

**CONSTITUTION AND BYLAWS
OF
PETALUMA ESTATES HOMEOWNERS ASSOCIATION**

CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the Petaluma Estates Homeowners Association (PEHA).

ARTICLE II – PURPOSE

The purpose of this organization is to promote friendship among the residents of Petaluma Estates Mobile Home Park and offer activities and programs that serve their needs and interests. *PEHA's purpose is to also act as the representative of the homeowners in addressing issues that affect their home, the condition of the park, and departures from park rules, lease terms and conditions, and mobile home ordinances and regulations.*¹ PEHA also cooperates with the park managers who are responsible for the rules, regulations and maintenance of the park.

ARTICLE III – MEETINGS

Section 1. There will be not less than one meeting per year, on a day and time agree by a 2/3 vote of a quorum. The meetings will include a social time before or after the meeting as appropriate based on planned programs and agenda.

Section 2. Special meetings may be called at any time by the President of the organization.

Section 3. Board meetings will be held prior to the general meeting, *or as required to address exigent circumstances.*

ARTICLE IV – OFFICERS AND EXECUTIVE BOARD

¹ This does not preclude individual homeowners from addressing their problems directly with park management or the owner.

² Date of meeting changed from “*first*” to “on a day and time agreed by a 2/3 vote of a quorum” on Feb. 4, 2016 PEHA meeting by 2/3 vote of a quorum.

³ General Board defined clarifying that chairpersons of standing committees are not part of Executive Board; voted January 7, 2015. (Adjustments made throughout document for consistency.)

⁴ Changes voted in 12/6/18: Constitution Article III section 1 ~~monthly meetings except during July and August~~ not less than one meeting per year. Also, Section 3. Board meeting... ~~monthly~~ prior to the general meeting. Bylaws Article IV – Elections, Section 1... Nominating committee appointed ~~at the November meeting~~ in Oct. or Nov. Article V – Executive Board, Section 2. (b)~~monthly~~

Section 1. Officers: president, vice-president, secretary, and treasurer
Executive Board: Officers of the organization and the past president.

ARTICLE V – MEMBERS

All mobile homeowners residing within the boundaries of Petaluma Estates are members of PEHA.

ARTICLE VI – QUORUM

Section 1. *The presence* of not less than ten (10) members present at a regular or special meeting of the organization constitutes a quorum.

Section 2. *The presence* of not less than three (3) members of the executive board constitutes a quorum *at any meeting of the executive board.*

ARTICLE VII – AMENDMENTS

The *Constitution* may be altered or amended at any regular or special meeting of the membership by two-thirds (2/3) vote if a quorum is present. The proposed *change(s) must have been read at the previous meeting.*

BYLAWS

ARTICLE I – MEMBERSHIP AND PRIVILEGES

Members are entitled to vote at meetings of the organization and participate in all events provided they abide by stipulated regulations.

ARTICLE II – DUTIES OF THE OFFICERS

Section 1. President: The president will preside at all meetings of the organization and executive board and conduct the affairs of the organization.

Section 2. Vice-President: The vice-president will preside at meeting in the absence of the president and perform other duties as the president may direct.

Section 3. Secretary: The secretary will keep the minutes of meetings of the organization and handle correspondence as directed by the president.

Section 4. Treasurer: The treasurer will keep accounts, bank funds, and disburse them as directed by the president and executive board, and present a treasurer's report at each regular meeting.

ARTICLE III – COMMITTEES

The president will appoint chairs of the following standing committees:

1. Hospitality
2. Sunshine
3. Events Coordinator
4. Neighborhood Watch
5. Sonoma County Mobilehome Owners Association (SCMOA)
6. Golden State Mobilehome Owners League (GSMOL)

Committee chairs will select members of the respective committees and volunteers will be solicited.

Other committees may be constituted as required by the needs of PEHA.

ARTICLE IV – ELECTIONS

Section 1. A nominating committee of at least three (3) members will be appointed by the president in October or November and will report at the December meeting.

Section 2. Nominations will be presented by the committee and the election held at the December meeting. Nominations *may* be made from the floor.

Section 3. If there is only one candidate for an office, the secretary *will* cast a unanimous ballot. Otherwise the officers will be elected by a majority written vote of those present. Elected officers will be installed at the January meeting.

ARTICLE V – EXECUTIVE BOARD

Section 1. The executive board is made up of the officers of the organization and the past president. Vacancies will be filled by the president with the approval of other board members.

- Section 2.** Meetings of the executive board will be called by the president.
- (a) *Executive Board meetings require a quorum of the executive board.*
 - (b) A general board meeting will be held before the regularly scheduled *PEHA* meeting and shall be attended by the executive board and all chairpersons of the standing committees. General board meetings are open to all residents of the park.
 - (c) *An executive board meeting may be convened at any time at the discretion of the president.*

- Section 3.** The executive board shall have the power to:
- (a) Plan and carry out activities for the betterment of the community and to promote friendship among the homeowners.
 - (b) *Address issues affecting homeowners with park management and/or park owner(s).*
 - (c) *Allocate* funds of the organization, not to exceed \$100.00 without the approval of the membership.
 - (d) Clarify all questions pertaining to plans and activities.

ARTICLE VI – AMENDMENTS

The bylaws may be altered or amended at any regular or special meeting of the membership by two-thirds (2/3) vote providing a quorum is present. The proposed change must have been read at the previous meeting.

ARTICLE VII – DUTIES OF COMMITTEES

Standing Committees:

- Hospitality:** Welcomes all new homeowners who move into the park and all other park residents who do not attend the meetings and informs them about the purposes of this organization.
- Sunshine:** Sends greeting cards to members/residents who are ill and/or bereaved and reports on this activity to the membership during PEHA meetings as appropriate, and consistent with the desires and direction of the recipient and/or family.
- SCMOA:** The SCMOA representative is a member of and attends SCMOA meetings and reports to the membership at PEHA meetings. The SCMOA representative also recruits other residents to become members of SCMOA. In the event the

designated representatives are unable to attend a SCMOA meeting(s) or a PEHA meeting, arranges for others to attend in their place and provide reports.

GSMOL: The GSMOL representative is a member of and attends GSMOL meetings and reports to the membership at PEHA meetings. The GSMOL representative also recruits other residents to become members of GSMOL. In the event the designated representatives is unable to attend a GSMOL meeting(s) or a PEHA meeting, arranges for others to attend in their place and provide reports.

Activities Chairperson:

Recruits members to organize and oversee various social and fund-raising activities, in addition to other duties assigned by the president, on behalf of PEHA.²

Neighborhood Watch:

Neighborhood Watch provides a forum for information, education and discussion to promote community safety: The “Neighborhood Watch” program³ is strongly supported by law enforcement and has been used throughout the U.S. in both urban and suburban communities; it has proven to be a serious deterrent to crime. Another goal of the PEHA Neighborhood Watch program is to encourage all of us to be more aware of our neighbors, to be caring neighbors.

Ad hoc Committees:

Ad hoc committees will be formed as issues and events arise.

² Replaces “Events Coordinator”; voted Jan 7, 2015.

³ As of June 2014, the PEHA Neighborhood Watch is not affiliated with any formalized “Neighborhood Watch” program but is a community effort with the same or similar goals.