

**BY-LAWS OF  
CAMDEN RIDGE ESTATES HOMEOWNERS' ASSOCIATION**

**ARTICLE ONE**

The name of the corporation is Camden Ridge Estates Homeowners' Association, hereinafter referred to as the "Association".

**ARTICLE TWO  
DEFINITIONS**

Section 1: "**Association**" shall mean and refer to Camden Ridge Estates Homeowners' Association, an Oklahoma not for Profit Corporation, its successors and assigns.

Section 2: "**Properties**" shall mean and refer to that certain real property described in the Owner's Certificate, Dedication, and Reservations Covenants, all as Amended from time to time, and such additions thereto as may hereafter be brought within the jurisdiction of the Association.

Section 3: "**Public Area**" shall mean and refer to the public entry and rights-of-way and other common areas owned and/or maintained by Camden Ridge Estates Homeowners' Association, as defined and set forth in the Owner's Certificate, Dedication, and Reservations Covenants.

Section 4: "**Lot**" shall mean and refer to any plot of land shown upon any recorded subdivision map of the Properties with the exception of the Public Area.

Section 5: "**Owner**" shall mean and refer to the record owner, whether one of more persons or entities, of the fee simple title to any Lot which is a part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

Section 6: "**Declaration**" shall mean and refer to the Owner's Certificate, Dedication, and Reservations Covenants.

Section 7: "**Member**" shall mean and refer to those persons entitled to membership as provided in Article Five of the Articles of Incorporation.

Section 8: “**Regulations**” shall mean and refer to the rules and regulations promulgated by the Board of Directors of the Association from time to time in the manner permitted by the By-Laws of the Association.

Section 9: “**Board**” shall mean and refer to the Board of Directors of the Association.

### ARTICLE THREE MEETING OF MEMBERS

Section 1. **Meeting:** There shall be at least one (1) no more than four (4) regular meetings during each fiscal year. The meetings of the members shall be held during the months of July, October, February, and June. Each subsequent regular meeting of the members shall be held on a like day of the same month of each year thereafter.

Section 2: **Special Meetings:** Special meetings of the members may be called at any time by the president or by the Board of Directors, or upon written request of the members who are entitled to vote one-tenth (1/10) of all of the votes of the membership.

Section 3: **Notice of Meetings:** Notice of each meeting of the members shall be given by, or at the direction of, the secretary or person authorized to call the meeting, by posting notice of the meeting on the neighborhood entry billboards, posting notification on the HOA social media site, emailing notification to a member, or by phone call, at least ten (10) days before such meeting to each member entitled to vote thereat. Any email or phone notification will be sent to the member’s last known data as appearing on the books of the Association, or supplied by such member to the Association for the purpose of notice. Such notice shall specify the place, day and hour of the meeting, and, in the case of a special meeting, the purpose of the meeting.

Section 4: **Quorum:** The presence at any meeting other than a special meeting of at least three (3) members of the Board and in addition at least five (5) Members from separate households, entitled to cast votes, shall constitute a quorum of any action. The quorum of special meeting shall be one-fifth (1/5) of the members entitled to cast votes of the entire membership. Simple majority shall rule at all meeting unless otherwise specified in the Articles of Incorporation, the Declaration, or these By-Laws. If however, such quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented.

ARTICLE FOUR  
BOARD OF DIRECTORS: SELECTION: TERM OF OFFICE

Section 1: **Number:** The affairs of this Association shall be managed by a Board of one (1) through (5) Directors, who must be members of the Association in good standing. Only one (1) person per household may be a member of the Board of Directors.

Section 2: **Term of Office:** At the end of the fiscal year, June meeting, members shall elect two (2) directors for a term of two (2) years and for any other open board positions as they are available during that year with new board members terms of office to be effective 1 July. At a minimum, even numbered years will have elections for Vice President and Treasurer and odd numbered years will have elections for President and Secretary. Any and all other positions will be nominated for a term of one (1) year.

Section 3: **Removal:** Any director may be removed from the Board, by a majority vote of the members of the Association. In the event of death, resignation or removal of a director, his/her successor shall be selected by the remaining members of the Board and shall serve for the unexpired term of his/her predecessor.

