



# Poplar Estates Homeowners Association

Germantown, Tennessee

**By-Laws for the Poplar Estates Homeowners Association, Inc.  
Originally established November 29, 1984  
as Amended August 25, 2001**

1. The purpose of the Corporation is to represent, protect, and act in behalf of present and future homeowners of the subdivisions included in the Association.
  - a. To maintain and enforce existing covenants, as recorded in subdivision plats.
  - b. To establish liaison with local governing bodies, build strong rules and regulations, to maintain the original high quality of the subdivisions, and to promote the general welfare of the Association
  - c. A Home Owner shall be the man and wife and/or man or wife residing in the subdivision and shall constitute two votes, and hereinafter shall be referred to as "Home Owners". No individual shall have more than one vote.
2. All Home Owners will be notified at least three days prior to a meeting by public notice. Twenty percent of the paid membership shall constitute a quorum.
3. All decisions made and seconded can be passed by a two-thirds majority of paid members present. A proxy can be used in voting if it is made in writing, signed and dated and is mailed or given to another member who is to be present and this member can cast the proxy ballot. Such proxy is effective at one meeting only, and must be presented prior to voting.
4. All business shall be transacted by Roberts Rules of Order.
5. Each Home Owner shall pay dues annually to sustain the expenses of the Corporation. If dues are not paid, the member may attend meetings but will not have the power to vote.
  - a. The Committee Chairpersons and Officers shall present their budgets for the fiscal year to the Board of Directors within 30 days after officers have been elected. The B.O.D. will approve all committee budgets, which must then be approved by the membership at the first general meeting after the elections.
  - b. If at any time, the Poplar Estates Homeowners Association, Inc. is dissolved, any remaining funds or assets, after all outstanding bills are paid, will be donated to a local charitable organization and determined by members.

Poplar Estates Homeowners Association  
P.O. Box 382572  
Germantown, TN 38183-2572  
[www.PoplarEstates.org](http://www.PoplarEstates.org)

6. Meetings
  - a. The Association will meet approximately every 60 days or six times/year. The meeting dates will be established annually by the President and approved by the B.O.D. Notification will be by public notice, mail, or other written notification.
  - b. Special meetings will be at such other times as the Board of Directors shall deem necessary, or as activities warrant. Home Owners will be notified at least 3 days before such meetings by public notice, mail, or other written notification. The purpose of the meeting will in the notice.
  - c. Board of Directors meetings shall be called as necessary by the President or a majority of the Board.
7. The Board of Directors will consist of: The President, Vice President, Secretary, Treasurer, and at least five (5) other members at large, to be elected by the Home Owners on the last meeting of each fiscal year. The officers and directors shall serve for twelve (12) months, or until newly elected officers and directors are installed. If an officer or director becomes disqualified as a homeowner, the vacancy shall be filled by appointment of the remaining directors until the next election. The immediate past President will be one of the five (5) directors, and only four (4) will be elected. The fiscal year shall start September 1, and end on August 31 of the next year.
8. The president shall be empowered to appoint permanent and project committees. All committee appointments must be accomplished annually.
9. The corporation's records shall be audited annually by members appointed by the Board of Directors.
10. The Treasurer shall be bonded if the Treasury exceeds \$7,500.
11. A financial report will be given at each regular meeting following the reading of the minutes.
12. All disbursements in excess of \$1,000 shall be approved by a majority of officers of the corporations. Such checks shall be issued by the Treasurer and countersigned by the President or Vice President.
13. All funds of this corporation shall be deposited in a local bank depository.
14. The proposed geographical boundaries of the association are established annually by the Board of Directors at their first meeting and approved by the paid membership at the first general meeting.
15. These by-laws can be amended by at least two thirds majority of the paid member after each home owner has been duly notified of the amendment or amendments and the date of the meeting to amend at least three (3) days before such meeting by public notice, mail or other written notice. Proxies will be accepted.
16. The President will preside at all meetings and coordinate the efforts of the Board of Directors and will be chairman of the Board of Directors.

17. The Vice President's duties shall be chairman of the Communications Committee and will assist the President in his duties and preside in the absence of the President.
18. The Secretary shall be the recording officer, keep the minutes of the meetings and such other duties as directed.
19. The Treasurer will be in charge of all monies of the corporation and other duties of a treasurer.
20. The President shall be ex-officio member of all standing committees.