

**[PROPOSED]**

**BOULEVARD LANE COMMUNITY ASSOCIATION  
BYLAWS AND STANDING RULES**

Effective April 1, 2017

**ARTICLE I: NAME AND STATUS OF ASSOCIATION**

The name of this neighborhood association shall be the Boulevard Lane Community Association (“BLCA” and/or “Association”). The BLCA is a 501(c)(4) nonprofit and is registered with the State of Washington (as “Boulevard Lane Community Club”).

**ARTICLE II: PURPOSE**

The purpose of the Association shall be for community organization of the Boulevard Lane neighborhood located in Renton (Fairwood), Washington 98058. The Association and its Board of Directors shall coordinate neighborhood events, meetings, and programs, and arrange for entrance lighting, entrance landscape and design, sign maintenance and replacement, and general upkeep of the entrance to Boulevard Lane.

**ARTICLE III: POLICIES AND LIABILITY**

The Association and its Board of Directors (Board Members) shall be neutral, non-commercial, non-sectarian, and non-partisan in all matters relating to the Association. The Board of Directors may communicate and coordinate events with other neighborhood associations with similar concerns, but BLCA representatives are not authorized to make any commitments that bind the Association or its Members.

The Association and its Board of Directors, BLCA Members, and associated support persons and representatives are not liable for any personal or property loss or damage under any circumstance, at any time. All guests, Boulevard Lane residents, Board of Directors, and BLCA Members that attend or participate in BLCA-sponsored events or meetings, do so at their own risk, responsibility, and liability.

**ARTICLE IV: MEMBERSHIP AND DUES**

**A. MEMBERSHIP**

Any Boulevard Lane resident willing to promote the intent and purpose of the Association, uphold the Association’s policies, and subscribe to the BLCA’s Bylaws and Standing Rules may become a BLCA Member upon payment of annual dues.

BLCA Members may:

1. Attend General Meetings of the Association;
2. Vote at General Meetings of the Association;
3. Hold office on the Board of Directors;
4. Receive subsidized discounts for neighborhood events or home improvement programs organized and/or sponsored by the Association; and

**[PROPOSED]**  
**BOULEVARD LANE COMMUNITY ASSOCIATION**  
**BYLAWS AND STANDING RULES**  
Effective April 1, 2017

5. Receive incentives or gifts/awards through programs or events organized or sponsored by the Association.

**B. DUES**

The membership drive for annual dues shall begin in February each year. The BLCA Board is authorized to research and arrange for the use of technology for the purpose of collection of membership funds and donations through apps or websites such as PayPal or Constant Contact, or similar vendors or software programs.

Association membership dues shall be **thirty dollars (\$30.00) per calendar year, per household.** Membership dues may be raised or lowered by a majority vote of the Board of Directors, but shall not exceed forty (\$40.00) per calendar year, per household. Dues shall be payable within 30 days of receiving the first mailing of the annual membership drive each year. Membership payments are to be mailed to **PO Box 59772, Renton, Washington 98058**, or hand-delivered to the Membership Director (or any BLCA Board Member) at a General Meeting or BLCA-sponsored event.

The Association relies upon the annual membership drive in order to meet its commitments and goals; the sooner that dues are paid, the sooner the Association can meet its commitments and goals. There will be no penalties or late fees imposed for nonpayment of membership dues, but non-Members will not be entitled to receive certain benefits and subsidies offered by the Association until annual dues for the household have been paid for the current membership period.

**ARTICLE V: ELECTION OF BOARD OF DIRECTORS**

The Board of Directors shall consist of the following elected positions: President, Treasurer, Membership Director, Event Director, Communication Director, and Secretary. The Directors shall be elected annually by BLCA Members at the Spring General Meeting, and begin their term(s) on April 1 of the new fiscal year, for a term of one year.

- A nominating committee will present a slate of Directors for the next term, by publication in the Association's newsletter prior to the Spring General Meeting.
- Whenever possible, the nominee for President shall be an individual with prior homeowners association or board experience.
- When a vacancy needs to be filled on the Board of Directors mid-term, the President shall appoint someone to cover the remainder of the term, until the next General Meeting. In the instance of there being no candidates to fill vacant roles on the BLCA Board, the duties of the vacant role shall be distributed between the remaining Directors.
- When a vacancy in the office of President occurs, it is preferred that the person charged with the responsibility for running the Association be someone familiar with the purpose of

**[PROPOSED]**

**BOULEVARD LANE COMMUNITY ASSOCIATION  
BYLAWS AND STANDING RULES**

Effective April 1, 2017

the Association, the responsibilities of its Board of Directors, and the types of issues the Association is regularly called upon to address within Boulevard Lane. This does not preclude the selection of an individual without such experience when no one with the preferred experience is willing to serve in the role. Should a vacancy in the office of President occur mid-term, the remaining Directors shall select someone to temporarily fill the vacancy for the remainder of the term, until the next General Meeting.

