

Eucalyptus Hills Landowner's Association

Article I : Name and Purpose

- A.** The name of this organization shall be Eucalyptus Hills Landowners Association (hereinafter called the Association or EHLA).
- B.** EHLA is a California non-profit association whose purpose is
 - 1.** To promote and preserve the rural atmosphere of Eucalyptus Hills with one acre minimal residential zoning and with on-site sewage disposal systems.
 - 2.** To promote the improvement of the community through civic action, study, and enlightenment of the landowners and residences of Eucalyptus Hills.
 - 3.** To contribute to the preservation, and enhancement of Eucalyptus Hills and the surrounding areas.
 - 4.** To work together as a non-partisan and non-political civic unit.
 - 5.** To promote and protect the wishes of the majority of property owners and residents of Eucalyptus Hills in future issues that arise.

Article II : Membership

- A.** Membership is extended to all landowners and residents of Eucalyptus Hills (as defined by the US Census Tract for 2020), which is within the area west of HWY 67, North of Lakeside Avenue, South of Slaughter House Canyon Road, and East of the Santee City limits, (excluding the Navy Housing area at Eucalyptus Ridge and the Lakeside View Estate Mobile Home Park off of HWY 67). The US Census Tract Map is attached at the end of these bylaws.
- B.** Membership is attained through the payment of an annual membership fee per household, as set and approved by the board and announced at the annual meeting.
- C.** Members shall receive a receipt for membership dues, if requested.
- D.** Members shall be notified by email of important Association business, meetings, or agendas. To be notified of meetings and activities, members need to provide their email address to the Association.
- E.** Active members of legal voting age shall be eligible for elective office and board membership.

Article III : Voting Rights

Each member shall have one vote at any regular or special meeting of the Association.

Article IV : Meetings

- A. All Meetings**
 - 1.** All meetings (Annual and Board) shall be held in the Community of Lakeside, County of San Diego, State of California.

2. An annual meeting shall be held in the evening of a date set by the board.
3. Members will be notified of time, place, date, and agenda at least 7 days prior to regular board meetings and 21 days prior to the annual meeting as posted online.
4. The quorum at the annual meeting shall be at least 40 members of the Association.
5. If there is no quorum at the meeting, the meetings shall be recessed and rescheduled and recorded in the minutes. No business may be voted on when there is no quorum.

B. Board Meetings

1. Regular board meetings shall be held regularly in the evening or at a date set by the board.
2. Special board meetings may be called by the president, three board members on the same topic, or the chair of any committee set up by the EHLA Board or Association.
3. Board meetings shall be open to all EHLA members who shall be notified of time, place, date, and agenda at least seven days prior to regular board meetings via email for those who the EHLA has on their email list, and it will also be posted on the website
4. Board meetings where personnel or legal issues are the topic may or may not be open to all EHLA members. The board has the discretion to determine whether the meeting or a portion of the meeting is an open or closed meeting.
5. Voting at board meetings shall only be by board members. Each board member has one vote. Proxy voting, voting by mail, or email is not allowed.
6. A quorum at regular and special board meetings shall be 51% of board members
7. A majority vote is required for acceptance of items needing voting.

C. Special Meetings

1. Special meetings shall be called at the option of the President or upon written request of ten (10) members of the Association.
2. The call for special meetings shall state the time, place, and purpose of the meeting.
3. Discussion and action at such special meetings shall be confined to the agenda items for which the meeting was called.
4. Notification of the special meeting shall be emailed to all members for whom EHLA has an email address, and posted online at least five working days before the special meeting.
5. A quorum at the special meeting shall be at least 40 members of the Association.
6. If there is no quorum, the meeting shall be recessed and rescheduled and recorded in the minutes.
7. No business may be voted on without a quorum.

Article V : Board of Directors

A. Number of Board Members and Terms for Board Membership

1. The EHLA Board shall be composed of a maximum of nine individuals who are members of the Eucalyptus Hills Landowners Association, with four of them being Board Officers.
2. One board member shall be a representative of the Eucalyptus Hills Fire Safe Council.

3. The normal term of office for board members shall be for a period of three years with at least three of the board Members terms expiring each year. If no new EHLA members express an interest in serving on the board, a current board member's term can exceed three years.