Section 4: **Compensation:** No director shall receive compensation for any service he/she may render to the Association. However, any director may be reimbursed for his/her actual expenses incurred in the performance of his/her duties.

Section 5: **Action Taken Without a Meeting:** The directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors.

Section 6: **Dues and Fees:** Dues and fees shall be set by the directors and shall be set at a level to cover the budget presented to the membership by the Board of Directors at the beginning of the fiscal year and approved by the membership. Amended budgets may be presented by the Board of Directors to the membership for approval at any meetings and dues adjusted accordingly. The power of the Board of Directors shall be limited to a maximum ten percent (10%) change in the annual fee each year. Any increases in the annual fee greater than ten percent (10%), including special assessments, requires a vote of a majority of a quorum of Members present, in person or by proxy, at a regular or special meeting of the Members.

ARTICLE FIVE  
NOMINATION AND ELECTION OF DIRECTORS

Section 1. **Nomination:** Nominations may be made from the floor at the June meeting. Nominations must be made from among the members of the Association. Nominated members of the Association cannot be in default of any assessments or dues.

ARTICLE SIX  
MEETINGS OF DIRECTORS

Section 1. **Regular Meeting:** Regular meetings of the Board of Directors shall be held, without specific notice to the members, at such time and places as shall be determined, from time to time, by resolution of the Board, but at least four (4) such meeting shall be scheduled during each fiscal year. The Board shall adopt, by resolution, a schedule setting forth the time, date and place of all regular meetings of the Board to be held during the forthcoming year at the first regular meeting of the Board of Directors following the 1<sup>st</sup> fiscal year meeting of the members. The Board of Directors may provide, by resolution, the time and place for the holding of additional regular meetings for the transaction of business during the fiscal year without other notice than such resolution but in no case shall the total number of regular meeting of the Board of Directors scheduled exceed twelve (12) or one (1) regular meeting per month. The regular meetings of the Board of Directors shall be for the purpose of receiving reports from the officers and committees; for establishing programs and budgets in furtherance of the objectives of the Association; and for any other business that may arise.

Section 2. **Special Meetings:** Special meetings of the Board of Directors shall be held when called by the president or any two directors of the Association after not less than three (3) days' notice to each director.

Section 3. **Quorum:** A majority of the number of directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

Section 4. **Telephone Meeting:** Any meeting, regular or special, may be held by conference telephone or similar communication equipment, so long as all directors participating in the meeting can hear one another, and all such directors shall be deemed to be present in person at such meeting.

ARTICLE SEVEN  
POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. **Powers:** The Board of Directors shall have power to:

- a. Adopt and publish rules and regulations governing the use of the Public Areas and facilities to be maintained by the Association, and the personal conduct of the members and their requests thereon, and to establish penalties for the infraction thereof;
- b. Suspend the voting rights and the right to use the recreational facilities of a member during any period in which such member shall be in default in the payment of any assessment levied by the Association. The Board of Directors shall also have all legal remedies available to it for the collection of unpaid assessments as set forth in Section 10 hereof. Such rights may also be suspended after notice and hearing, for a period not to exceed sixty (60) days for infraction of published rules and regulations;
- c. Exercise for the Association all powers, duties and authority vested in or delegated to the Association and not reserved to the membership by other provisions of these By-Laws, the Articles of Incorporation, or the Declaration;
- d. Declare the office or a member of the Board of Directors to be vacant in the event such member shall be absent from three (3) consecutive regular meeting of the Board of Directors;
- e. Employ a manager, an independent contractor, or such other employees as they deem necessary, and to prescribe their duties; and
- f. The President shall have the authority to expend up to the sum of Fifteen Hundred Dollars (\$1500) in the conduct of the business of the Association. Any expenditure in excess of Fifteen Hundred Dollars (\$1500), but less than Two Thousand Five Hundred Dollars (\$2500), shall be approved by a majority of the Board of Directors. All expenditures of Two Thousand Five Hundred Dollars (\$2500) or more must be approved by a majority vote of the members attending a special or regular meeting.

