

SYLVAN VIEW COMMUNITY ASSOCIATION, INCORPORATED

BY LAWS

as Amended April 15, 2010

Re-amended December 09, 2014

DEFINITIONS

1. Wherever the word ORGANIZATION appears, it shall mean Sylvan View Community Association, Incorporated.
2. Wherever the word BOARD appears, it shall mean Board of Directors.
3. Wherever SYLVAN VIEW ON THE MAGOTHY is mentioned, it shall mean the subdivision thereof as shown on a plat or plats recorded among the Land Records of Anne Arundel County, Maryland.
4. Wherever the words PROPERTY OWNER, PROPERTY OWNERS, OWNER OR OWNERS appear, they shall mean:
 - A. The person or persons who are the owners of record of property in Sylvan View on the Magothy or
 - B. The person or persons in possession of any property in Sylvan View on the Magothy under a contract or agreement of purchase or
 - C. The person or persons in possession of any property in Sylvan View on the Magothy as a tenant provided however, that the owner and tenant of the property shall not at the same time be members of the Organization.
2. Wherever the words, LOT, LOTS, PARCEL, PARCEL OF GROUND, or PROPERTY appear, they shall mean lot or lots appearing on recorded plats of Sylvan View on the Magothy.

ARTICLE I - Name and Objects

- Section I. The name of the Organization shall be Sylvan View Community Association, Incorporated.
- Section II. The Organization is formed for the purpose of promoting and advancing the best interests of all property owners of Sylvan View on the Magothy, including but not limited to the preservation of property values, the supervision and management of Community facilities for bathing, boating, play ground, etc., insofar as is possible under the plan of subdivision and the restrictions, conditions and covenants contained in the various deeds as well as the sponsoring of those social activities which will stimulate a friendly and neighborly relationship among the members of the Community.
- Section III. The Organization in all of its activities shall be nonsectarian.

ARTICLE II - Membership

- Section I. Membership in the Organization shall be limited to property owners of Sylvan View on the Magothy.
- Section II. All persons eligible for membership in the Organization who shall become members on or before the date of the 1958 Annual election meeting shall be known as charter members.
- Section III. When the property is owned by more than one person, whether as tenants by the entireties, joint tenants, tenants in common, or other form of joint or successive ownership, the voting power arising from membership in the Organization shall be exercised by any one, but only one, of the owners.
- Section IV. The ownership of more than one lot or parcel of ground shall not entitle the owners to more than one vote.
- Section V. An annual maintenance fee of, as determined by the Sylvan View covenants, shall be assessed against the members of the Organization. However, where the same person or persons own more than one lot or parcel of ground, they shall be assessed a maintenance fee for but one. The maintenance fee so assessed shall be payable on the 1st day of January. Special assessments may be introduced at any general or special meeting of the Organization by a majority vote of the members present, or introduced at a meeting of the Board of Directors. Any such special assessment shall be advertised and then voted on at the next general or special meeting under old business. Such assessments shall be payable as provided at the time of their authorization. Any legal expenses, filing fees, or

other costs incurred by the Organization to collect maintenance fees or special assessments shall be chargeable to the property owner who amassed the arrearage(s).

Section VI. The Officers, Board of Directors, and Appointed Committee Members must be members in good standing or the Organization.

Section VII Renters may attend meetings and community events, but will not have a voice in community affairs.

ARTICLE III - Officers

Section I. The Officers shall consist of a President, a Vice President, an Administrative Officer, and a Treasurer, who shall be elected by and hold office at the discretion of the membership. Their term of office to begin the first day of January following the election and continue for one year. Their successors will be elected at the Annual election meeting held during November each year or special meeting of the Organization. If the Nominations Committee is unable to obtain a candidate for the open position of President and no nominations are received from the floor for that position, the current Vice President will succeed to be President. If the Nominations Committee is unable to obtain a candidate for the open position of Vice President and no nominations are received from the floor for that position, the senior member of the Board of Directors will succeed the Vice President. A special election shall be held to fill the newly vacant Board of Directors position.

The Treasurer shall remain a separate office not subject to succession. This position shall be subject to election when needed. The old Treasurer shall remain on call for one (1) year to the newly elected Treasurer for information and assistance to maintain order and continuity in the management of community funds.

In the event that a Sylvan View Officer or Board member shall be unable or found by a majority of the rest of the Board to be unfit to finish a term, that officer shall be removed from office. A special election shall be held to fill the newly vacated position. If no nominees are found to fill the newly vacated position, the succession procedure outlined in Section I shall be used.

