

BY-LAWS  
OF  
THE COLONIAL ESTATES HOMEOWNERS ASSOCIATION

ARTICLE 1

Name of Organization

1. The name of the association shall be called The Colonial Estates Homeowners Association, hereinafter referred as the "Association".
2. The Association shall consist of individuals residing in the Park. The lots in the Park have been divided into three (3) areas and each lot has been assigned to one of the areas.
3. The official address of the Association shall be 3700 14th Ave. SE, Space 84, Olympia, WA.

ARTICLE II

Purpose and Objectives

1. To implement a standing relationship with park management.
2. To initiate, operate and conduct social and recreational activities for the benefit and pleasure of the Association members.
3. To assist in the maintenance and aesthetic appearance of Colonial Estates and the observance of the Park regulations to the benefit of all residents.
4. To create and maintain a "Newsletter" to better inform the members of park activities and any other news pertinent to life in the Park.

ARTICLE III

Members and Dues

1. Memberships shall be limited to residents of Colonial Estates and to former members who have moved to Colonial Inn but wish to continue paying regular dues. Payment of dues will entitle said resident to participate fully in the activities of the Association and to receive the Clarion and monthly calendars. (See amendment 4).
2. Dues will be \$15.00 per person annually, payable by January 15. A dues delinquency of two (2) months will result in the termination of membership in the Association. \$.50 of this assessment shall be contributed to the Sunshine Fund. (See amendment) (See amendment 5) (See amendment 7).
3. New residents' dues will be pro-rated at the time of joining the Association.
4. Any change in the membership dues must be approved by the membership and a majority vote.
5. Only paid up members in good standing will be entitled to vote or participate in Association activities.
6. Any capital expenditures must be approved by a vote of the membership at a regular or special meeting.

7. Expenses for entertainment, supplies, miscellaneous items may be dispersed by the Treasurer with the President's approval and reported to the membership at the next regular Association meeting.
8. When a member celebrates his or her 90<sup>th</sup> birthday, he or she is no longer required to pay dues and is considered a life member. A notice will be published in the January Clarion each year reminding individuals to notify the Treasurer that they will reach their 90<sup>th</sup> birthday in that year.

#### ARTICLE IV Meetings

1. Regular meeting will be held on the 3<sup>rd</sup> Thursday of each month except July and August, unless otherwise voted by the membership.
2. Executive Committee meetings will be held on the 2<sup>nd</sup> Tuesday of each month except July and August. Special Executive Committee meetings may be called by the President when necessary to consider personnel matters.
3. Areas must hold at least one (1) meeting a year after the general CEHOA meeting for the purpose of electing an area chairperson and choosing area standing committee chairpersons pursuant to Article V, paragraph 4.
4. The voting members present at a meeting shall constitute a quorum for conducting whatever business is at hand.
5. Robert's Rules of Order shall apply except where such a rule shall conflict with the by-laws.

#### ARTICLE V Nomination and Election of Officers

1. Officers shall consist of President, Vice President, Secretary and Treasurer.
2. There shall be three (3) area chairpersons representing each of the three (3) areas as the Executive Officer.
3. The President shall appoint a nominating committee of at least three (3) members who shall present a slate of officers for the ensuing year. Further nominations from the floor may be taken at the annual election meeting held in November.
4. Area chairpersons will be selected by nomination and vote at the area meeting held prior to the December general Association meeting.
5. Officers shall assume office in January for a one (1) year term.
6. In the event of an officer resignation the position shall be filled by appointment from the Executive Committee. (See amendment 6).

#### ARTICLE VI Duties of Officers

1. The President shall preside at all Association meetings and shall appoint a chairperson for each of the standing committees as needed. The president shall act as the presiding officer of the Executive Committee. He/she shall perform such other duties as pertains to the office.
2. The Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President, and shall perform such other duties as may be assigned by the President. Maintenance of the bulletin boards will be the responsibility of the Vice

President. Items posted on the bulletin boards shall comply with bulletin board rules.

3. The Secretary shall be responsible for taking and keeping the Executive Committee minutes. The Secretary shall attend all meetings of the Association and shall keep a current record of all transactions of all meetings in a minute book belonging to the Association. The Secretary is responsible for all the Association correspondence.
4. The Treasurer shall be the custodian of all funds belonging to the Association and shall maintain a record of all dues, payments and other monetary transactions. The Treasurer shall disburse funds under the direction and approval of the President.
5. Each area chairperson will preside at his/her area meeting. The chairperson will appoint members to the Social Committee. The Safety, Security, and Emergency Response Team (SSERT) representative will be appointed by the SSERT chairperson with the advice of the area chairperson. Area chairpersons are automatically on the Safety, Security, and Emergency Response Team (SSERT) unless the chairperson chose a designee. These appointees will work with the respective committee chairpersons. The Area chairperson is responsible for welcoming new residents to his/her area and inviting them to attend our Association meetings and the opportunity to join our membership. Area chairpersons will be members of the Executive Committee and will attend those meetings as called by the Association President. Area problems needing attention of the Executive Committee will be presented by the respective chairperson at these meetings. (See amendment 2).