**ARTICLE VI: DUTIES OF BOARD OF DIRECTORS**

- **The BOARD OF DIRECTORS shall:**
  - Consist of the elected Directors of the Association, all of whom must be current BLCA Members in good standing.
  - Coordinate and conduct all necessary business as may be referred to it by the public, Boulevard Lane residents, or BLCA Members, so long as it is within the intent and purpose of this Association; and
  - Notify all Boulevard Lane residents and Members (in advance) of an upcoming vote on proposed changes to the BLCA Bylaws and Standing Rules, no less than thirty (30) days prior to the vote (*see also*, Article IX, Amendments to Bylaws and Standing Rules).
  
- **The PRESIDENT shall:**
  - Be a Boulevard Lane resident and BLCA Member in good standing;
  - Preside at all meetings of the Association—including BLCA Board Meetings and General Meetings;
  - Appoint all chairpersons for standing and special committees;
  - Be an ex-officio member of all committees;
  - Perform all duties that typically pertain to the position of a President, as well as those specified in the BLCA Bylaws and Standing Rules;
  - Submit relevant articles as needed for publication in the Association’s newsletter;
  - Represent Boulevard Lane and its Association in the larger community; and
  - Designate another BLCA Director to perform the duties of the President during any absence greater than a consecutive two (2) week period.
  
- **The TREASURER shall:**
  - Be a Boulevard Lane resident and BLCA Member in good standing;
  - Receive and issue receipt(s) of all income of the Association;
  - Keep accurate records of all monetary concerns of the Association, and disburse same on authorization of the Board of Directors;
  - Present a simple financial statement at every meeting;
  - Submit relevant articles as needed for publication in the Association’s newsletter;
  - Prepare and file the proper tax forms required by state and/or federal laws, by or before the deadline; and

**[PROPOSED]**  
**BOULEVARD LANE COMMUNITY ASSOCIATION**  
**BYLAWS AND STANDING RULES**  
Effective April 1, 2017

- Arrange for an annual audit of the Association's accounting records (the individual selected must be an independent, non-partisan auditor familiar with audit procedures) for the coming year, in cooperation with the incoming Treasurer, before the beginning of the next fiscal year, usually April 1 of each year.
- **The MEMBERSHIP DIRECTOR shall:**
  - Be a Boulevard Lane resident and BLCA Member in good standing;
  - Keep current a "Welcome Information Sheet" for new neighbors and submit membership-related articles for publication in the Association's newsletter;
  - Assume welcoming duties as necessary for new neighbors in Boulevard Lane;
  - Coordinate and track BLCA membership records and collection of annual dues according to the BLCA Bylaws and Standing Rules;
  - Submit relevant articles as needed for publication in the Association's newsletter;
  - Enlist help as necessary in order to complete the annual membership drive each year;
  - Assist with planning, setup, and cleanup of Association events and programs as needed.
- **The EVENT DIRECTOR shall:**
  - Be a Boulevard Lane resident and BLCA Member in good standing;
  - Research, plan, and organize community events, programs, and social activities that enhance the quality of life or appearance of homes within Boulevard Lane;
  - Coordinate setup and cleanup of Association events and programs;
  - Coordinate special task force committees to plan projects and events as needed (target projects shall be designated by the Board of Directors based on the Association's current needs and community feedback);
  - Track entrance landscaping agreement and schedule regular landscape maintenance (3 times per year, on or around May 15, August 15, and November 15); and
  - Submit relevant articles as needed for publication in the Association's newsletter.
- **The COMMUNICATION DIRECTOR shall:**
  - Be a Boulevard Lane resident and BLCA Member in good standing;
  - Communicate the goals, purpose, and intent of the Association;
  - Submit relevant articles as needed for publication in the Association's newsletter;
  - Edit and publish the Association's newsletter, the *Boulevard Lane Crier*;
  - Coordinate newsletter distribution and delivery to homes in Boulevard Lane;
  - Distribute messages to the neighborhood and surrounding public, using all forms of communication available to the Association and its Communication Director; and
  - Assist with planning, setup, and cleanup of Association events and programs as needed.
- **The SECRETARY shall:**
  - Record meeting minutes for all meetings of the Association and its Board of Directors;
  - Notify the President of all unfinished business;
  - Head the calling committee;

**[PROPOSED]**

**BOULEVARD LANE COMMUNITY ASSOCIATION  
BYLAWS AND STANDING RULES**

Effective April 1, 2017

- Conduct all public correspondence for the Association as needed;
- Assist the President in the filing of perpetual records; and
- Assist with planning, setup, and cleanup of Association events and programs as needed.

