

Buena Vista Property Owners Association Constitution and Bylaws

I. Name

The name of this association shall be the Buena Vista Property Owners Association, and shall hereafter be referred to as BVPOA.

II. Limits

The boundaries of the territory of the BVPOA shall be northerly by Farmington Avenue, easterly by Mountain Road and the Buena Vista Golf Course, excluding properties fronting on Mountain Road, southerly by Tunxis Road, and westerly by the Farmington town line, excluding the Batterson Park property. The limits of the BVPOA may be extended at any time upon written application of the owners of other property, provided the application shall have the approval of the majority of the votes of the members present at any annual meeting or special meeting required for that purpose.

III. Objectives

The objectives of the BVPOA shall be to work for the best interests and the general welfare of all property owners and residents of the area in particular and of West Hartford in general, as well as to promote unity and good fellowship throughout the area.

IV. Members

1. All persons who have title to land within the BVPOA limits shall, while they continue to be owners of that land, be entitled to membership in the BVPOA; shall be entitled to vote at any meeting of the BVPOA and shall be eligible to hold office in the BVPOA. Persons jointly owning a piece of property within the BVPOA limits shall be entitled to one vote only between them. No member shall be entitled to more than one vote regardless of the number of pieces of property within the limits held in his or her name.

2. Any member may designate in writing any person to act as his or her proxy at any meeting of the BVPOA provided that a written proxy, including the full name of the proxy, the date of the meeting which he or she will attend, and the signature of the member designating the proxy, shall be submitted to the secretary of the BVPOA at least one (1) day prior to the meeting. No person shall act as proxy for more than one (1) member at any meeting of the BVPOA.

3. Membership in the BVPOA will be entirely voluntary and any member may withdraw at any time upon written notice to the BVPOA Secretary.

4. A non-resident property owner may assign his rights, privileges and obligations or membership to his tenant for the term of such tenancy, provided, however, that such assignment is revocable at the will of the property owner and that such assignment is filed in writing with the secretary of the BVPOA.

V. Meetings

1. The necessary quorum for the transaction of business at the annual meeting shall consist of fifteen (15) members, present and voting.

2. The annual meeting will be held in May or June of each year at such time and place as the Board of Directors shall decide. Notice of the meeting shall be e-mailed or USPS mailed to all members by a board member at least twenty-one days (21) prior to the meeting. The Annual Meeting information shall be posted on the BVPOA website at least sixty (60) days in advance of the meeting.

3. Regular or special meetings shall be held at such time and place as the Board of Directors shall decide. Regular or special meeting dates shall be posted on the BVPOA website at least seven (7) days prior to the meeting.

4. With the notice for all meetings, the Secretary will mail or E-mail to all members a published agenda for all business to be acted upon at the meeting. No business will be acted upon at any meeting unless it is on the published agenda, or approved to be acted upon by unanimous vote of all members of the BVPOA present at such meeting.

VI. Officers

1. The officers of the BVPOA shall be:
 - a. President (or Co-Presidents)
 - b. Treasurer
 - c. Secretary
 - d. Board Members-At-Large (2)

2. Officers shall be elected from the general membership at each annual meeting. The officers shall hold office until their successors are elected, unless sooner disqualified by ceasing to become owners of land within the BVPOA limits or upon removal for cause by a vote of two-thirds ($2/3$) of the total members of the BVPOA at any regular or special meeting. Any vacancy of the officers shall be filled by the Board of Directors for the unexpired term. No officer may hold more than one (1) office at any one time.

3. The duties and powers of the officers shall be as follows:
 - a. The President shall be Chief Executive, shall preside over all meetings of the BVPOA and of the Board of Directors, and generally perform such duties as are customarily performed by presiding officers.

 - b. The Secretary shall sign all warning notices, orders and bylaws, and shall keep a record of all actions of the BVPOA and of the Board of Directors. The Secretary can take over meetings if the President is not available.

 - c. The Treasurer shall keep an account of all monies received and paid out, and shall render a report at each annual meeting and at other times at the request of a majority of the Board of Directors or of the President.

VII. Board of Directors

1. The Board of Directors shall consist of:
 - a. President or Co-presidents
 - b. Treasurer
 - c. Secretary
 - d. A minimum of two (2) additional members- Members- At-Large
2. Board members shall be elected from the general membership at each annual meeting.
3. The Board of Directors shall meet at least four (4) times per fiscal year. A total of three (3) board members shall constitute a quorum for the transaction of business by the Board of Directors.
4. Board members must attend a minimum of two (2) meetings in the fiscal year to remain on the Board of Directors.
4. The annual budget shall be proposed by the Board of Directors and shall be voted on by the membership at the annual meeting.

VIII. Committees

1. The nominating procedure. Nominations for new board members can be made by any member of the BVPOA at any of the two (2) meetings preceding the annual meeting in May. Such nominations will be posted on the website and included in the newsletters issued prior to the annual meeting.
2. Such other committees may be established, for such purposes and periods and in such a manner, as the Board of Governors may deem appropriate and useful.

IX. Communications

1. All messages to members or the general public via social media, telephone, ads, email shall be approved by the board before the posting.

X. Dues

1. The dues for each voting member in the BVPOA are twenty dollars (\$20.00) per household. An optional ten dollars (\$10.00) membership is offered to any household that is unable to afford the stated annual fee. This is offered on an honor-system basis with no discrimination, based on the type of membership individual households select. Dues shall cover the BVPOA fiscal year from June 1st to May 31st.
2. Neither the Board of Directors nor any officer of the BVPOA shall commit the BVPOA to any expense exceeding the amount in the treasury at any time.

XI. Finances

An annual review of the finances shall be conducted by a person (s) selected by the Board of Directors.

XII. Rules of Order

Robert's Rules of Order, latest revision, shall govern the BVPOA in all cases to which they are applicable and to which they are not inconsistent with this Constitution and Bylaws in all business meetings of the BVPOA.

XIII. Amendments and/or Termination Requirements

1. Amendments of the Constitution and Bylaws of the BVPOA shall be approved by two-thirds of the members present and voting at any regular or special meeting, providing a quorum is present. Printed copies of the amendments must be presented at the previous regular meeting or must be mailed to each voting member at least twenty-one (30) days prior to the meeting at which the vote will occur.
2. Termination of this constitution shall be by two-thirds (2/3) majority of the total membership.

3. As a benefit to members, the BVPOA may periodically solicit companies for sponsorship. A member's yearly sponsorship shall be thirty dollars (\$30.00) and a non-member's yearly sponsorship shall be fifty dollars (\$50.00). Companies providing gift-cards or goods, to be used as door prizes, shall be designated sponsors by The Board. Sponsorship will entitle the sponsor to a business-card sized advertisement on the BVPOA website. BVPOA reserves the right to accept, deny or cancel sponsors for whatever reason it deems appropriate. Sponsorship does not, in any way, constitute an endorsement by the BVPOA.

4. Members may submit information of a non-commercial nature, such as for babysitting or odd jobs, which will be considered for posting, free of charge, on the BVPOA website Bulletin Board. BVPOA reserves the right to accept, deny or cancel entries for whatever reason it deems appropriate. Bulletin Board postings do not, in any way, constitute an endorsement by the BVPOA.

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