

**ROSSMOOR HOMEOWNERS ASSOCIATION**  
**BYLAWS**  
**A DOMESTIC NON-PROFIT CORPORATION**  
**(ARTICLES OF INCORPORATION FILED MAY 3, 1960)**  
**(Revised January 16, 2024)**

**PREAMBLE**

Rossmoor is an unincorporated community located at the northeast corner of the intersection of the I-405 and I-605 Freeways in northwestern Orange County. **Rossmoor's primary governing body is the Orange County Board of Supervisors, which has jurisdiction over the community.**

Other agency responsibilities:

- Law enforcement is provided by the **Orange County Sheriff's Department (OCSD)**
- Traffic enforcement is provided by the **California Highway Patrol (CHP)**
- Fire Protection is provided by the **Orange County Fire Authority (OCFA)**
- Parks and other recreational facilities in Rossmoor are governed by the **Rossmoor Community Services District (CSD)**

The Rossmoor Homeowners Association is a 501(c)(4) non-profit corporation organized under the laws of the State of California. Since its formation in 1957, the Association's primary objective has been to preserve the quality of life for the residents of Rossmoor by monitoring the governance and servicing of the community and actively advocating on issues affecting the community. Membership in the Association is voluntary and requires payment of annual dues.

These Bylaws set forth the organization and operating rules for the Rossmoor Homeowners Association.

**ARTICLE I: NAME**

This organization shall be known as the Rossmoor Homeowners Association, hereinafter referred to as the "Association" or the "RHA."

## ARTICLE II: PURPOSE

To be a non-profit corporation dedicated to providing civic service to all of Rossmoor's **homeowners, residents and businesses**, consistent with the provisions of Internal Revenue Code §501(c)(4) and other applicable laws

## ARTICLE III: OBJECTIVES

### Section 3.1 Objectives

- A. To maintain and enhance the community through unified action.
- B. To represent the homeowners and residents of the community in protection of property interests.
- C. To maintain an active organization serving as one voice for the rights of all before any local, municipal, county or state legislative body, or any individual, organization, association, corporation or other group whose actions, policies, intentions and designs can affect the rights of the homeowners, residents, businesses and the community.
- D. To maintain a non-sectarian and non-partisan approach toward the formulation of policies and resolution of problems.
- E. To represent the RHA by attending meetings of boards, committees and chambers of local governmental bodies and other organizations in order that the members of the Association may be informed as to the actions of those bodies.
- F. To communicate with and elicit input from the community by use of appropriate methods such as general membership meetings, town hall meetings, focus groups, surveys, newsletters, email, the RHA website, and other appropriate methods.

### Section 3.2 Support and Execution

The Association will support and execute community improvement projects and other civic functions through duly constituted committees when the Board determines such action is appropriate.

## ARTICLE IV: MEMBERSHIP

### Section 4.1 Membership Definition

Membership in the Rossmoor Homeowners Association is voluntary.

**Association Member:** Anyone who is a resident or property owner in the community known as Rossmoor in Orange County California is eligible to be a Member in this Association by payment of Member dues with respect to the Rossmoor property address in which he or she owns or resides. All members of the household become Members of the Association for the membership year; however,

only one vote per household is allowed for Association business requiring a vote, including annual Board of Director elections. Fractional votes will be disregarded.

**Association Supporter:** Anyone who would like to support the Association may do so by payment of the Supporter dues amount as determined by the Board.

Association

Supporters have access to any online resources of the Association and are eligible to participate in any events and discounts available to Association Members.

Association Supporters are not eligible to vote on Association matters or serve on the Association Board. However, Supporters may serve on RHA Committees and Teams.

**Business Partner:** Any business that would like to support the Association may do so by payment of the Business Partner dues amount as determined by the Board. Association Members who are also business owners and would like their business to also join the Association can do so at a discounted rate as determined by the Board. Business Partners, unless they are also Association Members, are not eligible to vote on Association matters or serve on the Association Board. Business Partners may be provided access to any online resources of the Association and may be recognized for their support on the Association website and in any other ways as determined by the Board.

