

# **Charter**

## **High Chaparral Property Owners Association**

### **Organization**

ARTICLE 1. The organization herein established shall be known as the High Chaparral Property Owners Association. It shall be established as a non-profit organization and shall hereafter be referred to as the Association. It shall establish a legal presence at the High Chaparral Club House on Apache Trail.

### **Membership**

ARTICLE 1. All homeowners and lot owners within the High Chaparral Development in good standing through the timely payment of assessments shall automatically be considered members of the Association, with voting rights. Each member of the Association, in good standing, is entitled to one vote.

### **Officers**

ARTICLE 1. The officers of the Association shall be a President, a Vice President, a Secretary, a Financial Secretary, and a Treasurer. These officers shall be elected by majority vote of the Directors to serve for a period of one year. The officers may not succeed themselves more than three years and they need not be residents of the State of Virginia.

ARTICLE II. There shall also be established a Board of Directors of the Association which shall consist of seven members who serve for a period of three years. The first year of the Association, three directors shall be elected for three year terms, two for two year terms and two for one year terms.

### **Duties of Officers**

ARTICLE I. The President shall be the principal executive officer of the Association and shall preside at all meetings. He/she shall supervise and control the management of the Association in accordance with the By-Laws.

ARTICLE II. The Vice President shall preside in the absence of the President and shall assume the duties of the presidency should that officer resign or be incapacitated. In the case of his/her ascendency, the members of the Board, in special session or by mail ballot, shall elect a successor.

ARTICLE III. The Secretary shall keep minutes of all meetings of the Association and shall be responsible for all correspondence involving the Association. Upon written request, the Secretary will provide Association members with a copy of the Charter, Restrictive Covenants, and By-Laws as required, for buyer disclosure packages.

ARTICLE IV. The Financial Secretary will have the responsibility to maintain an address list of all property owners. This list will be used to address all invoices of assessments to Association members. The Financial Secretary will prepare and mail all invoices to the membership. The Financial Secretary shall be responsible for reporting the budget to the annual meeting and to send other reports to the membership when needed.

ARTICLE V. The Treasurer shall maintain a special checking account for non-profit organizations to be used for the benefit of the Association. He/she shall be responsible for deposit, upon receipt, of assessments and other monies collected by the Association for its benefit as well as for drafting checks for approved payments by the Association. He/she shall keep a detailed record of all deposits and payments and provide information to the Financial Secretary for the development reports to the Board and to the members of the Association. Upon written request, the Treasurer will provide Association members with verification of dues payment as required for buyer disclosure packages.

ARTICLE VI. The President shall be Chair of the Board of Directors. That body or its designates will be responsible for securing the services of qualified independent contractor(s) to maintain and repair the roadways, the central water system and the clubhouse of the High Chaparral Property Owners Association. All payments for the above services or any other expenditure must be approved by the Board of Directors.

### **Remuneration of Officers**

ARTICLE 1. The officers of the Association shall serve without pay. However, any officer shall be entitled to out-of-pocket expenses upon presentation of a valid receipt to the Board of Directors.

### **Voting Rights**

ARTICLE 1. Members who have paid their assessments are entitled to one (I) vote in the deliberations of the Association. Property owners who are delinquent in the payment of assessments shall lose voting rights.

### **Meetings**

ARTICLE 1. The Association will have one annual meeting for the transaction of business and for any other need requiring attention. Proxies and mail ballots will be honored. The date and time of the annual meeting will be set by the Board of Directors, allowing sufficient time for notification of the membership by the Secretary. The Board of Directors may choose by consensus to meet more frequently than the annual meeting of the Association for the purpose of conducting Association business. Roberts Rules of Order shall be the parliamentary manual for meetings of the Association.

### **Governing Regulations**

ARTICLE I. Guidelines, rules and regulations including the amounts and payment of assessments for the benefit of all property owners of the Association shall be set down in the form of By-Laws and Restrictive Covenants. These two documents shall become the business of the Association and all property owners are expected to abide by the rules set forth. The restrictive Covenants shall be recorded in the official records of Carroll County, Virginia.