



**Spring Valley Manor Property Owners Association
By-Laws**

In Official Records of Larry Crane Circuit/County Clerk
PULASKI CO. AR FEE \$45.00

ARTICLE I. IN GENERAL

There has been created, under the laws of the State of Arkansas, a not-for-profit Corporation to be known as the Spring Valley Manor Property Owners Association, Inc., hereafter referred to as the "Association." This document, herein after referred to as "By-Laws" outlines the minimum standards by which the Spring Valley Manor Property Owners Association Board, hereafter referred to as "Board," the Association and its members shall operate. These By-Laws supersede any previously published Association By-Laws. Spring Valley Manor Subdivision will hereinafter be referred to as "SVM."

- A. Principal office of the Association shall be at the home of the Board President.
- B. All books and records of the Association may be inspected by a POA Member in good standing for any proper purpose at any reasonable time, at the Association's place of business.
- C. The Association shall in accordance with the plan formulated by the Board forward the purpose of the Association.
- D. The Association is owned by its members, hereinafter referred to as "POA Member." Membership shall be evidenced by a deed to a SVM lot recorded in POA Member name in said Pulaski County. Business of the Association is conducted by the Board on half of the Association.
- E. All POA Members, SVM Tenants, their Family Members and Guests are legally bound by these By-Laws.
- F. Success of the SVM community depends on the cooperative attitudes and actions of POA Members, SVM Residents, SVM Tenants, their Family Member and Guests, and their respect for the Bill of Assurances, By-Laws, and Rules of Conduct and Safety which are formulated for their benefit.

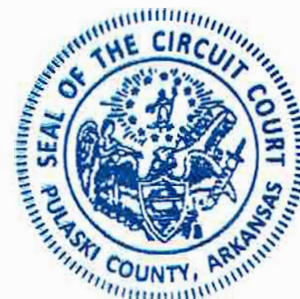
ARTICLE II. AMENDING OF BY-LAWS

- A. These By-Laws are long-term governing documents, which may be created, amended, or nullified only when following requirements of Article VIII of the Association's Articles of Incorporation (1) any meeting of POA Members called by the Board may alter, amend or repeal the By-Laws and adopt new By-Laws (2) "YES" vote of greater than 50% of those memberships present and voting necessary for vote to pass.
- B. Changes made to the By-Laws take effect immediately after passing of vote.
- C. Unless of an emergency nature, POA Members, and SVM Tenants will be notified of these changes within five (5) working days after adoption of new By-Laws. Notification may be done through U.S. postal service, email or a combination of both.
- D. POA Members, SVM Tenants, their Family Members and Guests are legally bound by these By-Laws.

ARTICLE III. VOTING PROCEDURE

Unless otherwise noted (Article II Amending of By-Laws), all items requiring a vote by the Board and/or its Executive Committee and/or POA Members shall follow the steps listed below. (1) A majority vote is considered a "YES" vote of greater than 50%. (2) Board Secretary or designated Board Member will record specifics of voting items and outcomes and (3) Voting procedures outlined in Robert's Rule of Order shall be followed.

- A. **Board Meetings & Special Board Committees**
 - 1. Only Board Members and the Executive Committee may vote on Board related issues. More than 50% of Board Members must be present for Board related vote to take place.
 - 2. A majority vote of "YES" of Board Members present and voting is required for voted upon item to pass.
 - 3. Proxy votes are not allowed.
 - 4. Voting may be conducted via email, conference call or in person at Board meetings.
- B. **General POA Meetings at Large/POA Special Meetings**
 - 1. Only POA Members may vote at General POA Meetings at Large and/or Special Meetings.
 - 2. Email, text, conference call and/or proxy voting is not allowed.
 - 3. A majority vote of "YES" of POA Members present and voting is required for voted upon item to pass.