**Emeritus Member:** Designated by a majority of the vote of the Board, these members are honored as lifetime Emeritus Members of the Association because of their service and dedication to Rossmoor and the RHA. Emeritus Members cannot hold a Director position and are not voting members of the Association.

**Property Management/Association Membership:** There are two non-single family home residential properties within the confines of Rossmoor: **The Ascent Apartment Homes** (formerly Rossmoor Manor) at 11152 Wallingsford Road and the **Rossmoor Town Houses** (addresses at 12100 Montecito Drive and 3342 Bradbury Road). At its discretion, the Board may define group membership plans for these residents to facilitate a more active role within the Association for their residents.

**Additional Levels:** The Board may create, at its discretion, any additional levels of association it deems advantageous to the Association provided such levels do not change the voting or Board of Director requirements. The Board will determine the requirements, dues amount, length of membership, and benefits for any additional membership levels.

## Section 4.2 Dues

Membership dues shall be established by the Board annually prior to January 1st each year.

### **Section 4.3 Membership Duration**

The membership year shall be from January through December.

## **ARTICLE V: BOARD OF DIRECTORS**

### **Section 5.1 Responsibilities**

The Board of Directors shall be responsible for the management and administration of the Association.

### **Section 5.2 Number of Directors & Terms of Office**

The Board of Directors of the Association (the "Board") shall consist of thirteen (13) Directors elected at-large to serve a term of two years, commencing on July 1 of the year elected and ending on June 30 of the second year. In order to promote continuity on the Board, the Directors' terms shall be staggered as follows: seven (7) Directors will stand for election in odd-numbered years and six (6) Directors will stand for election in even-numbered years.

In addition to the foregoing and notwithstanding any provision to the contrary, the Board may appoint one or two non-voting student member(s) of the Board for a one-year term with such responsibilities as the Board may determine, provided only that any such students shall reside with an Association Member or Association Supporter at the time he/she accepts the position.

### **Section 5.3 Eligibility**

To be eligible to serve as a Director, a person must have been an Association member for a period of not less than six (6) months immediately prior to his or her date of nomination pursuant to Article X, Section 3, or his or her appointment pursuant to Article V, Section 5. All Directors must be a current Association member and live within Rossmoor.

Further, an individual interested in becoming a Director should demonstrate a strong desire to contribute to the Association's activities, attend monthly Board meetings, and participate in the many community events supported by the Association.

### **Section 5.4 Director Responsibilities**

Directors shall be required to attend all Board meetings of the Association. In the event a Director is absent from three (3) consecutive regularly scheduled meetings or a total of five (5) such meetings within the term of office, said Director shall be

terminated from office (without a vote of the Board being required) unless, in the opinion of the Board, reasonable justification exists for the Director's absence.

### **Section 5.5 Board Vacancies**

Any vacancy occurring in the Board of Directors may be filled by the recommendation of the President to the Board. Upon the approval of a majority of the Board, such a person shall be appointed as a Director of the Association. Said appointee shall serve the unexpired portion of the term of his or her predecessor.

### **Section 5.6 Director Resignation**

A Director may resign at any time by filing a written resignation with the President of the Board.

### **Section 5.7 Director Removal**

The Board may remove a Director by a three-quarters (3/4) vote of Directors then in office, at any regular or special meetings of the Board, provided that the Director proposed for removal be given at least 7 days' notice by phone, email or registered mail before any vote is taken. The Director shall be given an opportunity to be heard and the matter considered by the Board.

### **Section 5.8 Conflicts of Interest**

In order to avoid conflicts of interest in carrying out the purposes and policies of this Association, no publicly elected official shall serve on the Board of the Rossmoor Homeowners Association or serve as an RHA committee chair.

## **ARTICLE VI: OFFICERS**

### **Section 6.1 Officers and Terms of Service**

The officers shall be Directors and shall consist of a President, First Vice President, Second Vice President, Secretary and Treasurer. The officers shall serve a one (1) year term and be nominated and elected by the Directors at the June meeting of the Board pursuant to Article X below.

### **Section 6.2 Duties of President**

The President shall formulate the agenda and preside at all meetings of the Board. The President shall perform such other duties as he or she may be directed to perform by resolution of the Board not inconsistent with the provisions of these Bylaws.