Section 2. **Duties:** It shall be the duty of the Board of Directors to:

- a. Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the meeting of the members, or at any special meeting when such statement is requested in writing by one-fifth (1/5) of the members who are entitled to vote;
- b. Supervise all officers and agents of this Association and see that their duties are

properly performed. Any funds expended by check or debit card shall require the knowledge and signature of at least two (2) officers;

c. Fix the amount of any assessment or the annual dues to be paid by the members and to enforce the collection of said assessments and dues in accordance with Section 11 hereof;

d. Procure and maintain adequate liability and hazard insurance on property owned by the Association;

e. Cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate;

f. Cause the Public Area to be maintained;

g. Insure that the exterior maintenance of the lots and residences are maintained in an appropriate manner so as not to jeopardize the value of the property; and

h. Insure, protect and enforce all restrictive covenants contained in the Owner's Certificate, Dedication, and Reservations Covenants.

## ARTICLE EIGHT OFFICERS AND THEIR DUTIES

Section 1. **Enumeration of Officers:** The officers of the Association shall be a president and vice-president, who shall at all times be members of the Board of Directors, a secretary, a treasurer, and a committee director, and such other officers as the Board may from time to time by resolution create.

Section 2. **Election of Officers:** The election of officers shall take place at the June meeting, of the members.

Section 3. **Term:** The officers of this Association shall be elected annually by the entitled members in good standing, and each shall hold office for one (1) or two (2) years unless he/she shall sooner resign, be removed, or otherwise be disqualified to serve.

Section 4. **Special Appointments:** The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

Section 5. **Resignation and Removal:** Any officer may be removed from office with cause by a majority vote of the member of the Association. Any officer may resign at any time giving written notice to the Board, the president or the secretary. Such

resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6. **Vacancies:** Vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he/she replaces.

Section 7. **Multiple Officers:** No person shall simultaneously hold more than one of any of the other offices except in the case of special offices created pursuant to Section 4 of this Article. In cases of officer removal, if vacancy cannot be filled, the remaining members of the Board of Directors can hold more than one office and shall serve for the unexpired term of his/her predecessor.

Section 8. **Duties:** The duties of the officers are as follows:

**President**

a. The President shall preside at all meetings of the Board of Directors; shall see that order and resolutions of the Board are carried out; shall sign all written instruments, and shall perform other duties as may be required by the Board.

**Vice-President**

b. The Vice-President shall act in the place and stead of the President in the event of his/her absence, inability or refusal to act. Shall enforce all assessments and remedies of the Association in pursuant to Article Ten and Eleven of the By-Laws, and shall perform other duties as may be required by the Board.

**Secretary**

c. The secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members; shall serve notice of meetings of the Board and of the members; shall keep appropriate current records showing the members of the Association, together with their addresses; and shall perform such other duties as required by the Board.

**Treasurer**

d. The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall keep all checks & debit cards of the Association; shall keep proper and complete books of account; and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular year end meeting, and deliver a copy of this financial report to the members in attendance at the regular year end meeting; and shall perform such other duties as required by the Board.

### **Committee Director**

e. The committee director shall oversee all committees that the Board appointed; shall give an account at every meeting as to the status of such projects; and shall perform such other duties as required by the Board.

## **ARTICLE NINE COMMITTEES**

The Association shall appoint committees as deemed appropriate in carrying out its purpose. The committee members of all committees shall be appointed by the Board and serve at their pleasure. A majority of the committee shall constitute a quorum for transaction of business.

## **ARTICLE TEN ASSESSMENTS**

Section 1. Dues and Assessments shall be established by the Association according to the provisions of the Certificate of Incorporation and By-Laws, and the Association shall have legal remedy for the failure of any Lot owner to make timely payment of duly authorized dues or assessments. Dues of the Association shall be termed "Base Dues". Base Dues shall be defined as those dues necessary to conduct business and provide for the common good and benefit of all Lot owners in Camden Ridge Estates, and they shall be evenly applied. Maintenance of Common Areas are for the common good and shall include, without limitation; the entryway feature, trees, landscaping, sprinkler systems, lighting, fencing, ponds, and drainage areas.

Section 2. Each Lot owner in Camden Ridge Estates shall be a member of The Camden Ridge Estates Homeowners Association, Inc., and shall be subject to, and abide by, the By-laws of the Association, and shall pay all dues and/or assessments duly adopted.

