

**BY-LAWS OF**  
**BAYSIDE VILLAGE HOMEOWNERS' ASSOCIATION, INC.**

ARTICLE I. NAME AND PURPOSE

- Section 1. The name of the organization is Bayside Village Homeowners' Association, Inc. (the "HOA")
- Section 2. The HOA is a nonprofit civic organization formed for the purpose of promoting the common interest and welfare of HOA Members, and to act for their collective benefit in matters affecting the community.

ARTICLE II. HOA OBJECTIVES

The HOA's objectives are to:

Enhance community life: Coordinate and support activities that make living in Bayside Village as pleasant, enjoyable and safe as possible, promoting social, recreational and educational programs.

Advocate for Members: Represent HOA Members collectively to Management, government agencies, and other entities. Identify, prevent, and help resolve issues affecting HOA Members. When necessary and duly approved by Members, take lawful action to protect the well-being of the community.

Promote civic engagement: Keep HOA Members informed of developments in local and state law that affect mobilehome communities, housing, or resident rights, and encourage active participation in community decision-making.

Explore ownership opportunities: When appropriate, investigate and evaluate opportunities for Bayside residents to acquire ownership or control of the Bayside Village property, consistent with California Mobilehome Residency Law (Civil Code § 798.80 et seq.).

ARTICLE III. MEMBERSHIP

- Section 1. Eligibility: HOA Membership is open to all homeowners and residents of Bayside Village except employees of, or parties related to, Management. Homeowners are eligible for full membership with voting rights and the right to hold elective office. Renters may participate in all activities but cannot vote or hold elective office.

Section 2. Good Standing: A member in good standing is one whose dues are current and who adheres to these Bylaws and any rules duly adopted by the HOA.

Section 3. Rights and Responsibilities: HOA Members are entitled to attend meetings, participate in HOA programs, and receive official communications. HOA Members share a responsibility to support the HOA's purposes and uphold its values of cooperation, civility, and community service.

#### ARTICLE IV. DUES

Section 1. Dues shall be determined periodically by the Board and proposed increases voted on by HOA Members.

Section 2. Dues shall be paid according to the schedule/s set by the Board from time to time.

Section 3. Dues shall be used for the operation and purposes of the HOA, and for expenditures duly approved by the Board or HOA Members.

#### ARTICLE V. OFFICERS

Section 1. Officers

The officers of the HOA are:

- President
- Vice President
- Second Vice President
- Secretary
- Treasurer

At the beginning of each term, the Board shall assign or confirm individual areas of responsibility consistent with these Bylaws to ensure all core HOA functions are administered.

Section 2. Combination of Officers: If insufficient nominees are available for all officer positions, the Board may, by unanimous vote, combine various roles for a term or portion of a term. Any combined officer role shall have the authority, duties, and accountability of each officer as described herein.

Section 3. General Duties: Officers shall perform the duties set forth below and any additional duties established by the Board or required by law. Each officer shall maintain orderly records related to their office and transfer such records to their successor at the end of

their term. Officers serve without compensation unless duly and expressly authorized by HOA Members.

A. President:

- i. Presides over meetings of the HOA and Board
- ii. Represents the HOA in official matters
- iii. Appoints all committees. Appoints Advisory Committee by March 31 annually.
- iv. Ensures the decisions of the Board and HOA Members are implemented
- v. Oversees internal coordination of officer responsibilities and ensures continuity of operations
- vi. May appoint a Parliamentarian to assist with meeting procedure

B. First Vice President

In addition to acting for the President when necessary, the First Vice President shall be responsible for, oversee and coordinate: i) the publication and distribution of the HOA newsletter; ii) the calendar and execution of the HOA Board and General meetings.

C. The Second Vice President shall be responsible for, oversee and coordinate the creation, promotion and execution of the annual calendar of community events.

D. The Secretary shall keep all necessary records and correspondence, record the proceedings at all meetings, and provide each member of the Board with a copy of the minutes. In conjunction with the Treasurer, the Secretary shall ensure the HOA website contains current information, community flyers, and meeting materials, as well as respond to incoming website communications or direct them to the appropriate officer or resource.

E. The Treasurer shall prepare the annual budget, receive and collect all monies and pay all bills on behalf of the HOA, provide a quarterly accounting of finances, and collaborate with the Secretary on maintenance of the HOA website and management of electronic communications related to financial updates and community notices.

Section 4. Promptly following each election, the Board shall:

- i. Review and confirm the allocation of duties among officers, ensuring that all publication, event, meeting, and website responsibilities are assigned.
- ii. Record these assignments in the minutes.

