



Meadowbrook Glens Homeowners Association Bylaws

Revised August 2025

ARTICLE I – NAME

The name of this non-profit organization shall be, MEADOWBROOK GLENS HOMEOWNERS ASSOCIATION (hereafter known as the Association).

ARTICLE II – AUTHORITY

The Association shall proceed under ACT 327, Public Acts of Michigan of 1931.

ARTICLE III – PURPOSE

To promote and protect the welfare of its members by:

1. Representing its members before governmental boards or bodies.
2. Strengthening communication through the dissemination of educational and advisory information.
3. Promoting social and recreational activities.
4. Affording a means of collective action in community projects.
5. Contracting on behalf of its members for landscaping in the subdivision and to collect and pay the funds necessary for this service.
6. Maintain and beautify our subdivision.

ARTICLE IV – GOVERNING BODY

This organization shall be governed by a Board of Directors which shall consist of the Officers and Directors selected by members in good standing of the subdivision.

ARTICLE V – AMENDMENTS Deleted Oct. 31, 2004

ARTICLE VI – DISSOLUTION Deleted October 2025

ARTICLE VII – MEMBERSHIP AND FEES

1. All residents occupying property in the Meadowbrook Glens subdivision shall be members of the Association. Each household in good standing shall be entitled to cast a maximum of two votes, in person (one per person) at all general membership meetings of the Association.
2. The annual household membership fee shall be **\$60.00** yearly. The fees shall be payable in advance on an annual basis and shall be deemed due on the first day of July of each year. Payment constitutes membership in good standing. All fees outstanding thirty days beyond the due date shall be considered delinquent. Households in a delinquent status forfeit all rights and privileges of the Association. Payment of current fees reinstates membership in good standing.

ARTICLE VIII – OFFICERS AND DIRECTORS

1. The officers shall consist of President, Vice President, Secretary and Treasurer, serving a term of two years, and only members in good standing and current homeowner and residents of Meadowbrook Glens may hold office.
2. In addition to the officers listed above, there shall be Five directors elected to a term of two years. All candidates for the office of director shall be members in good standing and current homeowner and residents of Meadowbrook Glens.



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3. The candidate receiving the highest number of votes cast for that office shall fill each officer and Directors' position.
4. The outgoing past-president shall serve one year as an honorary voting member of the Board of Directors.
5. Vacancies. A vacant officer position shall be filled by majority vote of the remaining Directors within thirty (30) days; the appointee serves the unexpired term.
6. Board members must uphold privacy at all times and act in good faith without seeking personal gain.
7. Credit: Any Resident Officer or director in good standing and actively participating in officer and directors duties shall be eligible for an annual credit. The credit amount shall be equal to Member's annual dues.

Board of Directors – Composition & Eligibility

1. Beginning with the first annual election after adoption of this amendment, the Board of Directors shall consist of no fewer than five (5) and no more than nine (9) persons, inclusive of the four officers.
2. After seating the four officers, the membership shall elect zero (0) to five (5) additional Directors-at-Large to reach the total Board size set by the membership at that election.
3. Term Length & Staggering.
 - a. Board of Directors serve two-year terms.
 - b. Staggering Unaffected. The current schedule under which approximately one-half of the At-Large seats expire each year remains in effect. Newly created or reduced seats shall be assigned one- or two-year initial terms as needed to preserve staggering.

Transitional Provision- to be completed and removed from by laws by Fall 2026

1. Realignment Election. At the first annual meeting following adoption of this Article, the membership shall:
 - o Elect the four officers for two-year terms; and
 - o Elect the number of Board of Directors necessary to bring the Board to the desired size (5).
2. Assigning Terms. If the Board expands or contracts, the Inspector of Elections shall draw lots (or use another impartial method) to assign initial two-year terms to the newly elected Board of Directors so that roughly half of all Board of Directors will expire the next year.
3. Continuity. Sitting Directors whose unexpired terms extend beyond the realignment election continue in office until their terms expire, unless they resign or are removed pursuant to the By-Laws.

ARTICLE IX – DUTIES AND RESPONSIBILITIES

1. The President shall be chief executive officer of the Association and chairperson of the Board of Directors. They shall preside at all meetings of the Association and of the Board of Directors. They shall appoint a committee when necessary to take care of any endeavor with the approval of the Board of Directors.
2. The Vice President shall fulfill all the duties of the President in case of the absence or disability of the latter.
3. The Secretary shall have charge of the official records of the Association, except those specifically placed elsewhere by the Board. The Secretary shall issue notices and keep minutes of all meetings of the Association and the Board of Directors. The minutes shall



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be kept in books belonging to the Association and shall be open for inspection by any member in good standing. The Secretary shall file any reports required by law and handle all official correspondence.