ARTICLE III. VOTING PROCEDURE (cont'd)

C. Rules of Conduct and Safety; Changing of

1. The Board may at its own discretion amend the SVM Rules of Conduct and Safety at any time deemed necessary.
2. Fifty-one (51%) of Board Members must be present for vote to take place.
3. A majority vote of "YES" of those present and voting is required for voted upon item to pass.
4. Proxy votes are not allowed.
5. Voting may be conducted via email, conference call or in person at meetings.

CI. Amending of By-Laws - See Article II "Amending of By-Laws" above.

ARTICLE IV. MEETINGS

All meetings should follow Robert's Rule of Order (Attachment #2). POA Members and Board shall be given notice not less than seven (7) days before the date of meeting. Notifications for all meeting types may be done using U.S. postal service, SVM newsletter, email or any combination of the three.

A. Meetings At Large - The Board shall call a General Meeting of POA Members at least once annually. Purpose of such meeting is to discuss general Association business and any articles of business the Board deems relevant and necessary.

B. Special Meetings

1. Special Meetings may be called at any time by the Board.
2. Per Article V of the Association's Articles of Incorporation, POA Members may call a Special Meeting with written request of fifteen (15%) or greater POA Members' signatures.

C. Board Meetings - Per Article VI of the Association's Articles of Incorporation, Board meetings shall be held a minimum of one (1) time per year, as well as whenever the Board majority (51%) may deem desirable.

ARTICLE V. SPRING VALLEY MANOR PROPERTY ASSOCIATION BOARD

The Association shall at-all-times keep in place SVM Association Board. Business of the Association is conducted by the Board on behalf of the Association. There should be no less than five (5) nor more than nine (9) Board Members serving simultaneously.

- A. Board Powers** - The Association through the act of election of the Board gives the Board any-and-all powers necessary to enact and enforce the provisions of these By-Laws to provide for the recreation, health, safety, and welfare of POA Members, SVM Residents, SVM Tenants, Family Members and Guests.
- B. Board Purpose** - The Board's purpose is to act on behalf of the Association. The Board's purpose for establishment and enforcement of all the Association's rules and regulations is to govern the use and enjoyment of all property owned by the Association.
- C. Board Duties**
1. Govern all Association Property including, but not limited to, all Lakes, facilities and Common Areas for the benefit for the POA Members in perpetuity.
 2. Administer Bill of Assurances for SVM in its entirety.
 3. Plan and run POA fundraisers and activities.
 4. Collect annual Association dues. Mandatory POA dues shall be set annually based on the POA's proposed budget divided by the number of SVM memberships. Ten percent (10%) of POA dues and POA fundraisers shall be set aside to create a reserve legal fund. Unpaid dues will result in liens of no more than fifty dollars (\$50.00) annually. SVM homeowners may apply to the POA Board for a hardship waiver.
- D. Nominating and Electing Of Board** - New Board Members may be elected to the Board by the Board when; (1) current member resigns leaving vacancy, or 2) Board deems it necessary to add new members and maximum number of Board Members has not been reached. At the end of Board Member's term, a new Board Member is elected to in his/her place at the annual POA meeting. Potential Board Members are nominated by a current Board Member, and voted upon by the Board and POA Members using Robert's Rules of Order. Majority vote of greater than 50% is required for Board placement.

5E. Limit of Terms - Per Article VI of the SVM Association's Rules of Incorporation, "...each elected director shall serve a term of three (3) years and until his successor is elected and qualified, except for the initial Board." Board Members may be re-elected to serve unlimited consecutive terms.

ARTICLE VI. BOARD EXECUTIVE COMMITTEE

The duties of the officers of the Association are those customarily associated with the respective offices, together with such other duties as may be imposed upon them or any of them by the Board and these By-Laws. The Executive Committee shall consist of four (4) elected Officers with a minimum of three (3) Officers. Officers shall be nominated and elected from current Board Members only.

