

BY-LAWS
for the
Grandview Estates Homeowners Association
(Effective 1/23/17)

ARTICLE I – THE ASSOCIATION

Section 1 - Name/Structure. The name of the Association is the Grandview Estates Homeowners Association (GEHA). The GEHA is a nonprofit, incorporated State entity located in unincorporated Douglas County, Colorado and is under the oversight of the current Master Plan and Zoning Resolutions of Douglas County. The GEHA by-laws shall govern the conduct of all elected or appointed members of the Association for the purpose of carrying on the business, objectives, and affairs of the Association except as documented in the Articles of Organization on file with the State.

Section 2 - Purpose. The Association is voluntary and is formed to promote a better community for residents through group action and education efforts. The basic goal shall be to preserve the semi-rural lifestyle within Grandview Estates (GVE) to the extent feasible, as well as, assisting the community with safety, crime and vandalism prevention efforts.

Section 3 - Official Address. The official address for the Association office shall be P.O. Box 2157, Parker, CO 80134, but other official points of contact may be utilized as deemed necessary from time to time, including a centrally located community bulletin board or the community website.

ARTICLE II - COMMITTEES

Section 1 - Steering Committee. The Association shall be governed by a Steering Committee (“Committee”) consisting of a Chair, Vice-Chair, Secretary, and Treasurer and up to three (3) Members-At-Large to be elected on a bi-annual basis.

Section 2 – Steering Committee Duties.

All Committee members share equally in the day to day responsibilities of the Association. Additional duties not documented below may be required from time to time and assigned to the appropriate Committee member so as not to unduly overload any one Committee member.

Chair. The Chair shall convene regularly scheduled Committee meetings, shall preside over and arrange all quarterly general resident meetings, shall review with the treasurer all financial and budget information, and perform all other duties incident to the office of the Chair as may be prescribed by the Association from time to time.

Vice-Chair. The Vice-Chair shall perform the duties of the Chair whenever the Chair is unable or unwilling to act and handle other specific duties as assigned by the Chair. The Vice-Chair shall also be a member of and preside over the Advisory Committee.

Secretary. The secretary shall be responsible for keeping accurate records of Committee actions, formally documenting all general meetings, and shall oversee all official correspondence with outside entities.

Treasurer. The treasurer shall provide a report at every Committee or general resident meeting, maintain the GEHA bank account, pay invoices, collect/deposit dues, assist in the preparation of the annual budget, make financial information available to the Committee members and members in good standing, track dues payments by property address each year in order to determine members in good standing, prepare/submit annual tax returns, if any, to the IRS and, as may be deemed necessary prepare information for audit purposes.

In addition to the Committee positions held above, the Chair shall assign each year from existing Committee members, a Webmaster that will have full responsibility for maintaining and updating the GEHA website according to separately maintained website policies and procedures as approved by the Committee. If a Committee member cannot fulfill these duties, then the Chair, with majority Committee approval, may designate a resident member in good standing to handle this function or an outside entity depending on available funds.

Section 3 - Sub-/Advisory Committees. To better serve the Association membership, five standing Sub-Committees may be designated each year as a means for members to further organize on specific issues or authorized projects under the direction of a Committee member: Communications/Website, Development Watch, Events/Projects, Infrastructure, and Neighborhood Watch/Safety. As deemed necessary, the Committee may also annually designate a one to three member non-voting Advisory Committee to assist the Committee on various issues.

ARTICLE III – ELECTION PROCESS

Section 1 - General. Committee elections will be conducted prior to the first quarterly meeting of the year in which a bi-annual election shall be held. Committee members may not hold a position on the board of the Grandview Estates Rural Water Conservation District and the Committee of the Grandview Estates Homeowners Association at the same time. Exceptions to this policy are allowed for a formally organized sub- or advisory committee in any given year.

Section 2 - “Committee” Vacancies. When a vacancy on the Committee exists for Vice-Chair, Secretary or Treasurer, the Chair, with Committee majority approval, may fill the vacancy from other currently elected Committee members until the next scheduled election. If a vacancy exists for a Member-At-Large position, the Chair, with Committee majority approval, may fill the vacancy from any interested resident members in good standing until the next election. If a vacancy exists for the Chair, the Vice-Chair will take over the responsibilities and then fill their position as noted above. If vacancies exist for one or more Committee positions and there is no interest from residents of Grandview Estates, then any Committee members remaining may continue to carry on the business of the Association until the next election or dissolution of the Association.

