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BRIDGEWOOD PLACE HOMES ASSOCIATION



Kelly Hall  
Recorder of Deeds

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FEB 14 2019

KELLY HALL, Recorder of Deeds  
Christian County

4:17pm  
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## BRIDGEWOOD PLACE HOMES ASSOCIATION BYLAWS

DATE: NOVEMBER 14, 2018

GRANTORS: BRIDGEWOOD PLACE HOMES ASSOCIATION

GRANTEE: BRIDGEWOOD PLACE, BRIDGEWOOD PLACE 2<sup>ND</sup>  
ADDITION & BRIDGEWOOD PLACE 3<sup>RD</sup> ADDITION

GRANTEES MAILING ADDRESS: 653 BRIDGEWOOD CIRCLE, NIXA MO  
65714

LEGAL: <sup>Book G Page 479</sup> BRIDGEWOOD PLACE, <sup>Book G Page 688</sup> BRIDGEWOOD PLACE REPLAT,  
<sup>Book G Page 606</sup> BRIDGEWOOD PLACE 2<sup>ND</sup> ADDITION, BRIDGEWOOD PLACE  
3<sup>RD</sup> ADDITION, <sup>Book G Page 740</sup> BRIDGEWOOD PLACE 3<sup>RD</sup> ADDITION REPLAT <sup>Book G Page 839</sup>

## **ARTICLE I: NAME**

The name of the organization shall be Bridgewood Place Homes Association.

## **ARTICLE II: PURPOSE**

The purposes for which this Association is organized are:

- a) To consider and act on issues that affect the livability and quality of the neighborhood;
- b) To provide an open process by which all potential members may involve themselves in the affairs of the neighborhood;
- c) For such other purposes as are approved by the board or membership.

## **ARTICLE III: BOUNDARIES**

The boundaries of the Neighborhood Association shall be defined as:

- o Bridgewood Place Homes Association is bound on the north by Glen Oaks Estates 2<sup>nd</sup> Addition neighborhood, on the east by Matthews Elementary and property owned by the Nixa School District, on the south by the pond drainage area and Nixa High School owned by the Nixa School District, and on the west by Nicholas Road (Hwy M).  
Bridgewood Place Homes Association common areas to maintain and for the enjoyment are the front entrance fence area, the green space, the walking path near the drainage pond and bridge.

## **ARTICLE IV: MEMBERSHIP**

**Section 1:** Per written/recorded covenants of Bridgewood Place Homes Association, membership exists just by the process of ownership within Bridgewood Place Subdivision. As also stated, membership and yearly dues can NOT be opted out of whether common areas are utilized or not. Also, through ownership in the Bridgewood Place Subdivision, it is understood that property owner acknowledges they are responsible for abiding by recorded Covenants and Restrictions and bylaws of Bridgewood Place Homes Association.

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**Section 2: Dues or Fees.** Dues or fees shall be required, as determined by the Bridgewood Place Homes Association and due October 1 (for that current year) for maintenance, upkeep, insurance and improvements.

**Section 3: Voting.** Each owner (per unit) shall be entitled to one vote for all decision making/voting rights, election of officers and covenant/bylaws amendments.

Any member may attend and vote in person or by a proxy holder duly appointed by a written proxy signed by a member.

## **ARTICLE V: BOARD OF DIRECTORS**

**Section 1:** For the Bridgewood Place Homes Association, when the board is referenced, it shall mean the elected officers.

## **ARTICLE VI: OFFICERS**

**Section 1:** The officer of this association must be composed of three to four members, made up of these options; 1) President, Vice President, Secretary and Treasurer; 2) President, Vice President, and Secretary / Treasurer; or 3) President, Secretary and Treasurer.