4. The Treasurer shall have custody of all funds and securities of the Association and shall receive and disburse monies under the direction of the Board. The Treasurer shall keep financial records of the Association and make a full written report at each meeting and just summarize at the general meeting and to be explained in depth at the fall annual meeting. All accounts shall be kept in books or software belonging to the Association and shall be open to inspection by the Director or any member in good standing. The Treasurer shall be responsible for submitting a budget and current records of membership of the association to the Board by January of each year. The Association shall furnish bonds for the office of Treasurer.

ARTICLE X – BOARD OF DIRECTORS

1. The directors, together with the officers listed above, shall constitute the Board of Directors. The Board of Directors shall manage the business and property of the Association.
2. The Board of Directors shall meet as needed on an established meeting day. Special meetings of the Board of Directors may be held at any time at the call of the President or by mutual agreement of a majority of Board members or upon written request of 5 percent of the members in good standing of the Association. All regularly scheduled meetings of the Board of Directors shall be open to all members in good standing of the Association.
3. A quorum for transacting business at any regular or special meeting of the Board of Directors shall consist of a majority of the Board.
4. The Board of Directors shall also receive individual copies of the minutes of all regular and special meetings for consideration and personal analysis.
5. A vacancy on the Board of Directors shall be filled at the next regular meeting of the Board of Directors, if possible. The person selected to serve the unexpired term must be a member in good standing and must win the majority vote of the Directors present and voting.
6. A member of the Board of Directors may voluntarily resign by submitting a resignation at any regular meeting of the Board or by notifying the Secretary. The Secretary shall announce the resignation at the next regular Board meeting.

ARTICLE XI – FINANCES

1. The fiscal year of the Association shall begin January 1 and end December 31. The funds of the Association shall be deposited in the name of the Association in such a bank or banks approved by the Board of Directors. It is preferable that all deposits be made in a bank within the city of Novi.
2. Funds for the Association shall be withdrawn only on the check of the Association, signed by the Treasurer and countersigned by the President, Vice President or Secretary. Upon the absence of the Treasurer, the Board of Directors may appoint an alternate. Checks shall not be drawn for amounts exceeding the budgeted amount without approval from a majority of the Board of Directors. The Board of Directors shall not authorize individual expenditures exceeding the sum of \$900 each with the



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exception of insurance payment, without a vote of the Board of Directors in good standing at a regular or special meeting.

3. An annual review with 2 board members in addition to the treasure shall perform a review of the records of the Association on a regular basis a minimum of once per calendar year or at additional intervals as required by the Board of Directors. The results shall be forwarded to the board prior to the next meeting.
4. The Association shall maintain at all times, a minimum reserved balance of 10% of the yearly operating budget. This reserve can only be accessed by a majority vote of the Board of Directors, pursuant to Article XI #2, in the event of an emergency as determined by the Board of Directors at a scheduled or special meeting of the Board of Directors. In such an event, the Board shall call a special meeting of the membership within 120 days to determine how the reserve will be replenished.

ARTICLE XII – MEETINGS

1. The Fall general membership meeting of the Association shall be held annually, the time and place within Oakland County, State of Michigan, to be fixed by the Board of Directors one month in advance with at least two weeks' notice given to the general membership.
2. Special meetings of the Association may be held at any time upon the call of the majority of the Board of Directors or if required in writing, by 5 percent of the members in good standing.
3. A majority of member households present and in good standing shall be authorized to approve the business of the Association at the general membership meeting.
4. The Secretary shall, via the Association newsletter, give written notice of the time, place and purpose of all membership meetings of the Association at least five days prior to the date of such meetings.
5. The order of business at the annual fall meeting of members in good standing shall be as follows: • Sign In
 - Call to Order by the President
 - Approval of the minutes of the preceding meeting
 - Report of officers
 - Election of officers and directors
 - Transaction of other business
 - Adjournment

In the absence of any objections, the presiding officer may vary the order of business at his or her discretion.

