

**BYLAWS OF THE  
BOW TREE CIVIC ASSOCIATION**

**Article I - Name and Year**

The name of the Association shall be the Bow Tree Civic Association. Its fiscal year shall be the calendar year.

**Article II - Objectives and Purposes**

The Association shall be a not-for-profit, nonpartisan and nonsectarian organization. Its purpose shall be to advance, encourage and promote the social and other interests of its membership. The Association shall solicit and receive funds solely for the accomplishment of these goals.

**Article III - Membership**

**Section 1.** Membership is limited to those persons over the age of 18 years who reside within the residential area known as Bow Tree located in East Goshen Township Chester County, Pennsylvania and identified by the official map which is attached and is hereby made a part of these Bylaws.

Membership may also be extended to any other resident of East Goshen Township not residing within this area if such person or persons are considered to have a common community interest with the residents of Bow Tree. Such member shall be sponsored by an Association member at a general or special meeting of the Board of Directors and shall be elected to membership by majority vote.

**Section 2.** Membership dues shall be assessed per household. Dues and other charges shall be set from time to time by the Board of Directors and published in the Bow Tree News. Membership shall begin on the day that the dues are received by the Treasurer and shall end each year on December 31st.

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**Section 3.** Each member shall be entitled to one vote, all voting to be conducted by secret ballot unless suspended by a two-thirds majority of those present and eligible to vote. Absentee ballots shall be allowed for the election of the Board of Directors only, if submitted in writing to the Secretary prior at the Annual meeting. A husband or wife who is present at the annual meeting may vote for their absent spouse.

**Article IV-Officers**

**Section 1.** The Association Officers shall be the President, Vice President, Secretary and Treasurer who shall serve for a term of one (1) year or until their successors take office. The term of office shall begin on the date of the first meeting of the Board of Directors.

The officers shall be selected from the duly elected members of the Board of Directors at the first meeting of the Board. This meeting shall be held soon as is practical after the Annual Meeting but, in any case, no later than January 21st. The Officers shall be selected by a majority vote of the Board after open nominations. The consent of the nominee shall be obtained prior to nomination. In the case of more than two nominees, a run-off between the two highest vote recipients shall be held immediately.

**Section 2.** The President shall preside at all meetings of the membership and the Board of Directors. He or she shall appoint chairpersons for the standing and special committees and shall be an ex-officio member of all committees except the nominating committee. He or she shall represent the Civic Association and perform any other duties of the office as required or directed by the Board.

**Section 3.** The Vice President shall assist the President and preside at meetings in her or his absence. The Vice President shall be responsible for the administration of all publication and communication activities of the Association, including the *Bow Tree News* and the *Bow Tree Directory*. She or he shall represent the Civic Association and any other duties of the office as required or directed by the Board.

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**Section 4.** The Secretary shall record and publish the official minutes of all meeting and proceedings of the Association and shall be responsible for the preparation of all correspondence on behalf of the Association. He or she shall represent the Civic Association and perform any other duties of the office as required or directed by the Board.

**Section 5.** The Treasurer shall receive and maintain all monies of the Association, shall keep an accurate record of all receipts and expenditures and shall disburse funds only at the direction of the Board of Directors or as required by these Bylaws. All checks or drafts shall be executed by the Treasurer and one other Association officer.

He or she shall maintain an accurate list of the current membership and shall present changes to it and a report of financial transactions at every meeting of the Board or general membership as well as at any other time as requested by the Board of Directors. At year end, the Treasurer shall prepare a detailed accounting of all fiscal activity of the Association. This report shall be reviewed by an Audit Committee of at least two members appointed by the President and shall be published in summary form in the Bow Tree News.

**Section 6.** No financial obligation in excess of Two Hundred and Fifty Dollars (\$250.00) may be authorized by any officer of the Association without approval of the majority of the Board of Directors. No financial obligation in excess of Two Thousand Dollars (\$2,000.00), or the balance of the treasury, whichever is less, may be authorized by any officer of the Association or the Board of Directors without approval of the majority of the membership at a special meeting called for that purpose. Notice of such proposed expenditure and the date and time of the meeting to consider it shall be given in the *Bow Tree News* or by and other appropriate method.

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The personal property of the Members, Officers and Directors of the Association shall not be subject to payment of any debts or obligations of the Association in any way whatsoever.

**Section 7.** The Board of Directors shall, at their first meeting, authorize the purchase of general liability and indemnification insurance in an amount and under such terms and conditions as are from time to time considered necessary by the board of Directors, the provisions of Section 6 notwithstanding.

#### **Article V - Board of Directors**

**Section 1.** The business and affairs of the Association shall be managed by the Board of Directors which shall consist of the following members:

1. One (1) Area Director elected from each of the three areas of Bow Tree identified on the official map attached hereto. These directors shall act as liaison between members in their respective areas and the Board of Director

2. Seven (7) Directors-at-large who shall represent the interests of all of the Association membership.

**Section 2.** Members of the Board of Directors shall serve for a term of one (1) year or until their successors take office. The term of office shall begin on January 1.

