

**BY-LAWS
OF
COUNCIL OF HERITAGE HILLS CONDOMINIUMS**
(Revision adopted on September 22, 2021)

ARTICLE I
Applicability, Members, Membership

Section 1: Applicability

These By-laws shall be applicable to the Council of Heritage Hills Condominiums, and to all members thereof as herein defined.

Section 2: Purpose

The Council serves at monthly meetings as a forum of Representatives of individual condominium associations at which they exchange information and ideas on the management of their respective condominiums and from time to time call on maintenance, management, business, legal, and governmental agency experts to provide them with information and advice.

The Council has only those powers granted to it by these By-laws and shall not preempt those powers assumed by the individual Board of Managers of each condominium.

Section 3: Membership

Membership in the Council is open to all existing condominium associations comprising the condominium complex known as Heritage Hills of Westchester, Somers, New York.

Any Condominium in Heritage Hills of Westchester may elect to join the Council by a vote of its Board of Managers and agree to pay annual dues as determined by the Council. Any member Condominium may elect to withdraw from the Council by a vote of its Board of Managers.

ARTICLE II
Membership, Meeting

Section 1: Representatives

Each member Condominium shall be represented in the Council by the Condominium President, or an alternate Representative appointed by the Condominium President

Section 2: Remuneration

No salary or other compensation shall be paid Officers or Representatives to the Council for services rendered. They shall be entitled to reimbursement for all reasonable expenses incurred in the discharge of their duties. Provision may be made for payment for secretarial services at the option of the Council by a vote of the Representatives.

Section 3: Meeting Location

All meetings of the Council shall be held in Heritage Hills at a suitable and convenient place and at times agreed to by the Representatives.

Section 4: Regular Meetings

There shall be a monthly meeting unless otherwise determined by a vote of the Representatives

Section 5: Annual Meetings

Annual Meetings of the Council Representatives shall be held on the third Wednesday in April. At each Annual Meeting, Officers of the Council shall be elected by a majority of the Condominiums present or by Proxy to serve for a term of one year or until their successors are elected at the next annual meeting.

Section 6: Nominating Committee

The Nominating Committee shall be elected by the Representatives at least three (3) months prior to each annual meeting of the Council. It shall consist of not less than three (3) nor more than five (5) Representatives as the Representatives from time to time may determine, none of whom shall be Officers.

At the March meeting in each year, the Nominating Committee will announce a slate of candidates for election.

Section 7: Voting

The presence of a majority of condominiums by Representatives present or by Proxy for voting purposes shall constitute a quorum.

A majority vote of the Representatives present, with one vote per Condominium, at a properly constituted meeting shall authorize action by the Council.

The presiding officer of the Council must accede to the request of any voting Representative who asks that a motion up for vote be postponed until the next meeting of the Council so that said Representative may consult with his or Board of Managers. No motion shall be tabled more than once.

ARTICLE III ***Officers***

Section 1: Designation

The officers of the Council shall be a President, Vice President, a Secretary, and a Treasurer, each of whom shall be a Representative or alternate Representative of his or her condominium.

Section 2: Executive Committee

The Executive Committee shall consist of the Council's officers.

Section 3: Resignation and Automatic Vacancy

Any officer may resign at any time by written notice delivered in person or sent by mail to the Secretary of the Council. Such resignation shall take effect at the time specified therein. Any Officer who ceases to be a Representative of the Council automatically vacates his or her position.

Section 4: Removal

Upon the affirmative vote of a majority of the Representatives present, with one vote per Condominium, an Officer may be removed, either with or without cause.

Section 5: Filling Vacancies

In case of a vacancy, as above in Sections 2 and 3, a successor shall be elected at the next regular meeting of the Council, or at a Special Meeting called for that purpose.

Section 6: Duties of the President

The President shall preside at all meetings of the Council. He or she shall have the authority to appoint committees to assist in the conduct of the affairs of the Council, including preparation of the agendas for each meeting.

Section 7: Duties of the Vice President

The Vice President shall take the place of the President and perform his or her duties whenever the President shall be absent or unable to act on an interim basis.

Section 8: Duties of Secretary

The Secretary shall keep the minutes of all meetings of the Council; he or she shall have charge of such books and papers as the Representatives may direct. The Secretary will send copies of the minutes with announcement of future meetings, and agenda to Condo Presidents, and Condominium Representatives.

Section 9: Duties of Treasurer

The Treasurer shall have responsibility for the Council funds and for keeping full and accurate financial records and books of account showing all receipts and disbursements and for the preparation of all required financial data. Any disbursement other than for operating expenses shall be approved by the Executive Committee. The Treasurer shall be responsible for the deposit of all monies in the name of the Council in such depositories as from time to time may be designated by the Representatives.

ARTICLE IV

Fiscal Year

Section 1: Fiscal Year

The fiscal year of the Council shall be the calendar year unless otherwise determined by resolution of the Condominium Representatives.

ARTICLE V

Dues and Assessments

Section 1: Dues and Assessments

The Representatives shall have the authority to establish the financial contribution of each Condominium. Such dues shall be established on a unit basis, as may be decided annually by the Representatives. In the event the Representatives find it necessary to levy a special assessment, the assessment shall be charged to each Condominium Association on a unit basis.

ARTICLE VI

Amendment

The Representatives, upon a simple majority vote, with one vote per Condominium, may propose an amendment to the Bylaws, which then must be submitted to the individual Condominium Associations for a vote by their Boards of Managers, and said Bylaws become effective when approved by a majority vote of condominiums in person or by proxy which are represented in Council within a 12-month period.

ARTICLE VII

Effectiveness

Adoption of these Bylaws supersedes any previous Bylaws and Certificate of Incorporation and becomes effective immediately.

Adopted November 28, 2001, Council Minutes by 22 of 26 Condo Associations

Adopted September 22, 2021, Council Minutes by 20 of 30 Condo Associations

Louise Squiteri, President