

<p>MINUTES OF THE FOREST HILL NEIGHBORHOOD ASSOCIATION October 13, 2011</p>	<p>Held at the Stone House at Forest Hill Park, Richmond, Virginia Minutes taken by Dorna Braswell and Zac Sheldon. Secretary Vicky Hamrick could not attend.</p> <p>President Richard Day called the meeting to order at 7:04 p.m.</p>
<p>MINUTES</p>	<p>The minutes from the September meeting were approved.</p> <p>Zac Sheldon, Treasurer, offered the financial report.</p> <p>Motion was made to donate \$500 for tree planting behind the tennis courts and the playground area in Forest Hill Park. Motion seconded and passed.</p> <p>Motion was made to donate \$500 to the McGuire Veterans' Hospital for Thanksgiving support. Motion seconded and passed.</p> <p>The proposed association by-laws were presented (attached hereto) and voted on as follows:</p> <p>Article 1 – Name, Purpose, and Boundaries: vote was 8 in favor, 5 opposed and did not pass. Article 2 – Membership and Voting: vote was 8 in favor, 5 opposed and did not pass. Article 3 – no changes proposed. Article 4 – Officers: vote was 11 in favor, 2 opposed and passed. Article 5 – Executive Board: vote was 13 in favor, none opposed and passed. Article 6 – Terms of Office: vote was 13 in favor, none opposed and passed. Article 7 – Standing Committees: vote was 8 in favor, 5 opposed and did not pass. Article 8 – Meetings: vote was 12 in favor, 0 opposed and passed. Article 9 – Procedures: vote was 11 in favor, 0 opposed and passed. Article 10 – Amendment of By-Laws: vote was 9 in favor, 5 opposed and did not pass.</p> <p>The meeting was adjourned at 8:45 p.m.</p>
<p>MEETING NOTES</p>	
<p>4TH District Update</p>	<p>Kathy Graziano, President of Richmond City Council, reported that flashing lights will be installed at the intersections of Forest Hill Avenue and 41st and 43rd Streets to help pedestrians safely cross.</p> <p>Mrs. Graziano announced Debbie Puzzo (not present) as her new liaison. Debbie has twelve years experience and started in Mrs. Graziano's office on October 2.</p>
<p>Neighborhood Watch Committee</p>	<p>Officer Stacy Rogers reported on two recent break-ins in the Woodland Heights neighborhood, but that auto break-ins at the Reedy Creek Parking Lot are down to one this year, as compared to 14 last year and 22 the year before. He also advised that no one has yet been apprehended for the tire puncture incidents that occurred on 47th Street.</p>

Nominating Committee	<p>Zac Sheldon reported for Vicky Hamrick of the Nominating Committee that the committee had met and prepared a slate for elections in November. Slate as of this meeting:</p> <p>OFFICERS (all 1 year terms): President: Richard Day (incumbent) Vice President: Luke McCall (incumbent) Treasurer: Zac Sheldon (incumbent) Secretary: Vicky Hamrick (incumbent)</p> <p>EXECUTIVE BOARD (four seats; all 2 year terms): Dorna Braswell (incumbent) Robley Jones (incumbent) Phil Licking (incumbent) Carolyn Paulette Shannon Taylor</p> <p>The committee is still accepting nominations. In addition, it was mentioned that volunteers are also needed for all of the association's many standing committees.</p>
Membership Committee	<p>Sue Cline discussed automated reminder notices to current members, and offering a PayPal option to pay dues. Incentives such as welcome gifts for new neighbors were also suggested.</p>
Social Committee	<p>No report.</p>
Announcements/Other	<p>Janet Bowers reported that she had talked to Tom Flynn (City traffic engineer) regarding speed cushions, and that he had advised her that due to their size, street parking would be lost in front of any house where they are located. Vaughn Long spoke and asked if Mrs. Graziano could look into the ideal solution. Mrs. Graziano suggested that residents check out the ones installed on Leicester Road.</p>

**FOREST HILL CIVIC NEIGHBORHOOD ASSOCIATION
BY-LAWS**

ARTICLE ONE

NAME, PURPOSE, and BOUNDARIES OF THE ASSOCIATION

1. NAME: The name of the organization shall be the Forest Hill Civic *Neighborhood* Association, hereinafter referred to as the Association.
2. PURPOSE: The purpose of the ~~organization~~ *Association* shall be to promote the best interests and welfare of the Forest Hill Community.
3. TERRITORY: For the purpose of this Association, the Forest Hill Community shall be considered to have these boundaries:

The eastern side of Cedar Lane going ~~N~~north from Forest Hill Avenue to New Kent Avenue and then going west to the eastern side of Southcliff. From Southcliff north to Riverside Drive going east to Reedy Creek (to Forest Hill Park). Follow Reedy Creek (through the park) south to the northern side of Forest Hill Avenue going west to the eastern side of 41st Street going south toward Reedy Creek. Follow Reedy Creek west and then go north to the western side of 46th Street to Forest Hill Avenue going east to Cedar Lane.