6. The election of officers shall take place at the fall general membership meeting. The selected officers shall take office effective November 1. Each candidate who received a plurality of the votes cast shall be declared elected to the office for which said votes are cast. Nominations may be made from the floor at the fall general membership meeting.
7. Notwithstanding anything contained in these Bylaws to the contrary, there must be a quorum present to conduct business at a general membership or special meeting of the membership of the Association. A quorum for the purpose of these Bylaws is defined as thirteen (13) or more members in good standing of the Association present at any meeting, including at least half of the current Board of Directors. Board members shall be included in the thirteen (13)-member requirement.



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ARTICLE XIII – AMENDMENTS

The Bylaws may be amended by an affirmative vote of 70 percent of the Board of Directors and approval by a majority of the member households in good standing at any general membership or special meeting of the Association. Notice of proposed amendments must be published at least two weeks prior to any general or special meeting.

1. Security Cameras Policy
 - a. Security cameras are permitted, provided they are installed for safety and security purposes only.
 - b. Cameras must not be directed in such a way that they invade the privacy of neighbors. Specifically, cameras should not be pointed toward windows or private areas of neighboring properties.
 - c. Homeowners installing security cameras must ensure that they comply with any local or state privacy laws.
 - d. Complaints regarding potential privacy violations caused by cameras should be submitted to the Board of Directors, which will investigate and mediate any necessary adjustments or removals.
2. Animal Policy: Pets need to be leashed when in public areas and attended by a responsible person. Each homeowner shall be responsible for collection and proper disposal of all fecal matter deposited by any pet or animal maintained by such homeowner. The Association has the right to implement regulations regarding stray or feral animals as needed if it is deemed safety or health concern and is in violation of these regulations, the Association may take further action based on the city of Novi Ordinance Chapter 5 article 1-17
3. Rental Property Limitations & Registration
 - a. Rental Cap: To preserve the residential character and stability of the community, the number of rental properties within the subdivision shall be limited to no more than 5% of the total homes with rental agreements to be a min. of 12 months. The board has discretionary approval for rentals exceeding the cap.
 - b. Rental Registration & Approval
 - i. Homeowners who have lived in their home for a minimum of five years and are in good standing with the HOA dues may register with the HOA prior to leasing. These homes are exempt from needing approval or being placed on the waitlist. Homes may be leased at any time either by the homeowner or executor of the estate.
 - ii. Homeowners who have lived in their home for less of 5yrs may register the home with the HOA prior to leasing and obtain HOA approval, prior to leasing.
 - iii. The HOA will maintain a record of all rental properties to ensure compliance with the rental cap and community guidelines.
 - c. If the rental cap has been reached, homeowners must join a waitlist and may only lease their property once space becomes available.
 - d. Compliance & Enforcement
 - i. Failure to register a rental home or lease without approval may result in a **\$1200** fine annually that will be collected with Annuals dues. Additional a lien shall be placed on the property



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- ii. Homeowners are responsible for ensuring tenants adhere to all HOA rules and regulations (including but not limited to yard maintenance, curb appeal, etc).

- e. No short term rental are permitted

Failure to comply with HOA and Novi Ordinance may lead to a fine to be determined by the HOA.

4. Goods Storage Credit

- a. Storage Responsibility Credit: Any Resident Member who, with Board approval, voluntarily stores Association property or goods (e.g., signage, decorations, records, event supplies) at their private residence shall be eligible for compensation in the form of an annual credit.
- b. The credit amount shall be equal to the Member's annual due.
- c. Conditions: Storage arrangements must be approved in advance by majority Board vote.
- d. Stored items must be maintained and made available for HOA use within forty-eight (48) hours of request.

5. Home Improvement Request Bylaw for External Structures or City Required

approval: Homeowners must submit a request for home improvement to the exterior of their home to the Board of Directors. This request should include: Description of the proposed improvement and plans/ drawings

- a. **Review Process:** The Board will review each request within [7 days] upon receipt. The review will ensure compliance with MG HOA guidelines. It is the homeowners responsibility to ensure the home improvement follows the City of Novi ordinances.
- b. **Approval:** Approval will be granted upon satisfactory review and compliance with all relevant guidelines and ordinances. Denial of approval will be accompanied by written reasons.

MGHA follows the city of Novi and State of Michigan Ordinances:

<https://library.municode.com/mi/novi>

Including RV ordinances:

<https://www.legislature.mi.gov/Laws/MCL?objectName=MCL-257-674>