#### ARTICLE VII Committees

1. Standing committees shall consist of the following:
  1. Social
  2. Sunshine
  3. Safety, Security, and Emergency Response Team (SSERT) (See amendment 2).
  4. Executive
  5. Decorating
2. Chairpersons of these committees, with the exception of the Executive Committee, will be appointed by the Association President.
3. Each committee will have at least one (1) member from each of the areas except Sunshine.

#### ARTICLE VIII Function of Committees

1. Social: Responsible for social events sponsored by the Association. The committee will be comprised of at least one (1) chairperson and at least one (1) area social chairperson.
2. Sunshine: Responsible for providing a word of cheer to those confined at home or in a hospital. To extend a word of sympathy to the widow or widower of any of the residents of Colonial Estates who have passed away.
3. Safety, Security, and Emergency Response Team (SSERT): Responsible for the safety and security within the park, assist residents whenever possible to ensure a safe place to live, and work with the park management for any safety improvements to the Park. In case of an emergency such as an earthquake, windstorm, flooding, or extended power outage, the team will canvass the Park to check for red or green cards in resident's windows which will alert the team if residents need assistance. (See amendment 2).

4. Executive: Consisting of the Association President, Vice President, Secretary, Treasurer and the three (3) Area chairpersons. This committee is the governing body of the Association and works with Park management in the solution of problems that affect residents of the Park.
5. Decorating: Responsible for ornamental decorations of the entry/foyer of Colonial Estates clubhouse. Adorn the clubhouse and Christmas tree for the holiday season in a manner marked by propriety and good taste. Maintain the stored decorations and replace or purchase decorations when considered necessary by the committee.

ARTICLE IX  
Use of Clubhouse

1. Any and all Association-sponsored functions of the Social Committee shall take precedence over any other use of the clubhouse. These other uses include card games, such as bridge, pinochle, card bingo, cribbage, bunko, pool players, crafts, and bible study.
2. Any memorial reception for a deceased resident shall take precedence over any other use of the clubhouse. These other uses include card games, such as bridge, pinochle, card bingo, cribbage, bunko, pool players, crafts, and bible study.

ARTICLE X  
Amendments

1. These by-laws may be amended by a majority vote of the voting members present and voting at a regular or special meeting called for this purpose. The proposed amendment(s) to the by-laws shall have been read aloud to the members present at the general membership meeting and a statement posted in the clubhouse ten (10) days prior.

Amendments

1. At the May 20, 2010 meeting the membership voted to increase the dues from \$10.00 to \$12.00 per person annually, payable by December 31<sup>st</sup>. A dues delinquency of two (2) months will result in the termination of membership in the Association. \$.50 of this assessment shall be contributed to the Sunshine Fund. (Article III, paragraph 2).
2. At the March 17, 2011 meeting the membership voted to change the name of the Safety and Security Committee to Safety, Security, and Emergency Response Team (SSERT). (Article VI, paragraph 5; Article VII, paragraph 1 (3), Article VIII, paragraph 3).
3. At the May 17, 2012 meeting the membership voted to add a new article to the CEHOA bylaws to read:

"ARTICLE IX  
Use of Clubhouse

1. Any and all Association-sponsored functions of the Social Committee shall take precedence over any other use of the clubhouse. These other uses include card games, such as bridge, pinochle, card bingo, cribbage, bunko, pool players, crafts, and bible study.
2. Any memorial reception for a deceased resident shall take precedence over any other

use of the clubhouse. These other uses include card games, such as bridge, pinochle, card bingo, cribbage, bunko, pool players, crafts, and bible study.”

Change ARTICLE IX to ARTICLE X.

4. At the February 20, 2014 meeting the membership voted to change Article III, paragraph 1 to read: “Memberships shall be limited to residents of Colonial Estates and to former members who have moved to Colonial Inn but wish to continue paying regular dues. Payment of dues will entitle said resident to participate fully in the activities of the Association and to receive the Clarion and monthly calendars.”
5. At the February 20, 2014 meeting the membership voted to change the due date for dues from December 31 to January 15. (Article III, paragraph 2).
6. At the February 20, 2014 meeting the membership voted to add a new paragraph to Article V to read: “6. In the event of an officer resignation the position shall be filled by appointment from the Executive Committee.”
7. At the November 17, 2016 meeting the membership voted to increase annual dues to \$15.00 per person.