

# **SUMMERSET AT BRENTWOOD II**

## **RULE 1.1 OUTLINE OF ORGANIZATION**

Summerset at Brentwood II Association (“Association”) is a common interest development (“CID”). The Articles of Incorporation, the Declaration of Covenants Conditions, and Restrictions (“CC&Rs”), the Bylaws, and the Operating Rules (“Rules”) form the Governing Documents of the Association.

1. The **Articles of Incorporation (“Articles”)** identify the corporation as an association formed to manage the CID (a residential development with common areas) under the Davis-Sterling Common Interest Development Act. The Articles include basic information about the corporation and serve as a primary source of authority for its future organization and business functions.
2. The **Declaration of Covenants, Conditions and Restrictions (CC&Rs)** includes the legal description of the CID, a statement that the CID is a planned senior housing development that qualifies as a senior community, the restrictions on the use or enjoyment of property, the rights and obligations of the membership (“Owners”), Member/Association maintenance duties, etc.
3. The **Bylaws** establish policies and procedures for the governing of the Association. They set qualifications for the election of Directors, their number and term of office, their powers and duties, the appointment of officers, when and how meetings are held, quorum and voting requirements, appointment of committees, etc.
4. The **Operating Rules (Rules)** are additional regulations adopted by the Board that apply generally to the management and operation of the CID, the conduct of the business, and the affairs of the Association. Rules further support the purpose of the Association such as the personal conduct of Owners, residents, and guests and to ensure consistent aesthetics to maintain property values. In the event of contradiction, the Bylaws and CC&Rs take precedence over the Rules. Rules must be reasonable (not arbitrary, not violate public policy, or impose a burden that outweighs any benefit).
5. The Board, subject to limitations in California laws and in the Governing Documents and vested with the powers of the Corporation, shall manage the Association’s business and affairs. The Board shall consist of five (5) Directors elected by Owners at the annual membership meeting. The Board shall elect a President, Vice President, Secretary, Treasurer, and Director of Operations.
6. The Board shall retain a Manager (a company or individual specializing in association management activities) to manage, operate, and administer the day-to-day affairs and activities of the Association and its property and to interact with Owners. An agreement between the Association and Manager shall outline the Manager’s duties and responsibilities.
7. The Association shall employ an Office Administrator (“Office Admin”) reporting to the Board, who shall manage the on-site office, arrange, organize, and promote various recreational and entertainment activities.

8. The Board shall appoint Owners to Standing Committees. Committee members serve at the pleasure of the Board in an advisory capacity. Responsibilities are outlined in the Governing Documents or as delegated by the Board. Any Owner may volunteer/recommend Owners for Standing Committees. Current Committee members may provide input to the Board. The Secretary will notify volunteers if they have or have not been selected for the Committee. The Board will appoint new Standing Committee members at the next regularly scheduled Board meeting. Should a vacancy occur on a Standing Committee, the remaining members shall continue to function as a committee until additional members can be appointed by the Board.

9. Standing Committee Structure

- A. Committees shall consist of at least three (3) but no more than five (5) Owners plus a Director who shall serve as a liaison except for the Nominating and Elections Committee where a Director serves as Chair, not liaison.
- B. Owners must live in Summerset II
- C. Owners must be in good standing.
- D. Committee members must have been an Owner for at least one year
- E. Other than Directors, Owners shall not serve on more than two Standing Committees.
- F. The Chair may be selected by the Committee or the Board.
- G. Member terms are three (3) years and may be extended on a yearly basis if there are no interested Owners on the Interest list. Extensions are for a full one (1) year term unless members resign prior to the end of their term.

10. Ad hoc committees are temporary committees established by the Board to address a specific issue. The Board shall appoint at least three (3) Owners to ad hoc Committees. Any Owner may volunteer for, or recommend, Owners for ad hoc Committees. Members serve at the pleasure of the Board in an advisory capacity. The Secretary will notify volunteers if they have or have not been selected, and the Board will appoint new ad hoc committee members at the next regularly scheduled board meeting. Ad hoc committees are of limited size and duration, automatically dissolve when the duty assigned to them is accomplished, whenever a new or partial board is elected, (except when the committee is tasked with researching an issue where the research extends into the term of the next Board), or unless the Board assigns additional projects.

This Rule 1.1 Outline of Organization shall be effective on the date of adoption, shall supersede any previous Rule 1.1 and shall remain in effect until modified by the Board of Directors.

I, Sheldon W. Helms, am the Secretary of the Summerset at Brentwood II Association and certify that this Rule was duly adopted by the Board of Directors and

came into effect on 9/11/24.

  
(Secretary signature)

9/11/24  
(Date)