Section 3. Camden Ridge Estates reserves the right to hire an outside contractor using Home Owner's Association monies to make the necessary adjustments to a property in order to bring the property back within the Covenants regulations or assign fines for violations of Covenants or By-Laws. Additionally, fees and or fines associated with the contract/property may be assessed to the land owner as described in Article Eleven of the By-Laws of Camden Ridge Estates Home Owner's Association.



Procedures:

1. Violations identified and presented to the Vice President of the Camden Ridge Estates Home Owner's Association shall be reviewed by the Board of Directors as to whether the alleged item is indeed a violation of the Covenants or By-Laws.
2. Once a determination has been made that a regulation has indeed been violated by a land owner, the Vice President will verbally inform the home owner of the violation and negotiate a means the land owner may take to come back into compliance of the covenants with a timetable established between the Vice President and the land owner and reported to the Board of Directors.
3. Should the land owner refuse to rectify the identified violation in the proper time allowable by the Vice President, a written warning will be issued by certified mail to the land owner stating the violation and that the property owner has thirty (30) days from the date of written notice to come into compliance of the regulations or be subject to an outside contractor remedy the violation with fees charged back to the owner.
4. Should the item of violation not be practical to have an outside contractor remedy a violation identified and the property owner continues to refuse to correct a documented regulation violation, The Association shall have the authority to assess a fine of \$100 and create a lien for non-payment after sixty (60) days of non-payment from the date the certified mail letter was sent.
5. After ninety (90) days of the issuance of the written warning, the Association reserves the right to assess an additional fine of \$100 per month for non-compliance and create liens for non-payment.

## ARTICLE ELEVEN REMEDIES OF THE ASSOCIATION

Section 1. Any assessment and dues not paid within thirty (30) days after the due date shall bear interest from the due date at the rate of eighteen percent (18%) per annum. The Association may bring an action at law against the owner personally obligated to pay the same or foreclose the lien against the property. No owner may waive or otherwise escape liability for the assessments and dues provided for herein by non-use of the Public Area or abandonment of his/her Lot. Attorney's fees shall be allowed to the prevailing party in any action to collect the unpaid assessment.

Section 2. Any Lot in default of the payment of Base Dues will not be allowed a vote in any of the regular or special meetings of the Association herein until balance is paid in full. Also, said Lot will not be allowed access to any of the Associations books, records or papers', not regarding your account, till said balance due is paid in full.

## ARTICLE TWELVE BOOKS AND RECORDS

The books, records and papers' of the Association shall at all times, during reasonable business hours, be subject to inspection by any member. The Covenants, the Articles of Incorporation, and the By-Laws of the Association shall be available for inspection by any member of the Association, where copies may be purchased at reasonable cost.

## ARTICLE FOURTEEN AMENDMENTS

These By-Laws may be amended, at a regular or special meeting of the members, by a vote of a majority of a quorum of members present in person or by proxy.

## ARTICLE FIFTEEN MISCELLANEOUS

The fiscal year of the Association shall begin on the 1st day of July and end on the 30th day of June every year.

## ARTICLE SIXTEEN SEVERABILITY

Invalidation of any one of these By-laws by judgment or Court Order shall in no way affect any of the other provisions herein, which shall remain in full force and effect.

The By-Law is completely servant to the CDR's and may only be enforced to the extent that they are allowed by the CDR's.

IN WITNESS WHEREOF, we, being all of the directors of the Camden Ridge Estates Homeowners' Association, have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Terry Wiggs  
President, Camden Ridge Estates HOA

SEP 23, 2020

ACKNOWLEDGMENT

State of Oklahoma    )  
                                      ) SS:  
County of Creek        )

Before me, a Notary Public in and for said county and state, on this \_\_\_\_\_ day of \_\_\_\_\_, 2020, personally appeared Terry Wiggs, to me known to be the identical person who executed the within and foregoing instrument as President of Camden Ridge Estates Homeowners Association, Inc., an Oklahoma Not For Profit company, and acknowledged to me that he executed the same as his free and voluntary act and deed of said corporation, for the uses and purposes therein set forth.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

Given under my hand and seal of office the day and year above written.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

Commission No. \_\_\_\_\_