

**SHADBROOK PROPERTY OWNERS ASSOCIATION, INC.
NORTHVILLE, MICHIGAN**

ARTICLES OF ASSOCIATION AND BYLAWS

- Article I** The name of this association shall be the Shadbrook Property Owners Association, Inc (SPOA).
- Article II** Purpose:
- A. To promote the interest and welfare of the property holders of Shadbrook Subdivision of part of the NE ¼ and the SE ¼ of Section 9 Town, IS, Northville Township, Wayne County, Michigan, according to the plots thereof as recorded
 - B. To promote and procure the enforcement of building, zoning or other restrictions within the aforesaid subdivision or adjacent properties where Shadbrook Subdivison might be affected.
 - C. To promote and procure the construction of and to ensure the proper maintenance of necessary public improvements within the subdivision or contiguous properties.

BYLAWS

Membership:

Membership in the Shadbrook Property Owners Association shall consist of resident property owners. The privileges of voting shall be limited to **one vote per household.**

Households become eligible to vote upon payment of dues.

Officers:

- A. The officers of the Association shall consist of President, Vice-President, Secretary, and Treasurer, all of whom shall be elected from members eligible to vote, and all of whom shall act as Trustees of said Association.
- B. Any documents to be signed on behalf of the Association shall be signed by any two officers provided that one of the signators is the Treasurer in those cases where documents are concerned with acquisition or dispersal of Association funds.

- C. The President shall preside at all meetings unless unable to attend, whereby the Vice-President shall preside.
- D. The Secretary shall take minutes of all meetings and do all corresponding on behalf of the Association. The Secretary will be in charge of periodic newsletters to Association members with assistance from other members of the Executive Committee and Association members.
- E. The Treasurer shall have charge of its funds, keep its book of accounts, a record of membership dues, and shall pay bills upon being authorized by two officers of the Association.

Executive Committee:

- A. The President, Vice-President, Secretary and Treasurer shall constitute the Executive Committee and serve for two years.
- B. The duty of this committee to act in an advisory capacity upon any plans and specifications of buildings to be constructed in or near Shadbrook Subdivision upon request of any member of the Association or upon its own initiative and to represent the members on any questions of public or community interest.
- C. The Executive Committee shall meet at least twice each year. Additional meetings shall be called by the President or Vice-President as required.
- D. It shall be the duty of the Executive Committee to call upon new residents of Shadbrook Subdivision, welcome them as new members, and acquaint them with the activities of the Association.

Nominations/Elections:

- A. Officers shall be elected at the November annual meeting. The Vice-President and Treasurer positions will be elected for a two-year term at the even year annual meeting; the President and Secretary positions will be elected for a two-year term at the odd year annual meeting.

- B. Nominations for officers may be made from the floor at the annual meeting or any postponement thereof, by the nominating committee, or by written submission to the Executive Committee. Voting shall be by secret ballot and a majority, after quorum is established, shall be elected.
- C. Officers shall serve without remuneration.

Committees:

Members of all committees will serve for two years. The time and place of meetings shall be designated by the Committee chair.

Architectural Control:

- A. The Vice President, and one member appointed by the President will act as an ad hoc group, as required, to investigate all cases of restriction, infringement, either existing or proposed **per the SPOA Building Restrictions**, and report their findings to the Executive Committee.
- B. It shall be the duty of the Executive Committee to negotiate with the proper governmental agency on all matters that need attention in connection with streets, sewers, parks, public lighting, safety or other matters requiring governmental action.

Social Committee:

- A. **This Committee's responsibility is to promote and arrange social activities. The President or Vice-President will appoint the Social Committee chair.**

The goal of the Committee is to develop neighborhood activities and foster good neighbor relations. They are to keep the Executive Committee advised so events can be included in periodic newsletters.

Nominating Committee:

- A. This committee will consist of three (3) members, appointed by the President or Vice-President, who are in good standing within the Association.

It shall be the duty of this committee to select a slate of officers to be presented and voted upon at the annual meetings, to arrange for balloting, and act as tellers for the election.

Contingency Fund:

The Executive Committee is responsible to maintain a ~~\$10,000~~ ^{#7,500.00} minimum Contingency Fund. This fund will be tracked and reported in the Annual Financial Report. *QHD 11-12-13*

Annual Budget:

It is the responsibility of the Executive Board to present a yearly budget to be voted on by the association membership at the Annual November SOPA Meeting.

Audit Committee:

The President, or Vice-President shall select an individual(s) (not on Executive Committee) to audit the Treasurer's books at the end of Treasurer's 2-year term.

Meetings:

- A. Regular business will be handled at the annual meeting in November. Special meetings will be held as required.

The Secretary shall give notice of these meetings to all **households** at least seven (7) days in advance and the President or Vice-President shall set the time and place.

- B. A quorum for transaction of business shall consist of at least one third (1/3) of the Association **households** eligible to vote.

Special Meetings:

- A. Special meetings of the Executive Committee **or Association members** shall be called by any officer upon request of any four (4) **households** of the Association eligible to vote.
- B. The time and place of all special meetings shall be set by the officer calling same and notice including the purpose shall be given all members of the Executive Committee at least three (3) days in advance by the officer calling the meeting.

Dues:

Yearly dues for each household of the Association shall be determined annually by the Executive Committee and voted on by the Association at the Annual Meeting. With a majority vote of the Executive Committee, this money can be used to fund other operation expenses within the Association.

Amendments:

These Articles of Association and Bylaws may be amended by a two-thirds (2/3) vote of those **households** present at any regular meeting of the Association, after it has been established that a quorum exists, and provided the proposed amendment shall have been submitted to the members of the Association at least seven (7) days before the meeting at which time same is to be voted upon.

Approved by Association members

Revised November 12, 2013

Date: 11-12-2013

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