This description is to be liberally construed, the intention being to include rather than exclude any questionable areas.

ARTICLE TWO

MEMBERSHIP AND VOTING

1. Every adult resident of the Forest Hill Community as defined herein shall be eligible for voting membership in the Association.
2. Any adult, 18 or older, may become a voting member of the Association by *remitting initial dues and any special assessments fourteen (14) days prior to a meeting, attending a meeting of the Association, and signing the official roll of the Association, and remitting the annual dues and any special assessments thereafter.*
3. Non-voting membership (i.e. an adult not residing within the boundaries of the Association) shall be available to any individual, business, or other entity interested in the activities of the Association by remitting the membership fee.
4. The membership fee of the Association shall be not less than \$10.00 per household per year. The membership fee may be changed, revised, or discontinued by a two-thirds (2/3) majority vote of *voting members present these present* at any regular meeting of the Association. A special assessment may also be levied by the same two thirds (2/3) majority vote.
5. At any general meeting, a simple majority of *voting* members present are empowered to transact the Association's business, except as defined elsewhere in these by-laws.

[No. 6 moved to Article Ten]

- ~~6. Proposed amendments to the by-laws shall be presented to the Executive Board, and will only be presented to the membership after approval by a three-fourths (3/4) majority vote of the Executive Board. After such approval, the proposed amendments will be submitted to the general membership at the next general meeting, or at a special meeting called to consider the proposed amendment.~~

~~The by-laws may be amended by the affirmative vote of two-thirds of the members voting at any general meeting of the Association, or a special meeting called specifically for the purpose of considering a proposed amendment, provided written notice of such proposed amendment and a copy of the proposed amendments shall have been made available to the members of the Association, at least fourteen (14) days prior to the date of the meeting.~~

ARTICLE THREE

FISCAL YEAR

The fiscal year shall be from January 1 to December 31.

ARTICLE FOUR OFFICERS

~~ARTICLE FIVE~~ ~~DUTIES OF OFFICERS AND DIRECTORS~~ [*Article Five deleted and combined with Article Four*]

1. The elected officers of the Association shall be President, Vice President, Secretary *and* Treasurer; ~~and a seven (7) member Board of Directors.~~
2. The President shall preside at all meetings of the Association and shall be ex-officio member of all committees, except any nomination committee. The President shall have the right to call for special or emergency meetings of the Executive Board as may be necessary. The President is responsible, under the direction of the Executive Board, for carrying out the day-to-day activities of the Association, and for insuring the Association's policies and procedures are properly administered.
3. The Vice President shall fulfill the duties of the President in his/her absence, or in case of any inability to serve, and shall perform other duties as assigned by the President.
4. The Secretary shall record and maintain records of the meeting of the Association at all regularly scheduled, special or emergency meetings, and shall act as Secretary of the Executive Board. The Secretary, acting in conjunction and with the assistance of the Treasurer and appropriate committees, shall maintain a current list of the correct names and addresses of all Association members.
5. The Treasurer shall be responsible for collection of all funds due the Association, including dues and assessments; pay all bills as authorized by the Board of Directors; and maintain accurate records of all receipts and transactions. The Treasurer will present a financial report at all meetings of the Association, including regular meetings, special meetings, and meetings of the executive board. All funds shall be deposited in a checking or savings account in the name of the Association. All checks for the disbursement of funds shall be signed jointly by the President and Treasurer of the Association. The records and accounts of the Association shall be audited by the Financial Committee a minimum of once per fiscal year, and at other times as may be designated by the Board of Directors. The Board of Directors shall be responsible for nameing members to the Financial Committee prior to the audit of the records.

[The item below was moved to Article Six (renumbered to Article Five) and changed to a numbered item. It had been an italicized insertion.]

~~The Board of Directors shall be responsible for naming members to the Nomination Committee a minimum of three (3) months prior to the Expiration of the terms of office. Additional persons may be named to the Nomination Committee by a majority vote of the general membership present at a meeting of the Association.~~

PROPOSED

ARTICLE SIX FIVE
EXECUTIVE BOARD

1. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and ~~the a~~ seven (7) members ~~of the~~ Board of Directors.
2. The Executive Board shall formulate policies for the Association and submit recommended policies to the general membership for approval. Once approved, the Executive Board will oversee the carrying out of these policies. The Executive Board will review all recommendations of the Association's committees prior to submission to the general membership for voting, but shall not have power to veto any recommendations which the committee has approved by unanimous vote.

[3. Below was moved from the previous article.]

