

Note: The Ingleside Terraces Homes Association Bylaws have been scanned into the computer from the 1990 "Manual of INGLESIDE TERRACES HOMES ASSOCIATION." If any errors in transcription are noted, please contact the webmaster.

BY-LAWS OF THE "INGLESIDE TERRACES HOMES ASSOCIATION"

ARTICLE I. Membership

Membership in this association shall be appurtenant to the individual lots of land in the restricted portions of that certain subdivision known as Ingleside Terraces, situated in the City and County of San Francisco, State of California, and described in those certain maps thereof entitled "Amended Map of Ingleside Terraces" filed in the office of the Recorder of the City and County of San Francisco, January 20, 1913, and recorded in Map Book "G" at pages 93, 94, 95, 96 and 97; "Map of Addition to Assessor's Block No 6905" filed in the office of the Recorder of said city and county, in Map Book L" on pages 13 and 14; "Amended Map of Block No.27 of Amended Map of Ingleside Terraces" filed in the office of said Recorder in Map Book "J" on page 58, or any subdivision thereof, and each owner of one or more of said lots in fee simple or the holder of an equitable interest therein under contract of sale, together with each member of their immediate families over the age of 21 years, shall be eligible to membership.

ARTICLE II. Voting and Property Rights

The rights and privileges of all members shall be equal as to voting and property rights. The voting and property rights shall be appurtenant to ownership of said lots and vested exclusively in such members who own one or more of said lots in fee simple or own an equitable interest therein under contract of sale; provided, however, a member who is an occupant of one or more of said lots under lease or month-to-month tenancy shall be entitled to vote, providing the owner of the lot which he occupies is not a member or when the owner being a member consents in writing thereto. Only one vote shall be appurtenant to each lot, and a member owning or having as many votes as he owns lots or equitable interest therein; providing he pays annual dues on each. Where such lot or lots are held by two or more tenants or tenants in common, or are owned by a member and occupied by another member, the vote appurtenant to such lot may be cast by anyone of such members on behalf of both or all unless objection is made by the others entitled thereto, in which case no votes shall be counted for said membership until all entitled thereto agree as to how and by whom it shall be cast. The vote of a corporation or co-partnership member may be cast by an accredited representative of such firm and valid proxies shall at all times be recognized. Each voting member of this association shall have such an interest in all the property of this association as is represented by the ratio which the

number of votes to which such member is entitled bears to the total number of such memberships in good standing.

ARTICLE III. Dues

The money required for the conduct of the affairs of this association shall be raised by dues to be paid annually by each member upon each lot in said tract which he owns, is purchasing under contract, or occupies as hereinabove provided. The amount of such dues is to be based on a budget to be agreed upon and determined once each year at the regular membership meeting, by the affirmative vote of a majority of the members present who are entitled to vote. The dues shall be voluntary to each lot of real property in said tract. Said dues may be paid in installments covering a period of no longer than 6 (six) months. Dues not paid after the six month period ending June 30th shall be considered delinquent.

ARTICLE IV. Corporate Powers

The corporate powers of this association shall be vested in a board of twelve Directors who shall be voting members of the association, and six shall constitute a quorum for the transaction of business. Amended February 9, 1956.

ARTICLE V. Election of Directors

The number of Directors, commencing with the calendar year 1956, shall be twelve, and they are to be elected by the members at the annual meeting. Four of the Directors elected will serve for a term of three years; four will serve for a term of two years; and four will serve for a term of one year. At every ensuing annual election four Directors shall be elected for a term of three years, together with such Directors as shall be required to fill the remainder of any unexpired term resulting from vacancies during the preceding year. Amended February 9, 1956. [A typing error in the printed version of the bylaws has been corrected.]

ARTICLE VI. Vacancies on the Directorate

In the event that any Director finds it impractical to attend the meetings of the Board with regularity his resignation may be accepted by the President and his office declared vacant and another voting member appointed by the Board to fill this vacancy until the first annual meeting thereafter. In the event any member of the Board fails to attend three consecutive meetings without good cause shown, the Board of Directors may, by resolution adopted at a regular meeting of the Board, declare his position vacant. Amended February 9, 1956.

ARTICLE VII. Powers of Directors

The Directors shall have power:

(a) To call special meetings of the members whenever they deem it necessary. And they shall call a meeting of the members at any time upon the written request, filed with the Secretary, of any ten voting members.