ARTICLE III – MEMBERSHIP/DUES

Section 1 - Overview. Association membership is open to any property owner or resident over eighteen years of age. New applicants may contact any Committee member regarding specifics.

Section 2 - Dues. Membership dues are subject to review annually and will be set at the first quarterly meeting of the Association and shall be based on a per property address basis per year at a flat rate and will not be prorated for a brand new resident who has recently moved or purchased property within GVE. Each owner of property address when being a member in good standing has one vote, if physically present, or by any voting process as discussed under Article IV - Voting. If a resident owns more than one property within Grandview Estates, dues will only be collected on one of the properties.

Section 3 - Purpose. The primary purpose of membership and dues is to facilitate communication efforts amongst all residents of GVE. Communication efforts will vary from year to year dependent on available funds.

ARTICLE IV - VOTING

Section 1 - Regular/Special Meeting Voting. All general issues to be voted on except as noted below in Section 3 of Article IV shall be decided by a simple “yea” or “nay” majority vote by ALL residents in attendance at any regular or special general resident meeting since members in good standing cannot easily be determined prior to a vote.

Section 2 - “Committee” Voting. All issues to be voted on at a monthly or special Steering Committee meeting shall be made by the informal unanimous consent process and with a majority vote of all Committee members present. Any Committee member shall not vote on matters in which they have a conflict of interest as deemed by the Chair or a majority vote of the Committee.

Section 3 – Proxy (Direct or General) Vote. All by-law revisions, Committee elections, or other issues deemed by the Committee to require review and majority approval by all members in good standing or even a vote by all GVE residents, shall be conducted by a majority vote via a direct or general proxy which is determined to be the fairest process available in order for the largest number of GVE residents to participate. Return of the proxy shall be based on the most economical method(s) available.

Section 4 - Ballot Verification. Confirmation of the ballot process shall be made by a three-person committee consisting of at least one non-board member resident in good standing along with two “Committee” members as selected by the Chair, to the extent feasible.

ARTICLE V – OTHER

Section 1 - Meetings. Regular meetings of the members shall be held quarterly, unless not feasible, at a time and place designated by the Chair. Special meetings may be called by the Chair or by a majority vote of the “Committee”.

Section 2 - Notice. Public notice of regular and special meetings, by-law revisions, and bi-annual election of new "Committee" members shall be proper, if posted on the GEHA website at <http://grandviewestatesparker.com> or on a community bulletin board at 3rd & Lincoln Ave. or other location in Grandview Estates within the boundaries of the Association or at such other place as the "Committee" may from time to time designate. In addition, the "Committee" will make every effort to notify residents via other means such as signage, the GEHA blast email process, the GVE Facebook page, written notice by postcard, newsflash or newsletter, or any combination of methods as the Committee may be designate from time to time. The Committee will strive to provide at least 15 days' notice, but no less than 7 days unless prevented by unforeseen circumstances.

Section 3 - Quorum. A majority vote of any number of Association members in good standing, including at least one Committee member present at any monthly Committee meeting or regular and special general resident meeting or general/direct proxy vote, shall constitute a quorum.

Section 4 - Fiscal Year. The fiscal year of the Association shall begin on January 1st and end on December 31st of each calendar year.

Section 5 - Fiduciary Duties/Committee Liability.

The Committee will use the recommended guide, the "Fiduciary Duties of Nonprofit Directors and Officers in Colorado" (as revised October, 2013), to govern the association within the constraints of the law and governing documents.

Committee members serving in a voluntary manner are afforded protection under the "The Federal Volunteer Act of 1997," as well as Colorado State law which provides immunity when specific conditions are met.

Section 6 - Funding/Dissolution. If the Grandview Estates Homeowners Association is dissolved, any remaining monies, after the bills are paid, will be distributed according to the current Articles of Organization filed with the State of Colorado which may be amended from time to time by the Committee.