

**HUNTCLIFF SUMMIT
RESIDENTS' ASSOCIATION BYLAWS**

ARTICLE 1 – NAME AND PURPOSE

This Association shall be known as the Huntcliff Summit Residents' Association (Association). It has been organized to serve as a liaison between the residents of Sunrise at Huntcliff Summit (Huntcliff) and the management of Huntcliff. Membership shall consist of all residents of Huntcliff.

ARTICLE 2 OFFICERS; POWERS & DUTIES

The Officers of this Association shall consist of a President, a Vice President, a Secretary, and a Treasurer.

The President shall have general supervision over all affairs of the Association and shall be the presiding officer at all meetings. The President shall designate the date and time of all meetings, determine the meeting agendas, and assure that decisions and actions approved at meetings are duly acted upon. The President shall normally act as liaison for the Association in all dealings with management, shall serve as the primary public spokesperson for the organization, and may sign checks in the absence of the Treasurer.

The Vice President shall perform the duties of the President in the absence or inability of the President to serve and shall perform such other duties as may be assigned from time to time by the President.

The Secretary shall notify residents of meetings, determine if a quorum is present, record all votes taken and keep the minutes of meetings. The Secretary has general charge of maintaining Association records and shall handle any correspondence that may be necessary.

The Treasurer is responsible for receiving, disbursing, and keeping accurate accounts of all Association funds, signing Association checks, and preparing financial reports for Association meetings. The Treasurer shall ensure that funds received for a designated purpose shall only be disbursed for said intended purpose.

ARTICLE 3 – OFFICERS; TERMS OF OFFICE & NOMINATION

The term of office for all Officers shall be two years, beginning July 1 of each year, or until their successors have been duly elected. No officer may be elected for more than two consecutive two-year terms. Officers are normally elected at the June meeting and take office on July 1.

Should a vacancy in any elective office occur, the President shall have the authority to appoint any resident to fill the unexpired term of office with the approval of the remaining

Officers. If the vacancy shall be in the office of President, the Vice President shall become the President and shall have the authority to fill the office of Vice President with the approval of the remaining Officers.

ARTICLE 4 – COMMITTEES

The Association shall have a Nominating Committee and, as needed, the following standing committees: Food, Welcoming, Library, Activities, and Garden.

Chairs of all standing committees and task forces shall be appointed by the President and shall serve for a period of two years beginning July 1, or until their successors are duly appointed. Standing committee chairs will consult with the President to determine the appropriate number of members needed. Going forward, no such committee chair may serve more than two consecutive two-year terms. Standing committee members are appointed annually for one-year renewable terms at the discretion of the committee chair.

Standing committee chairs shall give verbal reports at Association meetings as needed.

The Officers of the Association may elect to dissolve any standing committee no longer deemed necessary in carrying out its purpose at any time; and they may create any other committees and task forces deemed necessary and appropriate to carry out the work of the Association; provided, that such actions have been proposed, discussed, and receive resident approval at an Association meeting.

Nominating Committee

At least thirty days before the June meeting of each year, the President shall appoint a Nominating Committee of three residents. This Committee shall receive suggestions from all residents and shall present one nominee for each office at the June meeting. Nominations may also be made from the floor at the June meeting, provided the person so nominated has agreed in advance to serve if elected.

The Nominating Committee will inform the Association members, in writing, of the names of the prospective officers for the Association two weeks prior to their scheduled election.

Food Committee

The purpose of the Food Committee is to serve as a liaison between Huntcliff residents and Food Services management for issues related to Food Services. These issues include, but are not limited to, meal planning, food services staff, and dining room setup. The Food Committee reviews complaints and concerns voiced by residents. Issues are discussed with Huntcliff management, and results are reported at the Food Forum meetings.

Welcoming Committee

The purpose of the Welcoming Committee is to provide a warm welcome to all new residents as soon as possible after they move in. This may be accomplished through one-on-one meetings, gathering personal information that can be shared with the other residents, and by newcomers' luncheons.

Library Committee

The purpose of the Library Committee is to assure that established procedures for shelving and retaining books donated to the Huntcliff library are consistently followed and frequently communicated to Huntcliff residents.

Activities Committee

The purpose of the Activities Committee is to recruit resident volunteer help for the Huntcliff Activities staff, to assist them in planning and executing specific projects and programs for Huntcliff residents. Examples would include games/tournaments, special outings, and charitable drives.

Garden Committee

The purpose of the Garden Committee is to promote and maintain the greenhouse and the resident gardening area located at the rear of the property near the pool/sun deck.

ARTICLE 5 – REGULAR AND SPECIAL MEETINGS; QUORUMS

Regular meetings of the Association shall be held on the first Thursday of alternate months, normally, June, August, October, December, February, and April.

Special meetings may be called by the President, or, in the absence of the President, by the Vice President, by giving notice to each resident of the time, place and purpose of such meeting, as far in advance as possible.

A quorum for a regular meeting shall consist of one third of the number of Huntcliff residents, but a quorum for a special meeting shall consist of a majority of the number of residents.

ARTICLE 6 – SUGGESTIONS TO MANAGEMENT

Any suggestion from a resident for improvements at Huntcliff shall be submitted in writing to the President or the appropriate standing committee chair. This does not include suggestions or concerns about Dining Services, which are handled at the monthly Food Forums (see Article 4, Food Committee).

It is recognized by the Association that the management of Huntcliff rests with Sunrise Senior Living Management, Inc., and that any suggestions proposed by this Association are made in an advisory capacity only. Nothing in these bylaws or any amendment to them shall be designed to infringe upon the prerogatives of the management or staff of Huntcliff.

ARTICLE 7– AMENDMENTS TO BYLAWS & DISTRIBUTION

These bylaws shall become effective when approved at a regular meeting. They may be amended or replaced at any regular meeting by an affirmative vote of two thirds of the residents present at such meeting, provided a written notice stating the proposed changes is given to each resident at least one week prior to the meeting. The amendment need not be limited to the proposed revision but may be modified at the meeting.

A copy of the current bylaws and a list of the current Officers of this Association shall be furnished to each resident, including each new resident.

Amended June 3, 2021

Amended June 2, 2011