3. The *Executive* Board ~~of Directors~~ shall *appoint a nominating committee* ~~be responsible for naming members to the Nomination Committee~~ a minimum of three (3) months prior to the Expiration of the terms of office. Additional persons may be named to the Nomination Committee by a majority vote of the general membership present at a meeting of the Association.
4. The Executive Board shall have the authority to appoint a replacement for any vacancy on the Executive Board which occurs as the result of a resignation or death of an Executive Board member, until such time as the general membership may meet and vote on a replacement. *Persons so appointed may stand for election to the position when the vote is given to the general membership.* This provision is subject to Article ~~Seven~~ Six, *paragraph 3, Terms of Office*, of the by-laws of the Association.

ARTICLE SEVEN SIX TERMS OF OFFICE

1. The President, Vice President, Secretary, and Treasurer shall serve for a term of one year.
2. Members of the Board of Directors shall serve for a term of two (2) years.
3. In the event of the resignation, death, or incapacity of the President, the Vice President shall assume the office of the President. ~~In the event of the resignation, death, or incapacity of any other officer or member of the Board of Directors, the Executive Board shall invite individuals to serve who ran for the corresponding position during the election (but did not win). Priority will be determined based on number of votes when more than one person opposed the resignee. If these individuals are not able to take office, the Executive Board members have the authority to appoint a replacement until such time as the general membership meets and votes on a replacement. Persons so appointed may stand for election to the position when the vote is given to the general membership.~~
4. Any officer of the Association may be impeached and removed from office for just cause, upon the unanimous recommendation of the other members of the Executive Board, and a vote of three-fourths (3/4) of the general membership present in a meeting called for this purpose.

“Just cause” in this context shall mean gross or willful neglect of the duties of the office held, dishonesty, larceny, or any other commonly held forms of malfeasance. Any position vacant because of impeachment of an officer may be filled by the process of appointment by the Executive Board, in accordance with the procedure stated in Article Seven Six, Section 3.

5. Any elected officer, member of the Board of Directors, Committee Chairperson, or Committee member, may voluntarily resign his/her position at any time and for any reason by submitting such resignation in writing to the Executive Board.
6. Terms of office shall begin in January for the persons elected by the membership in November of the preceding year.

ARTICLE EIGHT SEVEN STANDING COMMITTEES

The following shall be the Association's standing committees:

- ~~Financial~~
- ~~Nomination~~
- ~~Communication~~
- ~~Safety~~
- ~~Parks~~
- ~~Membership~~
- ~~Social~~
- ~~Beautification~~
- ~~Land Use and Development Committee~~

The Executive Board shall have the authority to form *committees and* ~~additional or~~ special committees at such time as may be necessary to carry out the activities of the Association. ~~Any standing committees may be formed or disbanded as appropriate by two-thirds (2/3) vote of the Executive Board.~~

The Executive Board shall have the authority to appoint and dismiss committee chairmæen at their discretion.

ARTICLE NINE EIGHT MEETINGS

1. General membership meetings shall be held *at least* once per quarter. Members will be notified by flyer (or most effective means) at least two (2) weeks in advance of these meetings.
2. ~~Executive Board meetings shall be held at least bi-monthly. Additional meetings~~ *Meetings* of the Executive Board may be called by the president or by a majority of the Executive Board.
3. ~~Active Standing Committees shall meet a minimum of twice per year.~~

ARTICLE TEN NINE
PARLIAMENTARY AUTHORITY AND PROCEDURES

1. Parliamentary procedure for all formal meetings of the Executive Board and General Membership will be followed, according to *the current edition of Robert's Rules of Order*.
2. No statement representing the Association's policies or official positions may be made by any member or officer of the Association without prior approval of the Executive Board or by a majority vote of the membership. The Executive Board is empowered by the Association to speak on behalf of the membership when an issue requires immediate action and the general membership cannot be consulted. *The President is the official spokesperson of the Association and the Executive Board.*
- ~~3. The by-laws as set forth above shall be submitted to the general membership at the meeting in September, 1997. If adopted by the general membership, the by-laws become effective immediately.~~

The numbers below will be changed to 3 & 4 to reflect the omission of 3 above.

4. The Association prohibits the endorsement of political candidates.
5. Information about the Association of its membership is for the personal use of members only. It is not to be used for solicitation or commercial purposes.

ARTICLE TEN
AMENDMENT OF BY-LAWS

[Moved from ARTICLE TWO]

1. Proposed amendments to the by-laws shall be presented to the Executive Board, and will only be presented to the membership after approval by a ~~three-fourths~~ (3/4) majority vote of the Executive Board. After such approval, the proposed amendments will be submitted to the general membership at the next general meeting, or at a special meeting called to consider the proposed amendment.
2. The by-laws may be amended by the affirmative vote of two-thirds (2/3) of the members voting at any general meeting of the Association, or a special meeting called specifically for the purpose of considering a proposed amendment, provided written notice of such proposed amendment and a copy of the proposed amendments shall have been made available to the members of the Association, at least fourteen (14) days prior to the date of the meeting.