

BYLAWS
COUNCIL OF HOMEOWNER ORGANIZATIONS FOR A PLANNED ENVIRONMENT

Article I
Definitions

1.1 Name: This council is an unincorporated domestic non-profit association and its name shall be the Council of Homeowners Organization for Planned Environment, hereinafter known as the Council and/or Cohope.

1.2 Purpose: The purpose of the Council shall be to assimilate problems and concerns, propose solutions and distribute information to member associations within the boundaries hereinafter described. The Council shall also take unified affirmative action to promote positive governmental action consistent with needs in our area.

1.3 Address: The address of this Council shall be the same as that of President or such other address as designated in writing by the President, and shall be within the area hereinafter described.

1.4 Area: The area served by the Council shall be defined primarily by the following boundaries: On the north - Hampden Avenue (US 285), on the east and south - the Jefferson County Boundary Line, on the west - to a line formed by the 6,200 foot elevation marks first encountered west of the east Boundary Line of Jefferson County (the "Service Area").

Article II
Membership

2.1 Qualification: Membership in the Council shall be open to any homeowner association or group with boundaries within the Service Area, provided the requirements of either a) or b) below are met.

a) A homeowner association or group that is either incorporated for that purpose, or is duly formed with a set of bylaws, board of directors and officers shall be entitled to regular membership and upon payment of dues, shall become a Member Association.

b) A Homeowners Association or group not meeting these criteria to become a Member Association as set forth in 2.1 (a) above may be represented by Delegates at Large as set forth in section 2.3 below.

c) Membership shall be annually confirmed by payment of the dues (section 7.4).

d) Homeowners associations, groups or individuals outside the primary service area may join Cohope either as full members or delegates at large by following the Designation and Application steps as set forth in sections 2.3a to 2.3d.

2.2 Delegates: Each Member Association shall be represented by up to two voting delegates. The Delegates shall be designated in writing by the President of each respective regular Member Association and filed with the Secretary of Council.

2.3 Delegates At Large: Designation and Application of process shall be:

- a) Any person or group of persons residing in the Service Area who are not represented by a Member Association, or who believe that the Member Association does not represent the interests of such persons, may petition the Council for a Delegate At Large to represent them by a written request to the Secretary of Council.
- b) The Secretary of Council shall present such petition to the Delegates present at the next regular meeting after receipt of written request.
- c) The Delegates at such meeting shall vote whether to allow representation by a Delegate At Large or to reject such a request.
- d) If Delegate At Large status is allowed, then, upon payment of appropriate dues, the person designated in the request to serve as the Delegate At Large shall have all of the voting rights and privileges of a Delegate representing a Member Association (all references to Delegate(s) hereinafter shall include such Delegates At Large).
- e) There shall be no more than two (2) Delegates at Large representing any one geographic area containing fifty (50) or fewer homes.

2.4 Delegate Responsibilities: Each Delegate shall act as a liaison between the Council and the respective group they represent. It shall be their responsibility to:

- a) Present common problems and concerns to the Council as directed by their Board or other governing body.
- b) Report Council solutions and discussion results to their respective Associations.
- c) Present the opinion of their respective Homeowners Association to the Council on all issues and positions.
- d) Present results of any surveys taken within the boundaries of their respective Homeowners Associations to the Council.
- e) Contribute time and effort to committees and other Council projects.
- f) Designate an alternative in his/her absence (in accordance with the rules of such Delegates Homeowners Association) by notice to an officer of the Council prior to the meeting at which the alternate shall replace such Delegate.

Article III

Meetings

3.1 Regular meetings of the Cohope Council shall be held on the first Tuesday of each month.

a) The President upon three (3) days advance notice to Delegates may call special meetings.

3.2 Voting: A quorum for conducting business at any meeting shall be five (5) Delegates or more.

a) Each Delegate present shall have one vote on each issue coming before the Council.

b) Delegates not present at a meeting shall not be allowed to vote or to have someone vote in their place except as an alternate discussed in section 2.3 above.

3.3 Holiday Conflicts: In the event that a regularly scheduled CoHope meeting falls on a designated United States of America federal holiday, that meeting may be rescheduled or cancelled by a majority vote of the membership present at the prior regularly scheduled meeting.

Article IV Elections

4.1 Elections: Only Delegates shall be qualified to be elected as Officers of the Councils.

a) Election of the officers shall be held bi-annually.

b) The President and secretary will be elected on the even years.

c) The Vice-President and Treasurer will be elected on the un-even years.

d) Each office will be held for two (2) years.

e) The Officers of the Council shall be elected by receiving a majority of the votes from Delegates present at the regular meeting held in March of each year, or any other regularly scheduled meeting agreed upon by a majority of the delegate associations with notice given to all delegates.

f) If no candidate for a voting office receives a majority of the votes in the first ballot, then a second ballot shall be cast for such office with the candidates limited to the two who received the most votes on the first ballot.

g) If there is a tie, then the candidates with an equal number of votes shall flip a coin to determine who shall be included on the second ballot.