### **Section 6.3 Duties of First Vice President**

The First Vice President shall carry out all assignments given by the President and shall exercise all powers, duties and authority of the President during the absence or disability of the President.

### **Section 6.4 Duties of Second Vice President**

The Second Vice President shall carry out all assignments given by the President and shall exercise all powers, duties and authority of the President during the absence or disability of the President and the First Vice President.

### **Section 6.5 Duties of Secretary**

The Secretary shall maintain an accurate record of the proceedings of all meetings of the Board, including a record of attendance. The Secretary shall notify the Board if a Director is subject to termination due to lack of attendance. The Secretary shall be responsible for maintaining a current copy of the Bylaws and distributing the current copy to each Director.

### **Section 6.6 Duties of Treasurer**

The Treasurer shall maintain timely and accurate books of account, shall have custody of all funds of the Association and shall receive and disburse funds under the direction of and in accordance with the instructions of the Board. The Treasurer shall be responsible for filing on a timely basis all legal documents required by law including tax returns (IRS, FTB, Secretary of State). The Treasurer shall not disburse funds not budgeted or substantially exceeding the amount budgeted without the approval by the Board. The Treasurer shall present a brief summary report at each Board meeting.

### **Section 6.7 Executive Committee**

The Executive Committee shall consist of the President, the First Vice President, the Second Vice President, the Secretary, and the Treasurer. When there is a need for immediate action between regular Board meetings and a quorum for a special meeting is not available, the Executive Committee shall have the power of the Board to act on behalf of the Board upon an affirmative vote of its members, in person and/or by electronic mail.

Any action or discussion taken by the Executive Committee shall be reported to the full Board at the next regular Meeting of the Board. The Secretary shall take minutes of all meetings of the Executive Committee and shall file and maintain such minutes with the minutes of the meetings of the Board. A minimum of three votes is required for formal action.

## **Section 6.8 Retention of Association Properties**

At the termination or expiration of the term of office of a Director, all books, papers and other properties of the Association shall be delivered to the Board by such Director.

## **ARTICLE VII COMMITTEES & REPRESENTATIVES**

### **Section 7.1 Establishment and Operation of Committees**

A. The Board shall create such committees as are deemed necessary to carry out the work of the Association. The Board may terminate any committee whose existence it deems no longer necessary.

B. The President shall appoint all committee chairs.

C. The President shall be an ex-officio member of all committees excluding the Nominating Committee. (See Article X, Section 2)

### **Section 7.2 Standing Committees of the Board**

The Standing Committees for the Association (in addition to the Executive Committee) shall be:

- Audit
- Budget
- Communications
- Membership
- Neighborhood Watch

### **Section 7.3 Audit Committee**

The Audit Committee shall consist of the First Vice President, and any two (2) other Directors as appointed by the President and ratified by the Board each January.

Following the close of each fiscal year, changing of the treasurer, or when requested by the Board, the Audit Committee shall have the responsibility review the Association's:

- Administrative procedures
- Financial procedures
- Financial records

for consistency and compliance. The Audit Committee reports its fiscal year findings to the Association Board no later than the April Board meeting.

The Audit Committee may make recommendations to amend the administrative and financial policies of the Association with their report to the Board.

#### **Section 7.4 Budget Committee**

- A. The Budget Committee shall consist of the Second Vice President, Treasurer and any other Directors as appointed by the President and ratified by the Board.
- B. The Budget Committee shall have the responsibility for developing annual budgets, soliciting budget requests from the Association's committees, and presenting such proposed budgets to the Board for approval no later than the November meeting of the Board.
- C. The Budget Committee shall also review revenue and expenditures at the end of July and make recommendations to the Board for approval of any suggested changes.

#### **Section 7.5 RHA Representatives & Liaisons**

- A. The President shall appoint representatives/liaisons for the Association to local organizations (Rossmoor CSD, Los Alamitos USD, Chambers of Commerce, etc.) and external groups (County, State and other governmental agencies outside of the Rossmoor/Los Alamitos/Seal Beach) as needed.
- B. Appointments must be ratified by the Board.
- C. These representatives must be current members of the Association.