**ARTICLE VII: COMMITTEE CHAIRPERSONS**

The President shall appoint committee chairpersons for all committees deemed necessary by the Board of Directors. Committee chairpersons shall attend monthly Board meetings if necessary, and shall submit an annual report relating to committee activities, or within thirty (30) days of the completion of the project for which the committee was assembled.

**ARTICLE VIII: STANDING RULES**

**A. MEETINGS / VOTING**

1. **Board of Directors meetings must be held IN-PERSON at least two (2) times per year at a location to be determined—approximately two (2) weeks prior to the Spring General Meeting, and approximately two (2) weeks prior to the Fall General Meeting.**
2. For all other BLCA-related business, the Board of Directors shall have the discretion to utilize technology to conduct BLCA-related business more efficiently—by email/telephone, videoconference, electronic meeting service, or other form of communication as may become available. (E.g., GoToMeeting, Skype, GroupMe, etc.)
3. Voting by the Board of Directors may occur via email, so long as all Board Members receive the same communication that is to be voted upon (and the communication includes a voting deadline).
4. Spring and Fall General Meeting dates/times/locations shall be posted in the Crier and on the sign board located at the entrance to Boulevard Lane, and may be electronically communicated using Social Media, email, subscription-based electronic newsletter communications, or by other means as appropriate or available.
5. Balloting at all meetings will be by voice vote, unless a hand vote is requested or the Chair (usually the President) of the meeting is in doubt. Secret written ballots may be used if the BLCA Members vote to do so. Balloting is on the basis that one household equals one vote.
6. **MAJORITY RULES. Fifty-one percent (51%) of BLCA Members that are in good standing and present at a General Meeting shall constitute a majority.**

**B. REPORTS**

1. All Directors and committee chairpersons shall submit a brief report to the Secretary within thirty (30) days of completion of the office or chairmanship. The report should include the following information: activities held, purpose, where and when, detailed

**[PROPOSED]**  
**BOULEVARD LANE COMMUNITY ASSOCIATION**  
**BYLAWS AND STANDING RULES**  
Effective April 1, 2017

expenditures, donations and by whom, supplies, amount used, and suggestions for improving future events.

2. An annual financial report from each Spring and Fall General Meeting shall be printed in the next edition of the Boulevard Lane Crier immediately following the General Meeting.
3. The Board of Directors and Association support persons or representatives, including the Boulevard Lane Crier Editor and Printing Coordinator, shall report all financial transactions and records to the Treasurer, that pertain to BLCA business and require reimbursement.

**C. EXPENDITURES**

1. EXPENDITURES \$100 AND OVER must be approved at a General Meeting of BLCA Members by majority vote.
2. EXPENDITURES \$100 AND UNDER may be approved by the Board of Directors.
3. EMERGENCY EXPENDITURES OVER \$100.00 may be approved by majority vote of the Board of Directors – so long as the President deems the expenditure necessary and in the best interest(s) of the BLCA.

**D. RECORDS AND SUPPLIES / RECORD RETENTION / DATA STORAGE**

1. Current and actively used records and supplies are to be maintained by the appropriate Director or committee chairperson.
2. Original records are to be maintained for a period of seven (7) years by the Board of Directors, Association support persons, and/or representatives.
3. Original or electronic records may be discarded at the discretion of the Board of Directors, after a period of seven (7) years.
4. A spreadsheet or directory of BLCA Members shall be maintained by the Membership Director. Due to privacy and safety concerns, the BLCA will no longer distribute the directory to BLCA Members or Boulevard Lane residents.
5. Vendors or online/electronic services may be used as a means of sharing data and records of the Association and its Board of Directors and/or special committees. The cost of any data storage service or vendor will be included as a line item in the budget presented at the Spring General Meeting each year, and the rate for such service may be subject to change according to the terms and conditions of the service provider.

**E. POSTING SIGNS AT ENTRANCE**

1. BULLETIN BOARD: The sign board at the entrance to Boulevard Lane is for official BLCA business only and cannot be used without pre-approval from the BLCA Board. Anything placed on the front entrance sign without approval may be removed immediately and without notice.