- A. **Election Of** - Executive Committee Officers shall be nominated by current Board Members and presented for vote at the annual General POA Meeting at Large. The Executive Committee is elected by POA Members using Robert's Rules of Order. Majority vote of greater than 50% is required for Executive Committee placement.
- B. **Temporary Roles** - Temporary officers may be appointed at any time by the Board as the Board deems necessary.
- C. **Officers** - The Executive Committee shall include the following Officers; President, Vice-President, Secretary and Treasurer. Secretary/Treasurer positions may be combined and held by one (1) Board Member.
 1. **President** - President shall serve as principal Executive Officer of the Board and shall, in general, supervise and control the business and affairs of the Association.
 2. **Vice President.** Vice President shall perform the duties of an absent President and, when so acting, shall have all the powers and be subject to all the restrictions upon the President. The Vice President shall perform all other duties as, from time to time, are assigned by the President or by the Executive Committee. In the sole discretion of the Board, the Board may choose not to fill the office of Vice President.
 3. **Secretary.** The Secretary shall keep a permanent record of the minutes of all Board, Special and POA Member meetings, including the recording of all votes. Secretary shall perform all other duties required by the Board or by the President, or as may be required by law.
 4. **Treasurer.** The Treasurer shall be faithful in his/her discharge of duties and shall have charge and custody of, and be responsible for, all funds and securities of the Association, receive and give receipts for monies due and payable to the Association, from any other source whatsoever, and deposit all such money in the name of the Association in such banks, trust companies or other depositories as shall be selected in accordance with the policies of the Board. In general, to perform all the duties as incident to the office of Treasurer, and such other duties, as may be assigned by the President or the Executive Committee. In the absence of a Vice President, the Treasurer shall be subordinate only to the Board President.

ARTICLE VII. POA LAKES, POND, COMMON AREAS

Collective Association property is owned and managed by the Association as a whole and does not extend private ownership rights to individual POA Members. No built, crafted or purchased structures shall be constructed or placed in or on Lake No. 1, Lake No. 2, Lake No. 3, former sewer Pond or Common Areas partially or entirely without prior written approval of the Board. Requests and approvals must adhere to the Rules outlined in SVM Association Rules of Conduct and Safety, *Section II; Structures - SVM Common Areas, Lakes and Pond*. As it is impossible to address all types of possible built structures, the Board reserves the right to deny any request it deems a safety hazard, public nuisance or liability to other POA Members and/or the Association as a whole.

ARTICLE VIII. PRIVATELY OWNED PROPERTY

Although the rights of private ownership are respected as legally required, property ownership at SVM requires cooperation with the concept of community and compliance with the governing documents and By-Laws established by the Board. Collective Association property is owned and managed by the Association as a whole and does not extend private ownership rights to individual POA Members.

- A. **In General** - No alterations to any pre-existing built or purchased structure that change the original footprint to the property shall be done partially or entirely unless plans and specifications showing specifics have been submitted to, and approved in writing by the majority vote of the Board. These include, but are not limited to, fences, dwelling house, decks, patio, storage sheds, dog/animal pen or run, outbuilding or swimming pool.

ARTICLE VIII. PRIVATELY OWNED PROPERTY (cont'd)

B. Submission Process

1. POA Member must submit request in writing to Board in its entirety via a completed Architectural Application outlining specifics of structure.
2. The Board will give written notice of approval or disapproval of the POA Member's Architectural Application within thirty (30) days after POA Member's written submission.
3. Board has the right to consult SID #7 on all submissions.
4. The Board has thirty (30) days after submission of any requests described above to approval or disapprove such requests.
5. The Board must adhere to SVM's Rules of Conduct and Safety and SVM's Bill of Assurance for said lot.