The Board may reassess and reassign duties as necessary throughout the term by majority vote.

Section 5. Vacancies and Succession

If any officer position becomes vacant, the remaining Board members may appoint a qualified Member in good standing to serve for the unexpired term. If the President's seat

becomes vacant, the First Vice President shall automatically assume the office of President for the remainder of the term.

## ARTICLE VI. BOARD OF DIRECTORS

- Section 1. The Board of Directors is the governing body of the HOA and has full authority to manage its affairs, consistent with these Bylaws and applicable law.
- Section 2. Meetings of the Board
- i. The Board of Directors shall meet at a frequency designated by the President, but not less than quarterly.
  - ii. Special Board meetings shall be held at the call of the President with approval by the Board.
  - iii. A majority of the sitting Directors constitutes a quorum for Board business.
  - iv. Board actions require a simple majority vote of Directors present unless otherwise stated in these Bylaws.
  - v. Decisions may be made between meetings by unanimous written or electronic consent, which shall be ratified at the next meeting and included in the minutes.
- Section 3. Fiscal Authority
- i. The Board may authorize expenditures for ordinary operating expenses without prior HOA Member approval.
  - ii. Individual purchases exceeding \$5,000 must be approved unanimously by the Board, or if Board approval is not unanimous, then the item shall be presented for Member approval at a duly noticed meeting.
  - iii. An annual budget shall be prepared by the Treasurer. After Board approval, the budget shall be submitted to HOA Members for approval by two-thirds (2/3) of Members present at the first General meeting held after February.
- Section 4. The immediate past President shall serve as an ex-officio (non-voting) member of the Board for up to three months following the installation of the new President, to assist with the transition of responsibilities.
- Section 5. The President may appoint annually a Member-at-Large from the South side and the North side of Bayside Village respectively. The two positions shall be non-voting Directorships.

## ARTICLE VII. NOMINATIONS AND ELECTIONS

- Section 1. Nominating Committee:
- i. Appointment: Each September, the President shall appoint a three-member Nominating Committee to submit a slate of officers for the upcoming election.

Committee members shall be Members in good standing who are not currently serving as officers. If there are insufficient Nominating Committee volunteers by September 30, the Board shall designate an officer to assume responsibility for soliciting nominations in an open and transparent manner consistent with the intent of this section.

- ii. Duties: The Nominating Committee (or Board acting as the committee) shall a) identify and verify eligible candidates; b) prepare a proposed slate of nominees to be present at the October Board meeting; c) ensure that Member nominations may still be made from the floor at the election meeting.
- iii. Publication: The proposed slate shall be published on the HOA website and distributed via email to Members at least ten (10) days before the November General Meeting. Additional notice in the HOA newsletter is encouraged but not required.

Section 2. Nominations from the Floor: Additional nominations may be made from the floor during the November meeting, provided that the nominee is: a) present or has submitted written consent to serve if elected; and b) is a Member in good standing.

Nominations shall then be closed by majority consent of the Members present.

Section 3. Elections

- i. Timing: Elections shall be held during the November General meeting.
- ii. Method: If only one nominee for a position, the election shall be by acclamation. If there is more than one nominee for any office, the election shall be by secret ballot.

Section 4. The officers shall serve a term of office for two (2) years from January 1 through December 31 of the following year.

Section 5. Vacancies: May be filled by a Member in good standing, duly chosen and appointed by the concurrence of the remaining Board members. The appointee shall hold office until a successor is elected at the next General election.

Section 6. Eligibility and Conduct. Only Members in good standing may hold elective office. Each candidate must affirm willingness to uphold these Bylaws and Code of Conduct.

Section 7. Certification of Results. The Secretary or Officer designated by the Board shall certify the election results in writing and record them in the minutes. New officers shall be formally installed at the first Board meeting in January.

## ARTICLE VIII. REMOVAL OF DIRECTORS

Section 1. Written notice of the removal issues and the grounds for removal of a Director or Directors shall be given to HOA Members and the person/s subject to removal at least seven (7) days prior to the removal meeting.

- Section 2. Directors against whom such removal actions are initiated shall be given reasonable time at the removal meeting to reply to the charge.
- Section 3. Directors shall be removed by majority vote of the Members in good standing who are present and voting at the removal meeting, provided a quorum consisting of twenty-five (25) Members in good standing is present.
- Section 4. Upon removal, the individual immediately ceases to hold any position on the Board or committees and shall deliver all HOA property, records, and funds in their possession to the Secretary or President within seven (7) days of notice.