Section II. Duties of Officers

A. President. The President shall be the chief executive officer of the Organization and shall be subject to the control of the Board of Directors, have general

supervision, direction and control of the business and officers of the Organization. He/She shall preside at all meetings of the members and at all meetings of the Board of Directors. He/She shall have the general powers and duties of management as usually vested in the office of President of a Corporation and shall have such other powers and duties as may be prescribed by the Board of Directors; and shall sign as President all contracts and other instruments of writing which have been first approved by the Board of Directors. He/She shall call the Board of Directors together whenever he deems it necessary.

B. Vice President. The Vice President in the absence or disability of the President shall perform all the duties of the President and, when so acting, shall have all of the powers of, and be subject to, all the restrictions upon the President. The Vice President shall have such other powers and perform such other duties as from time to time may be prescribed by the President.

C. Administrative Officer. The Administrative Officer shall keep, or cause to be kept, a book of minutes at the principle office, or such other place as the Board of Directors may order, of all meetings of the Board of Directors and members with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those Directors or members present, of the number of members present or represented at the members meeting, and the proceedings thereof. The Administrative Officer shall keep, or cause to be kept, the corporate seal of the Organization, and shall affix said corporate seal to all papers requiring the seal (as and when the Organization is incorporated). The Administrative Officer shall give, or cause to give, notice of all meetings or members and the Board of Directors as required by the By Laws or by law to be given and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

D. Treasurer. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Organization. The Treasurer shall deposit all money and valuables in the name and to the credit of the Organization with such depositories as may be designated by the Board of Directors. He/She shall disburse the funds of the Corporation as may be ordered by the President and Board of Directors and shall render to the President and Board of Directors, whenever requested, an account of all his/her transactions as Treasurer and of the financial condition of the Organization and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

ARTICLE IV - Board of Directors

- Section I. Board of Directors. The Board of Directors shall consist of the four (4) officers, of the four (4) officers, President, Vice President, Administrative Officer, and Treasurer and five (5) other members; four (4) Board of Directors members, and the fifth to be the immediate past President. The four elected members shall serve two year alternating terms (two members to be elected each year) and shall not serve consecutive terms unless replacement members cannot be found.
- Section II. The Board of Directors shall meet prior to the annual election meeting of the Organization and one week before each general meeting on a day determined by the President. All Board of Directors meetings shall be at a place designated by the President or a majority of the members of the Board. At least five (5) days notice of the time and place of the Board of Directors meeting shall be given to each member of the Board by the Administrative Officer. Five (5) members of the Board shall constitute a quorum for the transaction of business and every act of the Board approved by a majority of those present at any meeting shall be valid._
- Section III. Duties. The Board of Directors shall act for the Organization in the interim between its Board of Directors meeting in all matters which are not expressly required to be acted upon by the entire membership under the provisions of these By Laws but shall report all its actions at the next general meeting of the Organization.

ARTICLE V - Meetings

- Section I. The annual election meeting shall be held during the month of November of each year at a time and place to be designated by the Board of Directors.
- Section II. Special. A special meeting of the general Organization may be called at any time by the President whenever he deems it necessary. The President shall also call a special meeting within ten (10) days of receipt by him of a request in writing for such a meeting from a majority of the Board of Directors or from one-third (1/3) of the members at any meeting.
- Section III. Notice of all general meetings shall be given to all members of the Organization by the Administrative Officer. The notice shall be in writing or via e-mail_and given at least five (5) days prior to the date of the general meeting to the address appearing on the books of the Organization. Each member shall register his address and e-mail address_, if so equipped_,with the Administrative Officer_and the notice shall be sent or otherwise delivered to the address so registered.
- Section IV. Quorum. Eight (8) voting members shall constitute a quorum for the transaction of

business at any general meeting.

ARTICLE VI - Elections

- Section I The election of the officers and the Board of Directors shall be held at the annual election meeting held in the month of November each year or by a special meeting of the Organization.
- Section II. Nominations - At least sixty (60) days before the date of the election, the President shall appoint a Nominating Committee composed of not less than two (2) members. Nominations for each of the offices and for the Board of Directors shall be presented to the Organization, however, nominations for any office or for the Board of Directors may be made from the floor.
- Section III. Voting - All voting and elections shall be by ballot. No proxies shall be allowed. A majority of the votes shall constitute an election.

ARTICLE VII - Parliamentary Rules

- Section I. The proceedings of the Organization and Board meetings shall be governed by and conducted according to the latest edition of Robert's Rules of Order.