ARTICLE IX. RULES OF CONDUCT AND SAFETY

Rules of Conduct and Safety, hereinafter referred to as "Rules," shall be adopted by the Board to regulate use and enjoyment of the Association's property and facilities. All Rules must be adhered to by POA Members, SVM Tenants, Family Members and Guests. The Board has complete authority to enforce these Rules. Such Rules shall not prohibit use and enjoyment by a POA Members, SVM Tenants, Family Members and Guests. However, such Rules makes the POA Member responsible to the Association for violation of such Rules by himself/herself and his/her family, their SVM Tenants and Guests. Please report all violations by a POA Member, SVM Tenant to the Board. Use the SVM POA Complaint Form or contact a Board Member for assistance with completion of the form. Violations of the Rules may be punished by suspension of the POA Member's and Violator access to the Association's property and facilities when and if:

- A. The Board by a majority vote present and voting finds by resolution that a violation has occurred and sets a day and time certain for hearing; and
- B. Board gives violating member notice of the violation at least seven (7) days before the date set for hearing. Notification may be sent via U.S. Postal Service or email or a combination of both; and
- C. Violator is given the opportunity to be present and to be heard at such hearing. If at least two (2) dates are offered person accused of violation, and he/she cannot or refuses to attend hearing for any reason, the hearing may be held without him/her present.
- D. The Board at such hearing by a two-thirds (2/3) "YES" vote of the Board Members present and voting finds Violator in the wrong, such person has forty-eight (48) hours to correct violation.
- E. Once POA Member complies with Board's decision, POA Member's privileges may be reinstated and documented in Board Meeting Minutes.

ARTICLE X. CERTAIN ACTIVITIES GOVERNED

SVM follows all City, County and State ordinances, as well as SVM Bill of Assurances and SVM Rules.

- A. **In General** - Any activity deemed obnoxious by the Board, or prohibited, defined as, or held to be a nuisance under Arkansas Law shall not be carried on within SVM.
- B. **Firearms** - No firearms are to be discharged from Association Property. Follow City Firearm Ordinances in regards to discharging firearms on POA Member's private property.
- C. **Fireworks** - Shooting of fireworks are to be restricted to New Years, 4th of July, and Memorial Day Holidays, and supervised by an adult. Please follow City of Little Rock rules and regulation regarding fireworks.
- D. **Animals** - No animals shall be kept in SVM, except the usual and non-dangerous household pets. Pets must be leashed or under equivalent control at-all-times as per the City of Little Rock's ordinances. Please refer to SVM's Bill of Assurances for rules regarding animals such as livestock and chickens. The Board shall have the authority to make reasonable rules and regulations regarding the control of household pets, including, but not limited to the removal of animal waste and unleashed pets on Association property.
- E. **Vehicle & Trailer Parking** - No stripped-down, partially wrecked, unlicensed, or junk motor vehicle or trailer, or any sizable part thereof shall be parked or stored, for overnight (or longer) on the street, on Association property, or on any numbered lot in SVM. The Board has authority to report said violation to the Little Rock Police Department and shall have power to make additional rules and regulations for the enforcement of this restriction. Off-paved parking for vehicles and trailers per City Ordinances.

ARTICLE XI. DURATION OF BY-LAWS

The foregoing By-Laws are to run with the land and shall be binding on all parties and all persons claiming under them until January 1, 2020, at which time said By-Laws shall be automatically extended for successive periods of 5 years unless changed in whole or in part per Article II of these By-Laws.

ARTICLE XII VIOLATION OF BY-LAWS

- A. Please report all violations by a POA Member, SVM Tenant or Family Member to a Board Member. Violators are subject to action by the Board as prescribed by these By-Laws.
- B. Guest violations should be reported to the Board, as well as the Little Rock Police.
- C. Violations set forth herein may be punished by suspension of use of Association Property by the POA Member, or SVM Tenant, Family Member and/or Guest when, as per Article IX herein.
 - 1. The Board by a majority vote present and voting finds by resolution that a violation has occurred and sets a day and time certain for hearing; and
 - 2. Board gives violating member notice of the violation at least seven (7) days before the date set for hearing. Notification may be sent via U.S. Postal Service or email or a combination of both; and
 - 3. Violator is given the opportunity to be present and to be heard at such hearing. If at least two (2) dates are offered person accused of violation, and he/she cannot or refuses to attend hearing for any reason, the hearing may be held without him/her present.
 - 4. The Board at such hearing by a two-thirds (2/3) vote of the Board present and voting finds Violator in the wrong, such person has forty-eight (48) hours to correct violation.
 - 5. The Board can at a subsequent meeting reinstate the SVM Member's privileges, their Guests, Family Member(s) and/or SVM Tenant once the Board has determined the acceptable measures have been taken by the SVM Member to address and correct the violation.