ARTICLE IX. COMMITTEES

- Section 1. Standing Committees shall be appointed by the President with the approval of the Board of Directors.
- Section 2. Special Committees shall be appointed by the President with such powers and duties as shall be designated.
- Section 3. The President shall appoint an Advisory Committee and notify Management of the designees, both actions to be completed by March 31 annually.

ARTICLE X. MEMBERSHIP MEETINGS

- Section 1. The HOA shall hold General meetings periodically, but not less than four (4) times per year, at dates and times established by the Board. Meetings will be held in the South Clubhouse unless otherwise posted.
- Section 2. Special meetings may be called by the President with the approval of the Board, or upon petition of thirty percent (30%) of Members in good standing. The purpose of the special meeting shall be stated in the call, and no other business shall be conducted.
- Section 3. Official notice of all meetings shall be posted on the HOA website and distributed via email to Members at least one (1) week prior to any meeting.
- Section 4. HOA Members present at any General or Special Meeting shall constitute a quorum, except as otherwise noted in these Bylaws. For removal of Directors, a quorum of twenty-five (25) must be present.
- Section 5. Robert's Rules of Order shall apply except where such rules may conflict with the Bylaws of the HOA.

Section 6. The Board may authorize electronic or hybrid meetings (e.g. by videoconference) when appropriate. Members participating electronically are deemed present for quorum and voting purposes, provided identity and participation are reasonably verified. Written or electronic ballots may be used when permitted by law and authorized by the Board.

ARTICLE XI. AMENDMENTS

Section 1. These Bylaws may be amended, altered, or repealed by a vote of Members in accordance with this Article.

Section 2. Amendments may be proposed by a) the Board; or b) a petition signed by at least ten percent (10%) of Members in good standing. Proposed amendments must be submitted in writing to the President.

Section 3. At least ten (10) days before the meeting at which an amendment will be considered, the Secretary shall notice all Members of a) the text of the proposed amendment; and b) a brief explanation of its purpose.

Notice shall be sent via email to Members and posted on the HOA website. Additional notice in the HOA newsletter is encouraged but not required.

Section 4. An amendment is adopted when it receives a majority vote of Members in good standing who are present or participating electronically at a duly noticed Meeting. Unless otherwise stated, the amendment takes effect immediately upon the motion adopting it.

Section 5. All approved amendments shall be a) incorporated into the current digital and printed versions of the Bylaws; b) signed and dated by the Secretary or other authorized officer; and c) made readily available to all Members via the HOA website or upon request.

ARTICLE XII. CODE OF CONDUCT

The purpose of this Code of Conduct is to ensure that Directors conduct the business of the HOA in an atmosphere of mutual respect, professionalism, and efficiency. Every Director has both the right and the obligation to participate fully in Board deliberations without disruption, hostility, or intimidation.

All Directors participating in HOA meetings or activities shall:

- i. Treat others with civility and respect at all times. Personal attacks, insults, belittling language or intimidation of others are prohibited.

- ii. Refrain from interrupting, shouting over, speaking out of turn, or monopolizing discussion.
- iii. Address remarks to issues, not individuals. Debate shall focus on facts and policy, not personalities or motives.
- iv. Comply with the direction of the presiding officer. The chair may call a speaker out of order if discussion becomes disruptive or repetitive.
- v. Maintain confidentiality when matters are discussed in executive session or involve sensitive personal or financial information.
- vi. Avoid conflicts of interest and disclose any potential conflicts before participating in discussion or voting.
- vii. Use electronic communications responsibly to maintain professionalism and protect privacy.

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Bylaws as Amended and updated March 21, 2026

Article V. Section 2 and 6, Amended November 2, 2018

Article VI. Section 1, (c) and (d), Amended November 4, 2017

Article V. Section 1 & Section 4, Amended November 7, 2015

Article VII. Section 4. Article X. Section 1. Amended January 5, 2013

Article II. Section 1 (c), Article IV, Section 2, Article V, Section 2 & 4, Article VI, Section 1(e)

Article VII. Section 1, Section 3 & Section 4 Amended June 4, 2005

Article II. Section 1 (c), Article IV, Section 2, & Article VI, Section 1 (c) & (d). Amended June 4, 2004

Article VII. Section 1, Amended August 5, 2000

Article VI. Section 1 (c) & (d) Amended March 7, 1998

Article III. Section 1 (a) Amended November 4, 1995

Article V. Section 3, 4, 5, 6, “ “ “

Article VI. Section 3, “ “ “

Article X. Section 1, “ “ “

Article II. Section 1 (a) & (b), Article VII, Section 1, Amended January 9, 1988