### **ARTICLE VIII FINANCES**

#### **Section 8.1 Financial Reports**

All funds of this Association shall be maintained in a manner consistent with good accounting practices. Financial reports shall be required and presented to the Board of Directors at all regular Board meetings.

#### **Section 8.2 Access to Financial Records**

Financial records shall be made available to any member upon written request and payment of all costs associated with reproduction, subject to appropriate confidentiality restrictions.

#### **Section 8.3 Issuance of Checks and Deposit of Funds**

One signature shall be required on all checks and drafts for payment or disbursement of funds for the Association. Directors authorized to sign checks and

drafts include the President, First Vice President, Treasurer and one other designated Director appointed by the President with such appointment reported to the full Board.

All Directors authorized to sign checks must have a signature authorization on file at the bank used by the Association. Deposits of funds received by the Association shall be made by the Treasurer or by a Director designated by the President, and such designated Director shall promptly report all such deposits to the Treasurer.

#### **Section 8.4 Fiscal Year**

The fiscal year for the Association for the purposes of budgeting shall be from January 1 to December 31. The budget for the following year shall be presented by the Budget Committee to the Board for approval no later than the regular November Board meeting.

#### **Section 8.5 No Benefits to an Individual Member**

No part of the income and/or assets of this Association shall personally benefit any individual member.

#### **Section 8.6 Use of Property and Funds**

The property of the Association is irrevocably dedicated to accomplishing the purposes and objectives of the Association as defined in the Bylaws. Monetary contributions to outside organizations shall be limited to those activities which benefit the Rossmoor community and further the objectives of the Association, as determined by the Board in its reasonable discretion. Examples of such benefits include contributions that are likely to increase Rossmoor property values, beautify Rossmoor, or otherwise improve the quality of life of a majority of Rossmoor residents.

#### **Section 8.7 Retention of Financial Records and Procedures**

At the termination or expiration of the term of office of the Treasurer, financial records of the Association and the procedures for receiving and disbursing moneys shall be delivered to the Board by the Treasurer.

#### **Section 8.8 Authorization for Financial Commitments and Contracts**

Authorizations for financial commitments and obligations are governed by the "*RHA Standing Financial Procedures*" document. Changes to this procedure document must be approved by three-quarters (3/4) of the Board.

## **ARTICLE IX: MEETINGS**

### **Section 9.1 Regular Meetings**

The Association shall schedule and hold not less than eight (8) regular Board meetings each year for the purpose of conducting the business of the Association. Regular meetings shall be open to all members and the public. For the purposes of conducting the business of the Association, a quorum shall consist of not less than a majority of the current Directors. There will be no proxy voting at any Board meeting.

### **Section 9.2 Special Meetings**

Special meetings of the Board may be called at the discretion of the President or any three Directors. A quorum for a Special Board meeting shall consist of not less than a majority of the current Directors. When the President determines it is appropriate, the Board may conduct a Special meeting on a particular matter by electronic mail, in which case the Secretary shall report the results of the Special meeting at the next regular Board meeting.

### **Section 9.3 Quorums**

No vote upon any motion or resolution may be effective at any Board meeting unless the required quorum is present.

### **Section 9.4 Special Meeting Petitions**

The Association membership may request a special meeting of the Association through a petition signed by 20 members. Such a special membership meeting shall require public notice of the entire membership a minimum of twenty (20) days prior to the meeting. Members shall be notified of the said meeting by mail and/or electronic mail to each member and by publishing notice on the Association website.

### **Section 9.5 Rules of Conduct for Meeting**

Except as otherwise provided in these Bylaws, meetings of the Association will be conducted under the then-current edition of Robert's Rules of Order as applicable to small assemblies.

## **ARTICLE X: NOMINATIONS AND ELECTIONS**

### **Section 10.1 Annual Elections**

Election of Directors shall be held annually in May.

