

Homeowners Club of Thomas Manor (HCTM)  
By-Laws

Article I - NAME

Section 1 - Name: This organization shall be known as the Homeowners Club of Thomas Manor (HCTM). HCTM will operate as a non-profit organization.

Section 2 - Fiscal Year: The fiscal year of HCTM shall begin on the 1st day of January every year through the last day of December unless amended as appropriate from time to time.

Article II - PURPOSE

Section 1 - General: The purpose of HCTM shall be to maintain and improve the general welfare and assets for the benefits of the community of its members.

Section 2 - Community Improvement: HCTM shall involve itself in matters dealing with the improvement of the community assets to include items such as beautification and maintenance of grass, shrubbery, and other ornaments associated with common property that includes the front entrance to the subdivision.

Section 3 - Social activities: HCTM shall from time-to-time arrange, promote, and participate in social activities of the family type with the intention of promoting goodwill and better understanding of the community.

Article III - MEMBERSHIP

Section 1 - General: Membership is voluntary but is encouraged to include all residents of Thomas Manor.

Section 2 - Voting Members: Households who contribute an annual donation currently (FY11-12) determined to be \$50.00 will be voting members of HCTM. Each paying household of Thomas Manor constituting the membership of HCTM shall have 1 (one) membership vote. Matters that require a vote include but not limited to:

- Election of officers
- Amendments to the by-laws
- Any business deemed appropriate by the officers to be brought before the membership

Article IV - OFFICERS

Section 1 - Officers: The officers of HCTM shall include a President/Coordinator, Vice President, Secretary, and Treasurer.

Section 2 - Election: The officers shall be elected at the annual meeting to be held the second Thursday of November each year and shall hold their respective offices for a term of 1 year and until their successors take office. Each term of office shall start in January of the following year. The term shall follow the election or determination of the Fiscal Year.

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Article V - OFFICERS AND DUTIES

Section 1 - President/Coordinator: Responsible for organization of any activities within Thomas Manor and preside over / moderate any official functions or meetings of HCTM. He/she is obligated to represent HCTM with integrity and in a manner that will serve the best interest of the members / residents. Further, He/She will facilitate any required mediation in the event of any disagreement between homeowners regarding any concerns that pertains to promoting HCTM community objectives.

Section 2 - Vice/President: Responsible for organizing all HCTM activities in a supporting role to the President in his/her absence; performs duties of the President; and other duties as required.

Section 3 - Secretary: Responsible for keeping minutes of all meetings, maintaining a file copy of minutes for archiving purposes, distributing articles of community interest, advertising special events, and other duties as required.

Section 4 - Treasurer: Responsible for maintenance of a bank checking account in terms of receiving donations of dues from the general membership and provide them with receipts. The Treasurer is to make deposits to the account as necessary and maintain a record showing members who have paid their dues, to disburse funds and write checks to pay any reasonable bills submitted to HCTM. The Treasurer will maintain a record showing balance of monies available for expenditure and provide a periodic financial report to the general membership.

Article VI - COMMITTEES

Committees shall be appointed on as-needed basis by the President/Coordinator and be approved by a majority vote of the voting members present at the meeting at which time the appointments are made.

Article VII - DUES

Though voluntary in nature, each household of the HCTM is encouraged to donate an annual fee of \$ 50.00 (current for FY11-12) to aid in financing routine maintenance and improvement to the HCTM community assets upon which a receipt will be provided if requested.

Article VIII - MEETINGS

HCTM shall hold one annual meeting and any number of special meetings as necessary to be called by the President/Coordinator. The meetings will be conducted in a manner consistent with the Robert's Rule of Order.

Article IX - AMENDMENTS

The By-Laws may be amended at any membership meeting (regular or special/called) by a majority vote of the voting members present.