(b) to appoint and remove at pleasure, all officers, agents and employees of this association, prescribe their duties, fix their compensation, and within their discretion, require from them security for faithful service.

(c) To conduct, manage and control the affairs and business of this association and to make rules and regulations not inconsistent with the laws of the State of California or the Articles of Incorporation or By-Laws of this association for the guidance of the officers and management of the affairs thereof, to the end that the best interests and welfare of this association and all members thereof will be served.

ARTICLE VIII. Duties of Directors

It shall be the duty of the Directors:

(a) to cause to be kept a complete record of all their minutes and accounts and the proceedings of the members and present a full statement at the regular annual meeting of the members showing in detail the assets and liabilities of the association, and generally the condition of its affairs. A similar statement shall be presented at any other meeting of the members when a request therefore is made in writing, filed with the Secretary, at least ten days before such meeting, by not less than ten voting members.

(h) To supervise all officers, agents and employees of this association and see that their duties are properly performed.

(c) Any action of the majority of the Board of Directors although not at a regularly called meeting, if assented to in writing by all of the other members of the Board of Directors, shall always be as valid and effective in all respects as if passed by the Board in regular or special meeting.

ARTICLE IX. Officers and their Duties

The officers of this association shall be President, Secretary and Treasurer and such Vice-Presidents and Assistant Secretaries as the Board of Directors from time to time may appoint, and the duties of the President, Secretary and Treasurer and any other officers hereinafter created shall be such as are usually imposed upon and performed by such officers of similar associations and as are required by law, and such as may be assigned to them respectively by the Board of Directors from time to time. The Treasurer may act without bond or shall give bond in such sum as the Board of Directors may from time to time determine,

such bond to be approved by and acceptable to said Board. The offices of Secretary and Treasurer may be held by the same person, and in such event his title shall be Secretary-Treasurer. No compensation shall ever be paid to any of said officers except by an affirmative vote of a majority of the voting members duly and regularly assembled at any annual or special meeting of the members. The President, or in case of his inability for any reason to act, a Vice President shall preside at all meetings of the members and Directors, and such presiding officer shall, in case of a tie, have the deciding vote. The President or a Vice-President and the Secretary or an Assistant-Secretary shall sign and affix the seal of the association on all certificates of membership and all contracts and other instruments in writing which shall have been approved by the Board of Directors.

ARTICLE X. Books and Papers

The books and other records of this association and such papers as may be placed on file by vote of the members or Directors shall at all reasonable times be subject to the inspection of any Director or voting member

Article XI. Certificate of Membership

Certificates of membership may be issued in such form as the Board of Directors may determine. Amended February 9, 1956.

ARTICLE XII. Transfer of Membership

Membership in this association shall be transferable only by the assignment or sale of the interest of the lot and premises owned by the member. Amended February 9, 1956.

ARTICLE XIII. Meetings

The annual meeting of the members shall be held in the City and County of San Francisco on the second Thursday in December of each year unless the Board of Directors designates a different day, which must be before December 31st of that year.

Regular meetings of the Directors shall be held on the second Thursday of each month, or on the following day if said Thursday be a holiday, at the office of the association, at 8 O'clock PM.; provided that the Board of Directors may change by resolution, the day and place of holding the regular meeting. No notice of the regular meeting of the Board of Directors need be given.

The President or any two of the Directors may call special meetings of the Directors at anytime, and notice shall be given of such called meeting by depositing in the United States Post Office at San Francisco, California, a written

or printed notice thereof, with the postage thereon prepaid, addressed to each Director at the last address left with the Secretary, at least three days before the time of meeting, or by serving personally such notice on each Director one day before the meeting.

A certificate signed by the Secretary of such service of notice shall be entered on the minutes of the corporation and said notice, upon being read and approved at a subsequent meeting of the Board, shall be conclusive upon the question of service. Amended February 9, 1956.

ARTICLE XIV. Amendments

The By-Laws of this association may be repealed or amended or any new By-Laws may be adopted by the affirmative vote or the written consent filed with the Secretary of a majority of the voting members.

ARTICLE XV. Seal

The corporation shall have a common seal, consisting of a circle having artistically arranged thereon the words "INGLESIDE TERRACES HOMES ASSOCIATION, San Francisco, California, Incorporated November 3, 1938."