## **Section 10.2 Nominating Committee**

- A. A nominating committee comprised of three (3) Association members shall be recommended by the President for approval by a majority of the Board no later than the February Board meeting. At least one member of the committee shall be a member of the Board of Directors.
- B. The committee shall be charged with the responsibility of nominating candidates for the open Director at the regular April Board meeting or if requested for the Director(s) that occur during the year.
- C. The committee shall verify that all nominees are willing to serve and meet the eligibility requirements of Directors as described in these Bylaws.

## **Section 10.3 Annual Director Nominations**

- A. All Association members will be invited to submit nominations for Directors of the Board by the Nominating Committee no later than the regular March Board meeting. The invitation must include how to make the nomination and can be distributed via email, text or any other notification method used by the Association and must be posted on the Association website. The nomination deadline is April 7th.
- B. The Nominating Committee will present the qualified nominees as candidates to the Board at the regular April Board meeting. The candidates presented will be included on the ballot made available to the membership for voting.
- C. If there are not more qualified candidates than available Director seats for an election, no ballots need to be prepared and all candidates will be deemed elected by consent.

## **Section 10.4 Ballot Submittals**

Each nominee shall have the opportunity to submit a maximum, one-hundred-word (100) statement to the Secretary within seven (7) days following the close of nominations. The Secretary or designee shall assume responsibility for preparing and mailing a ballot with the candidates' statements to all members within twenty-one (21) days of the April Board meeting.

## **Section 10.5 Ballot Format**

- A. All elections shall be by paper or electronic ballot.
- B. Ballots shall clearly note the date by which they must be postmarked or submitted online.
- C. Only Association Member-households as of April 15<sup>th</sup> are eligible to vote.

## **Section 10.6 Ballot Counting**

The President shall appoint two (2) Directors, who are not then standing for election, to serve as Inspectors of Election. These Directors will receive and count the votes and determine the results of the election. A plurality of the votes shall elect.

When there is not a clear winner for a seat or seats on the Board (a tie), the winner will be determined by a random draw or coin-flip with the affected candidates present with the Inspectors.

A full report of the results of the election shall be presented at the Board meeting in June. The ballots and results shall be maintained by the Secretary for two (2) months following the election.

## **Section 10.7 Election of Board of Director Officers**

The newly constituted Board of Directors shall elect officers for the following year at the June Board meeting.

## **Section 10.8 Installation of Board of Directors**

The outgoing President shall preside at the installation of the newly elected Directors at the close of the June meeting. The newly elected Board shall assume the affairs of the Association effective as of July 1.

## **ARTICLE XI: INDEMNIFICATION**

The Association shall have the power to indemnify any person who was or is a party or is threatened to be a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Association) by reason of the fact that he or she is or was an officer, Director, member of a committee or otherwise performing services on behalf of the Association against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding, provided that he or she acted lawfully and in good faith and in a manner he or she believed to be in the best interests of the Association. The Board shall have the authority to purchase and maintain insurance to cover its obligations hereunder.

## **ARTICLE XII: BYLAWS AND AMENDMENTS**

### **Section 12.1 Purpose and Scope of Bylaws**

The Bylaws, as ratified by the membership, shall establish the policies of the Association. To the extent that these Bylaws are inconsistent with any other rules, resolutions or policies of the Association, these Bylaws shall prevail.

## **Section 12.2 Amending Bylaws**

These Bylaws may be amended by approval of the Board and a two-thirds majority vote of the members present at any regular or special meeting, providing that at least twenty (20) days' notice has been given the members prior to the meeting. Members shall be notified of said meeting by mail and/or electronic mail to each member and by publishing the notice on the Association website.

## **Section 12.3 Approval of Bylaw Changes**

Any member may propose a Bylaw change to the Board for consideration. All proposed Bylaw changes, if approved by the Board, shall be presented to the membership as specified in Section 12.2.

Amended Bylaws approved by the Board on November 21, 2023 and approved by the general membership on January 16, 2024 at the regular Meeting of the Association.

Previously amended Bylaws ratified by membership on 18 January 2022, 20 April 2021, 19 February 2019, 19 August 2014, 20 January 2004, 19 June 2001, 22 February 2000, 24 November 1998, 17 June 1998, 19 June 1996, 19 May 1993, and 15 May 1991.