**Section 2: Terms of Office:** The officers shall serve a two-year term.

### **Section 3: Officers Designation and Duties**

a) **President.** The president shall be the chief executive officer of the Corporation known as Bridgewood Place Homes Association and shall exercise general supervision and direction over the management and conduct the affairs and business of the Corporation. The president shall preside at all meetings of the members and board meetings of the officers.

b) **Vice President.** The Vice President, if one shall be elected, shall assume and perform the duties of the President in the absence of the President or when the office of President is vacant.

c) **Secretary.** The Secretary shall have charge of the membership ledger, and other documents required to be filed with the Corporation in Missouri. The Secretary shall record all proceedings of the meetings of the members and officers. A duplicate copy to

be kept for the purpose of the Corporation in Missouri and perform such other duties that shall be assigned. The Secretary shall work with the Treasurer to keep corporation filings current with the Missouri Secretary of State. In the absence of the Secretary from any such meeting, a temporary Secretary shall be chosen who shall record the proceedings of such meeting.

d) **Treasurer.** The treasurer shall have the care and custody of the funds and valuable papers of the Corporation, shall have the power to endorse for deposit or collection of checks and other obligations of payment of money for the corporation. Treasurer shall keep or cause to be kept accurate financial books and accounts of the Corporation and to render statements of the same in such form and as often as required. Treasurer and President shall be authorized with signatures for the Homeowner's Association checks. Any check written over \$1000.00 must have two signatures. Treasurer shall also be responsible for assuring that appropriate tax documents are filed yearly.

## **ARTICLE VII: MEETINGS**

### **Section 1: Membership Meetings**

a) Membership meetings will be held at least 1(one) time a year at a day and time set by the board, generally to be held in September/October.

b) Notice of membership meetings to members must be at least 21 days in advance of the meeting.

c) A quorum for a membership meeting constitutes attendance by two (2) officers and 10 voting members, which can be achieved with proxies as well. This number represents approximately 25% of the neighborhood represented, (there are 44 units in the neighborhood) This quorum constitutes the minimum to conduct regular business. Changes to the covenants, require the original 2/3 membership present, or represented by proxy, or 29.

Claiming non-receipt of notified meeting shall not invalidate the meeting.

A meeting held that does not meet quorum can be adjourned and rescheduled.

## **Section 2: Board Meetings**

- a) The board shall meet at least as needed, a minimum of one time a year.
- b) Quorum: A quorum for a board meeting shall be a majority of the number of Board members in office immediately before the meeting begins.

## **Section 3: Deliberation and Decision Making**

The board shall make all decisions by majority vote.

# **ARTICLE VIII: ELECTIONS**

**Section 1: Biennial Election.** Officer review shall take place every other year. Members shall elect the officers at a homeowner's meeting by secret paper ballot. Candidates receiving the majority vote are elected to the officer board.

# **ARTICLE IX: CONFLICT OF INTEREST**

To protect the integrity of the association's decision-making processes, Officers of the Board will disclose to the homeowners any interest they have in a transaction or decision of the board that may result in a financial benefit or gain to them and/or their business, family members and/or significant other, employer, and/or close associates, and other nonprofit organizations with which they are affiliated. The individual(s) with conflict of interest will not be present for or participate in any board discussion of or vote on the transaction or decision.

# **ARTICLE X: NON-DISCRIMINATION**

The association will not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income, or political affiliation in any of its policies, recommendations or actions.

## ARTICLE XI: AMENDMENT OF BYLAWS

- a) All amendments to these bylaws must be proposed in writing and announced in the published agenda of a membership meeting.
- b) Adoption and amendment of these bylaws require a two-thirds (2/3) vote by the members present at a general meeting.

### Adoption:

Date Adopted: November 14, 2018

Previous Revisions: possible approved draft 1/23/1996

Taylor Bacon, Taylor Bacon, Secretary, Bridgewood Place Homes Assn.

State of Missouri

County of Christian

On this 9<sup>th</sup> day of February, 2019, before me appeared Taylor Bacon, to me personally known, who, being by me duly sworn did say that she is Secretary of Bridgewood Place Homes Association, that said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors, that said corporation is now in good standing and acknowledged said instrument to be the free act and deed of said corporation.

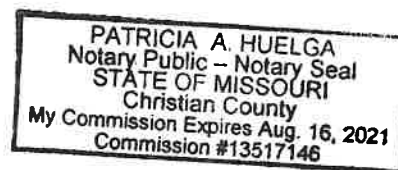
In witness whereof, I hereto set my hand and official seal.

Patricia A. Huelga

Notary Public

Patricia A. Huelga

My Commission Expires: 8/16/2021



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