Leadership Council.

10. RECORDS AND REPORTS

- A. The accounts, books, and financial records will be kept by the Treasurer, and will be made available to any Sleepy Hollow Neighborhood Association member upon request.
- B. Minutes from Leadership Council meetings, Official correspondence, all revisions of bylaws, minutes of Member meetings, are kept by the Secretary.
- C. Minutes of each general neighborhood meeting and will be made available to any Sleepy Hollow Neighborhood Association member upon request.

11. AMENDMENTS

- A. Any active member (as described in 1. C above) can initiate an amendment to these by-laws.
- B. The proposed amendment will be considered and voted upon at a duly called general meeting.
- C. The proposed amendment will be publicized to members of the Sleepy Hollow Neighborhood Association at least two weeks but not more than 30 days in advance of the voting.
- D. Changes to Bylaws requires 2/3 majority of active members (as described in 1. C above, present or by proxy), and requires a quorum of 10 active members (as described in 1. C above, present or by proxy).

DISSOLUTION

- E. The Sleepy Hollow Neighborhood Association may initiate the process to dissolve if a 2/3 majority of the membership votes for this course of action at a duly called meeting.
- F. As a nonprofit, and though it is an unincorporated association, any remaining assets of the Sleepy Hollow Neighborhood Association must be given to another nonprofit, in accordance with California law.

SIGNATURES

Carol Brovelli, co- President (date)

Sara Nelson, co- President (date)

Lucinda Bald, Treasurer (date)

Carol Brovelli, Acting Secretary (date)

Ian Baird, Architectural Review Board Chair (date)

Sara Nelson, Social Chair (date)

Jim Brovelli, Acting Gate Beautification Chair (date)