ARTICLE VIII - Committees

- Section I. Standing Committees. The President shall appoint within thirty (30) days from the date of his succession into the office the following standing committees;
- A. Nomination Committee. The President shall request a member of the Board of Directors to chair the Nomination Committee. The membership committee shall be composed of not less than two (2) nor more than five (5) members whose duty it shall be to interest all eligible persons in becoming Officers of the Organization.
- B. Public Works Committee. The President shall request a member of the Board of Directors to chair the Public Works Committee. The Public Works Committee shall be composed of not less than two (2) or more than five (5) members who shall plan the necessary major work, repairs, and improvements. The Committee shall report

their programs and program statuses at the general meetings.

- C. Piers Committee. The President shall request a member of the Board of Directors to chair the Piers Committee. The Piers Committee shall be composed of not less than two (2) nor more than three (3) members who shall make assignments to boat piers for Community boat owners and to enforce the Sylvan View Pier/Beach Rules and Regulations as it pertains to the piers. The Committee shall report their programs and program statuses at the general meetings.
- D. Sunshine Committee. The Sunshine Committee shall be appointed by the President shall be composed of at least one (1) member who shall send flower arrangements and expressions of sympathy to residents of Sylvan View when appropriate. Funding will be by request to the Treasurer or by presentation of receipts to the Treasurer. Notification of the need for Sunshine Committee action shall be to any Sylvan View officer for approval.
- E. 120/20 Raffle Committee - The President appoint a 120/20 Raffle Committee Chairperson. The Committee chairperson shall solicit as many members as is necessary to sell all of the raffle tickets and schedule the drawings.
- F. Family Day Committee - The President appoint a Family Day Committee chairperson. The chairperson shall solicit as many members as is necessary to plan the event, procure the necessary provisions and to setup and man the various tables and activities for Family Day.
- G. Other Community Activities - The President will ask for someone to be the Committee chairperson. The chairperson shall solicit as many members as is necessary to plan the event, procure the necessary provisions and to setup and man the various tables and activities for event.

ARTICLE IX - Amendments

- Section I. These By Laws may be amended at any meeting of the Organization by a two- thirds (2/3) vote of members present and voting, provided notice of such amendments has been given in writing to all members of the Organization at least five (5) days prior to the meeting at which the proposed amendment is to be considered for adoption.

ARTICLE X - Fiscal Matters

- Section I. A motion for expenditure of \$500.00 or more from the Organization Treasury should be. Introduced at any general or special meeting of the Organization, or introduced at a meeting of the Board of Directors. Any such expenditure shall be advertised and then voted on at the next general or special meeting under old business.
- Section II. A motion of expenditures of \$500.00 or more from the Organization Treasury can be introduced and voted on at the same meeting if the members present at such meeting declare by a two-thirds (2/3) vote of approval that the motion is an emergency expenditure.
- Section III. Expenditures of less than \$500.00 can be made by the Public Works and Piers Committees with prior approval of the Board of Directors as an emergency expenditure.
- Section IV. Expenditures of less than \$500.00 can be introduced and voted on at the same meeting if the members present at such meeting approve the expenditure by a two- thirds (2/3) vote.
- Section V. Incidental expenditures of up to \$200.00 may be authorized by the President without prior approval from the Organization. Such expenditures shall be recorded by the Treasurer indicating date and amount.

ARTICLE XI - Treasury

- Section I. The responsibility of the Treasury is the responsibility of the Association and is administered by the Treasurer. The maintenance charge as determined by the Sylvan View Covenants shall be payable to "Sylvan View Community Association, P.O. Box 1153, Pasadena, Maryland, 21123-1153". This and any other income from Community functions or other revenue generating Community activities shall be deposited and recorded by the Treasurer into the Community account.
- Section II. All expenditures for Community related expenses, functions, activities, and Sylvan View Community Association approved expenditures shall be dispersed and recorded by the Treasurer. All funding must be approved prior to any expenditure and any additional funding must be approved by the President or in his/her absence the Vice President or a Board Member.
- Section III. An Annual Report of the status of the Treasury shall be furnished to property owners one month after the end of the fiscal year.

Section IV. The basic purposes for Treasury expenditures can be placed in the following categories:

- A. To provide and/or supplement certain services which the Anne Arundel County Government is unable to provide the Community.
- B. To maintain the community and provide various improvements for the benefit of all the residents.
- C. For expenses incident to the enforcement of the restrictions, conditions, covenants, easements, charges and agreements contained in the Deeds and Agreements, the Sylvan View Community Association By Laws, and the Sylvan View Community Piers/Beach Rules and Regulations.