B. Purpose and Powers

The board shall have the powers and duties necessary and appropriate to conduct the affairs of the Eucalyptus Hills Land Owners Association. These powers and duties shall include but are not limited to:

1. The board shall be the steering body of the Eucalyptus Hills Landowners Association.
2. The board shall deliberate on voted and referred items by the members at an annual meeting and as soon thereafter as possible, report its recommendations to the Association members.
3. The board shall have exclusive privilege to speak for the EHLA Association.
4. The board shall have the power to act for the EHLA between meetings, establishing, reviewing, and modifying the board policies and bylaws governing the Association.
5. Establishing and supervising adequate accounting and financial procedures.
6. Keeping records of actions taken by the board and disseminating those actions to all EHLA members as appropriate.
7. In the event that an officer or director is absent from three consecutive regular meeting without being excused, such person shall be deemed to have resigned from office. The vacancy shall be filled and approved by a majority vote of the board.

C. Nomination and Election of Board Members

1. Discussion shall be allowed for any and all nominees for the board at the annual meeting.
2. Voting shall occur by secret ballot at the annual meeting. A majority vote of those voting is required for board position.
3. Any vacancy in the board between annual meetings shall be filled and approved by a majority vote of the board.
4. The chair of the nominating committee shall count all ballots cast at the annual meeting.

D. Compensation for Board Members

No compensation shall be given or allowed for any board member and/or officer, except for any direct expenses incurred by them for EHLA business and unless there has been prior board approval for the expenditures.

E. Board Officers and Term of Office

1. There shall be five officers of EHLA as follows: President, Vice President, Treasurer, Secretary, and Eucalyptus Hills Fire Safe Council (EHFSC) rep.
2. The term of office shall be one year or until the next general meeting.

3. New board members are to be nominated either in advance of or at the annual meeting and voted on at the annual meeting by a majority vote of members present.
4. Board officers will be selected by board members at the first meeting following the annual meeting by a majority vote of the board.

F. Duties of Officers

1. President

- a. Preside at all meetings
- b. Normally function as spokesperson on statements of policy.
- c. Supervise the activities of EHLA and work in conjunction with the Lakeside Community Plan and with the policies and programs of EHLA.
- d. Normally co-sign checks for the disposition of funds as authorized by the Board of Directors.
- e. Appoint, with board approval, all committees unless otherwise provided for and, if necessary, appoint alternates to committees.
- f. Is ex-officio on all committees.
- g. Call a special meeting when necessary or when a signed petition of 10 or more active members is given to the board.
- h. Perform such other duties as pertain to the office or which may from time to time be delegated by the board or EHLA at an annual meeting.
- i. Has possession of the mailbox key.

2. Vice President

- a. Assist the President in the discharge of the office.
- b. Perform the duties of the President in his/her absence.
- c. In the case of death or resignation of the President, the Vice-President shall perform the duties of the President until such vacancy is filled by an election as provided for by these bylaws
- d. Preside when called upon by the President and at times when the President may be temporarily unable to discharge the duties, including co-signing checks.

3. Secretary

- a. Keep minutes of all meetings and give at least twenty one days advance notice of time and place of annual nominations, elections, and meetings.
- b. Notify each household by email of meetings and other important communications.
- c. Be custodian of the official copy of these bylaws and any other such papers as the board may direct.
- d. Keep a copy of all legal documents, including but not limited to those relating to tax filing status.

4. Treasurer

- a. Keep full and accurate accounts in books of receipts and disbursements
- b. Receive and deposit all monies and other valuables of the EHLA that may be designated by the board.
- c. Normally sign all checks issued by the non-profit Association unless he/she is unavailable.
- d. Provide the board a financial statement of the Association quarterly. The board must vote to accept or reject the report.

- e. Provide the EHLA at the annual meeting a financial statement for the year ending the month prior to the annual meeting.
- 5. Eucalyptus Hills Fire Safe Council Representative (EHFSCR)**
 - a. Keep EHLA Board apprised of importance issues relating to fire safety in Eucalyptus Hills.
 - b. Co-sign checks related to EHFSC issues on behalf of EHLA if the President is not available and if there is an emergency and time is of the essence.

G. Qualifications for Board Members and Officers

- 1. All candidates for an elective office must be active, paid up members.
- 2. The President must have prior Board of Directors experience with the Association.
- 3. Tenure of office will be subject to maintenance of satisfactory attendance and satisfactory performance of required duties. Satisfactory attendance is defined as attending no less than 50% of all meetings during each 12-month period subsequent to the Election.
- 4.

Article VI Standing or Appointive Committees

Committees established at the annual meeting or by the board shall report back to the board.

Article VII Modifying, Changing or Making Amendments to the Bylaws

The bylaws can be changed by Amendment or Modification by the board.

- 1. The board can make changes to the bylaws at any regularly scheduled board meeting.
- 2. Voting on the changes can occur if the changes were presented and discussed at a regularly scheduled previous board meeting.
- 3. A minimum of 75% of board members must approve of the change.