4.2 Compensation: Officers of the Council shall receive no compensation for serving as an Officer, but may be reimbursed for reasonable out-of-pocket expenses incurred in pursuing their duties, if such reimbursement is approved by vote of the Delegates at the regular meetings.

Article V Officers and Duties

5.1 The Officers of the Council shall be the President, Vice-President, Secretary and Treasurer.

5.2 Duties of the President are:

a) President shall preside at all meetings of the Council, act as the managing Officer of the Council and perform all things incidental to the Office of President.

b) Maintaining a file of all incoming and outgoing correspondence, distributing notices of meetings and bulletins, and such other duties as may be authorized by the Council.

c) He/She will appoint a yearly audit committee.

d) At the end of his/her two (2) year term of office, the present President will become a non-voting board advisor on the board for another two (2) years to give continuity to the council.

5.3 Duties of the Vice-President are:

a) He/She will assist the President in performing his/her duties and shall preside over meetings in the absence of the President.

b) He/She shall perform such other duties as are incidental to the office of Vice-President.

5.4 The duties of the Treasurer are:

a) Act as custodian for the funds of the Council and shall have authority to sign checks with co-signature of another officer and make payment of bills and other distributions as approved by the Council.

b) He/she shall maintain the financial records of the Council and prepare the annual tax return, and budget reports for the council.

- c) He/She will send out delinquent dues notices to the Homeowners Associations.
- d) He/She will be responsible for preparation of the yearly budget.
- e) Treasurer can appoint a budget committee.

5.5 The duties of the Secretary are:

- a) He/she will keep minutes of the meetings of the Council and distribute summaries thereof to the Delegates and Member Associations.
- b) He/she shall keep an accurate list of Delegates and Member Associations, their respective addresses and phone numbers, and shall perform such other duties as incident to the Office of Secretary.

5.6 Removal of officers: Any one or all of the Offices of the Council may be removed by a two-thirds (2/3) majority vote of the Delegates present at a meeting called for the purpose of removing such officer.

5.7 Replacement of Officers: Upon vacancy of any office, the remaining Officers shall appoint a Delegate to fill said vacancy for remainder of the term. The appointment shall be ratified by a majority vote of the Delegates at the next regular meeting after such appointment.

Article VI Committees

6.1 Designation: The President, with the advice and majority consent of the Delegates, shall designate committees and appoint all committee chairmen.

Article VII Finances

7.1 Fiscal Year: The fiscal year of the Council shall begin on January 1st of each year and end on December 31st of each year.

7.2 The audit will be accomplished prior to presentation of the budget.

- a) The President will appoint a committee to audit the previous year's financial records.
- b) A report will be presented to the members at the annual appointed meeting.

7.3 The Treasurer will appoint a budget committee.

a) The budget shall be presented annually at a regularly scheduled meeting to be agreed upon by a majority of the delegate association members.

b) The budget will require a majority vote of attending delegates at the next regular meeting.

7.4 Dues: Annual dues shall be assessed to each Member Association of the Council as follows:

Delegates at Large	\$15.00
Less than 100 homes	\$20.00
101 - 500 homes	\$30.00
501 - 1000 homes	\$40.00
1,001 or more homes	\$50.00

a) Annual dues are due in April following the annual meeting.

b) Upon a regular scheduled meeting with notice to delegates, annual dues may be modified.

7.5 Council Funds: The Officers shall open and maintain such bank accounts as are necessary for the operation of the Council.

a) Such bank account(s) shall require the signature of at least two Officers on the check or for any withdrawal of funds.

b) Expenditures over \$50.00 or expenditures of any amount for other than routine operational expenses (postage, supplies, paper, etc.) must be approved by the Delegates at a regular meeting.

c) Reimbursement for expenditures of Officers or Delegates in pursuing Council business shall be made only upon presentation of proper invoices or receipts for such operation.

Article VIII Amendment of Bylaws

8.1 Procedure: The President will appoint a bylaw committee.

a) Changes will be placed in the monthly newsletter on a one time basis.

b) These Bylaws may be amended by a two-thirds (2/3) majority vote of delegates present at a regular meeting subsequent to 8.1(a) above.

By law History:

Original bylaws adopted 1983

Bylaws amended and approved November, 2000.

Bylaws amended and approved June, 2002 (Article III, sections 3.1 and 3.3)

Bylaws amended and approved January, 2003 (Article II, section 2.1a, VII section 7.4)

Bylaws amended and approved October, 2004 (Article VII, section 7.4)

Bylaws amended and approved August, 2005 (Article I section 1.4, Article II section 2.1d)