**Section 3.** Vacancies in the Board of Directors shall be filled by the nominee of the President after a majority vote of the remaining Board members at the next regular meeting of the board after the vacancy occurs.

In the case of a vacancy in the office of President, the Vice President shall become President. Vacancy in any other office shall be filled by a Board vote in accordance with Article 4, Sec. 1 of these Bylaws. All successors will fill the unexpired term of the position vacated.

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**Section 4.** Any member of the Board of Directors, including officers, can be removed for cause by complaint of any two (2) other Board members after notice and an opportunity to be heard at regular meeting of the Board. An affirmative vote of three quarters (3/4) of the Board shall be necessary for removal.

#### **Article VI-Meetings**

**Section 1.** Regular meetings of the Board of Directors shall be held in every other month, starting in January, at a time and place designated by the President and published, if possible, in the Bow Tree News. Special meetings of the Board of Directors may be called by the President or at the request of at least one third (1/3) of the Board. Five Board members, at least one of whom is an officer, shall constitute a quorum. The majority of those present shall be necessary to carry any measure. The President, or other presiding officer, shall vote only when necessary to break a tie.

**Section 2.** The Annual meeting of general membership for the election of the Board of Directors and the transaction of other business shall be held in December of each year. Prior to this meeting, the President will appoint a Nominating Committee to solicit candidates for Board positions. The notice of this meeting and request for nominees shall be published in the Bow Tree News at least ten (10) days in Advance.

**Section 3.** Special meetings of the general membership may be called by the request of any three (3) members of the Board of Directors or twenty-five percent (25%) of the general members. Such request shall state the purpose or purposes of the meeting and the meeting will be limited to the discussion and voting, if any, on only that purpose or purposes. Notice of any special meeting methods at least two (2) days in advance.

**Section 4.** Twelve (12) general members, at least one of whom is an officer, present in person (or by absentee ballot in the case of the Annual meeting) shall constitute a quorum. The majority of those present shall be necessary to carry any measure. The President, or other presiding officer, shall vote only when necessary to break a tie.

#### **Article VII - Amendments**

These Bylaws may be amended by the affirmative vote of two-thirds (2/3) of the members present at the meeting where such amendments are considered. At least ten (10) days prior to this meeting notice of a proposal to change the Bylaws must be given to the general membership by publication in the Bow Tree News or other appropriate method. This notice must identify a location where specimen copies of the changes will be available for inspection.

#### **Article VIII - Rules of Order**

The rules contained in Robert's Rules of Order-Revised will generally govern the conduct of meetings in all cases in which they are applicable and are not inconsistent with these Bylaws.

**The Meadows at Bow Tree Farm**  
**Deed Restrictions**

**"STRUCTURES"** No shacks, garage, barn or other outbuildings shall be built at any time except a doghouse not to exceed 4 ft. long x 3 ft. wide x 3 ft. high either of a temporary or permanent character, by other than declarants, provided, however, this prohibition shall not apply to shelters used by a builder during the construction a structure, it being clearly understood that those latter temporary structures may, not at any time be used as residences, or permitted to remain on a lot after the completion of construction.

**"OVERHEAD WIRES"** No overhead wires, including telephone, electrical or television cable or otherwise may be constructed on the property. All portions of such wires not located entirely within the enclosed portion of a structure must be buried beneath the surface of the ground. The provisions of this section may be waived by specific request of an owner by the declarants, which waiver shall be in writing and signed by the owner and shall be subject to the prior written approval of the township.

**"RECREATIONAL VEHICLES"** No boat, or utility trailer, motor home, house trailer, camping trailer, or truck exceeding one-half (1/2) ton capacity shall be parked in any area other than the parking area are provided on each lot.

**"FENCES"** No fences of any kind, wall, hedge, or similar structure shall be placed, erected or maintained in the area between the front building line and the street or in the area between the side yard line and the street of a corner lot. The intention of this paragraph is that a generally open and unobstructed condition will be maintained between structures consistent with the provisions for areas of privacy. The declarants reserve for themselves and to the succeeding lot owners, the right to remove any wall, fence, hedge or planting erected or planted without compliance with the provisions of this paragraph.

**"OUTDOOR SWIMMING POOLS"** Outdoor swimming pools of the "above ground" type are expressly prohibited. Any swimming pool having a side wall which protrudes above the ground surface elevation that existed on the lot on the date of transfer shall be considered an "above ground" swimming pool. Nothing contained herein shall prohibit the construction and use of conventional, "in ground" swimming pools.

**"SIGNS"** No Sign of any kind shall be displayed in public view on a lot except for one sign containing not more than one hundred forty-four (144) square inches specifying the residence of the lot and one temporary unilluminated sign containing not more than six (6) square feet advertising that the lot is for sale or rent.

