

**SOVEREIGN OAKS HOMEOWNERS' ASSOCIATION**  
**INFORMATION FOR ELECTION OF BOARD OF DIRECTORS**  
**2021 ANNUAL MEETING**

- Three Board seats are open this year.
- Voting will be by written ballot only. There will be no on-line voting for Zoom attendees.
- Each Lot is entitled to one vote per Lot.
- Pre-printed written ballots will be distributed when attendees register at the Annual Meeting.
- Write-ins and nominations for the floor will also be allowed.
- Lot owner in attendance presenting a valid, signed proxy representing another Lot Owner will be given an additional ballot.
- The three candidates receiving the highest vote totals will be elected to serve three-year terms as board members. The Board has the responsibility to appoint its officers and committees of the HOA.

**PURPOSE OF SO HOA**

The Sovereign Oaks Homeowners Association, Inc. is a non-profit corporation organized under the North Carolina Nonprofit Corporation Act (N.C.G.S. Ch. 53A) as a self-governing organization. The HOA is organized both for development of Sovereign Oaks as an attractive residential community and to maintain common elements for use and enjoyment by all HOA members.

The covenants, conditions and restrictions are intended to guide development within Sovereign Oaks and are binding on all Lot Owners.

*“The covenants, conditions and restrictions contained herein are intended to provided for the orderly development of Sovereign Oaks as a residential community which is aesthetically pleasing and functionally convenient, a community which will attract residents seeking privacy and harmony with their neighbors; such restrictions are thus designed to protect the investment of the residents within Sovereign Oaks.”*

Covenants, Conditions and Restrictions for Sovereign Oaks  
Bylaws of Sovereign Oaks HOA

**HOA MEMBERSHIP & VOTING RIGHTS**

Every Lot Owner within Sovereign Oaks is a member of the HOA and is entitled to one vote per Lot. If more than one individual holds an interest in any lot, all are members of the HOA but no more than one vote can be cast per Lot.

Bylaws of the Sovereign Oaks Homeowners Association, Inc.

**ELECTION OF DIRECTORS**

Board members are elected by the HOA membership for a term of three years.

*“Election to the Board of Directors shall be by written ballot. At the election, the Owners shall vote for as many candidates as there are vacant seats. The persons receiving the largest number of votes shall be elected. A candidate for Director may nominate him or herself or may be nominated by a third party, provided such candidate accepts such nomination.”*

Bylaws of Sovereign Oaks Homeowners' Association, Inc.; Article III

## **BOARD RESPONSIBILITY AND AUTHORITY**

The Board is organized pursuant to the North Carolina Planned Communities Act (North Carolina G.S. 47F). Its The Board of Directors has the responsibility to organize itself, appoint officers and committees. authority are governed by the Covenants as well as the Bylaws of Sovereign Oaks Homeowners' Association, Inc. and the Sovereign Oaks Design Guidelines as referenced in the Declaration. HOA Board Members are responsible for acting on behalf of all HOA members and upholding the HOA Bylaws, Covenants and Design Guidelines impartially and consistently.

## **BOARD MEETINGS, OFFICERS' ROLES**

The Board meets monthly and as needed between the regularly scheduled monthly meetings. HOA members are invited to attend to meet with the Board, but should contact the Board ahead of time to confirm meeting time and their place on the agenda. All five Board members have equal voting rights. Individual Board Officer positions (President, Vice-President, Secretary, Treasurer) have additional responsibilities, as described below.

*President. The President shall preside at all meetings and appoint committees as deemed necessary. The President shall be principal executive officer of the Association and, subject to control of the Board of Directors, shall supervise the control and management of the Association in accordance with these Bylaws and the Declaration.*

*Vice President. The Vice President shall act in the place and stead of the President in the event of his or her absence or inability or refusal to act, and exercise and discharge such other duties as may be required by the Board of Directors.*

*Secretary. The Secretary shall (a) keep accurate records of the acts and proceedings of all meetings of directors; (b) give all notices required by law and by these Bylaws; and (c) have general charge of the Association books and records and of the corporate seal of the Association and shall affix the corporate seal to any lawfully executed instrument requiring it. The Secretary shall, in general, perform all duties incident to his/her office and such other duties as may be assigned to him/her from time to time by the President or by the Board of Directors.*

*Treasurer. The Treasurer shall have custody of all funds and securities belonging to the Association and shall receive, deposit or disburse the same under the direction of the Board of Directors; and keep full and accurate accounts of the finances of the Association in books especially provided for that purpose, cause a true statement of its assets and liabilities as of the close of each fiscal year and of the results of its operations and of changes in surplus for such fiscal year, all in reasonable detail, to be made and filed at the registered or principal office of the Association within four months after the end of such fiscal year. Financial statements shall be kept available for inspection by any Director for a period of 10 years, and the Treasurer shall mail or otherwise deliver a copy of the latest statement to any Director upon his written request therefore. The Treasurer shall, in general, perform all duties incident to his/her office and such other duties as may be assigned to him/her from time to time by the President or by the Board of Directors.*

Bylaws of Sovereign Oaks Homeowners' Association, Inc.; Article III, Sections 4 – 7.