**[PROPOSED]**

**BOULEVARD LANE COMMUNITY ASSOCIATION  
BYLAWS AND STANDING RULES**

Effective April 1, 2017

2. POLITICAL SIGNS: Political signs are not allowed at the entrance under any circumstances. The front entrance is shared by all that reside within the neighborhood. To respect the views of all Boulevard Lane residents, no political affiliation will be promoted over another. The entrance and its usage shall remain neutral and non-partisan at all times. Political signs shall be removed and disposed of immediately and without notice.
3. REALTOR SIGNS / OPEN HOUSE SIGNS: Realtor signs and open house signs may be up for no more than forty-eight (48) hours. If a homeowner or realtor wishes to keep their sign up for longer than 48 hours, they can pay a fee in the amount of twenty dollars (\$20.00) per week. Signs posted longer than 48 hours will receive a one (1) hour verbal warning IF contact information is available and may be removed and/or disposed of without notice after being held for a period of one (1) week and no inquiry is received from the sign's owner as to the sign's whereabouts. Permanent For Sale signs are NOT allowed under any circumstances.
4. GARAGE SALE SIGNS / SPECIALTY SERVICES SIGNS: If you are a current BLCA Member in good standing, you may place signs for garage sales or specialty services for up to 48 hours. To keep these signs up for a longer period of time, you can pay a fee in the amount of ten dollars (\$10.00) per week.
5. EVENT OR CHARITY SIGNS: Event or Charity signs must benefit all or most of the neighborhood, and the Association requires prior approval of the sign before it can be posted at the entrance (e.g., Boys Scouts Annual Christmas Tree Pick Up).
6. NON-BLCA MEMBER SIGNS: The weekly fee for Non-BLCA Members to place signs at the entrance is twenty dollars (\$20.00). The signs must benefit all or most of the neighborhood and have prior approval of the BLCA Board. Signs placed without prior approval and/or payment will be removed immediately. The owner of the sign must contact the BLCA Board in order to make arrangements to pick up the sign. If, after a period of one (1) week the sign has not been claimed by its owner, it may be disposed of without notice.
7. LOST ANIMALS/PETS SIGNS: If you post signs looking for lost animals or pets, please remove them after a few weeks. We understand that losing a pet can be very distressing and the Association wishes to help, if possible, to assist your search. Please remove the Lost Animal signs after your search has ended. The Board of Directors may approve notices posted on Social Media or published in the next edition of the Boulevard Lane Crier, or any other means of communication available, to assist with your search—please contact the Board of Directors or *Boulevard Lane Crier* Editor. Boulevard Lane's front entrance display sign cannot be used for posting missing pet signs and pictures, but you are welcome to post a sign next to it using a stake in the ground.
8. PRIOR APPROVAL OF SIGNS: To obtain prior approval on signs, please contact the BLCA Board by email at [info@boulevardlane.org](mailto:info@boulevardlane.org).

**[PROPOSED]**  
**BOULEVARD LANE COMMUNITY ASSOCIATION**  
**BYLAWS AND STANDING RULES**  
Effective April 1, 2017

**F. GUESTS / EVENT ATTENDANCE**

1. Guests are welcome to attend General Meetings and community events organized or sponsored by the Association.
2. All guests, residents, Board Members and/or Association Members that attend or participate in BLCA-sponsored events or meetings, do so at their own risk and liability.

**ARTICLE IX: AMENDMENTS TO BYLAWS AND STANDING RULES**

BLCA Bylaws and Standing Rules may be amended by majority vote of BLCA Members, which shall consist of fifty-one percent (51%) of BLCA Members that are in good standing and present at a General Meeting of the BLCA.

After proposed changes to the BLCA Bylaws and Standing Rules have been approved by the Board of Directors to be presented to BLCA Members at a General Meeting, the proposed changes will be made available to BLCA Members in advance of the vote by request—email your request to [info@boulevardlane.org](mailto:info@boulevardlane.org), visit Boulevard Lane’s website and submit a contact form, or mail a written request to PO Box 59772, Renton, WA 98058 (please include a self-addressed, stamped envelope for the return mailing). The BLCA’s website, newsletter, email and mailing lists may be utilized to deliver proposed changes to Boulevard Lane residents and Members.

The Board of Directors shall notify all Boulevard Lane residents and Members (in advance) of an upcoming vote on changes to BLCA Bylaws and Standing Rules, no less than thirty (30) days prior to the vote.