ARTICLE XIII SVM TENANTS

SVM Tenants in possession of a lot located within SVM herein described may with the permission of the POA Member use the membership privileges, instead of lot owner, provided said lot membership is in good standing regarding taxes and violations.

The above and foregoing By-Laws of Spring Valley Manor Property Owners Association, Inc. were duly adopted by the incorporators and members at the General POA Meeting held at Fulton Park on this 2nd day of October, 2017.

Signed:

Jena McDonnell
Board President (Jena McDonnell)

[Signature]
Board Member (Erin Tripcony)

Jane Mages
Board Member (Jane Mages)

[Signature]
Board Member (Brian Sirak)

[Signature]
Board Member (Tim Hose)

Cathiann Watkins
Board Vice-President (Cathi Watkins)

[Signature]
Board Member (Zack Truemper)

[Signature]
Board Member (Anita Spence)

[Signature]
Board Member (Stacy Harter)

The names and address of Spring Valley Manor's Board are:

Jean McDonnell; President
114 Secluded Circle
Little Rock, AR 72210

Cathi Watkins; Vice-President
1 Echo Point
Little Rock, AR 72210

Stacy Harter; Treasurer
14922 Gorgeous View Trail
Little Rock, AR 72210

Tim Hose; Board Member
102 Secluded Circle
Little Rock, AR 72210

Jane Mages; Board Member
17 Vista
Little Rock, AR 72210

Brian Sirak; Board Member
16300 Cooper Orbit
Little Rock, AR 72210

Anita Spence; Board Member
15 Vista
Little Rock, AR 72210

Erin Tripcony; Board Member
15000 Gorgeous View Trail
Little Rock, AR 72210

Zack Truemper; Board Member
7 Manor Circle
Little Rock, AR 72210

ATTACHMENTS

1. Attachment #1 - Robert's Rule of Order Voting Procedures
2. Attachment #2 - Robert's Rule of Order

DEFINITIONS

Association Property/Common Area - All real property owned by the Association for the approved common use and enjoyment of SVM Members, and SVM Tenants located in SVM. This property includes, but not limited to the lakes, lakeshores, dam, beach area, land surrounding lakes and alongside highways.

Family Member: "Family Member" refers to any family member of a POA Member, or SVM Tenant leaving in the home.

Guest - Person or persons who are not SVM Member, SVM Tenants or a Family Member, who are invited to SVM by a POA Member or SVM Tenant.

Lakes - Three bodies of water located in SVM.: Lake No. 1 - Small lake located on West End of SVM - Fishing lake only; Lake No. 2 - Main Lake - Largest body of water and Lake No. 3 - Small Lake located on East End of SVM - Fishing lake; Swimming not recommended

POA Member - Owning a lot located in SVM, and such lot is recorded in POA Member's name in said Pulaski County.

Pond - Old sewer pond located on east end of SVM - Fishing & swimming not recommended.

Powered Boat - Any floating device propelled by gasoline, diesel or electric motor

SVM Member - Person owning a lot within the SVM Subdivision, may or may not live in the Spring Valley Manor subdivision.

SVM Tenant - Person leasing or renting a SVM Residence.

FOR PURPOSE OF CLARIFICATION ONLY.

(SID #7) The Spring Valley Manor Subdivision Improvement District No 7's purpose is to provide for maintenance, improvements and repair of all lakes, dams, as well as Spring Valley Manor POA property located within boundaries of Spring Valley Manor Subdivision, Little Rock, Arkansas.