


Cedar Crest II Homeowners Association
Certification of Bylaws

We, the undersigned, hereby certify that the attached document constitutes the current and governing **Bylaws of the Cedar Crest II Homeowners Association (CCII HOA)**, as duly adopted and approved in accordance with the association's governing documents and applicable laws.

These bylaws shall remain in effect unless amended in accordance with the procedures outlined within the document itself. This certification is executed and effective as of the date below.

Certified and signed this 2nd day of June, 2025.


James Smith
President, CCII HOA
Term: 2025-2026



Elizabeth Hardy
Secretary, CCII HOA
Term: 2025-2026



CHAD HILSHEIMER
NOTARY PUBLIC - STATE OF OKLAHOMA
MY COMMISSION EXPIRES JAN. 27, 2028
COMMISSION # 20001163


6.2.25

BYLAWS
CEDARCREST II HOMEOWNERS' ASSOCIATION, INC.
FORWARD

Cedarcrest II is located in Tulsa County, State of Oklahoma. Cedarcrest II Homeowner's Association, Inc. is a member-managed, non-profit organization organized under the laws of the State of Oklahoma, Tulsa County and the city of Tulsa.

The primary responsibility of the Cedarcrest II, the Homeowners' Association, Inc. is the short-term and long-term maintenance and protection of the common areas within the development.

It is common sense that a neat, attractive common area at the entrance to our development will give the best possible first impression to visitors, passers-by and prospective buyers.

At the time these Bylaws were written, the common area was the land between Tulsa-owned Delaware Avenue and the westernmost property lines of residences on East 87th Street, South Delaware Place (west side) and East 88th Street.

Included in the Cedarcrest II Homeowners' Association, Inc. are the residences, and lots located as follows:

- Any street, avenue or place which can be accessed through the entrances at East 87th Street and Delaware Avenue or East 88th Street and Delaware Avenue, (i.e.)
- East 87th Street
- South Delaware Place
- South Evanston Avenue
- South College Avenue
- South College Place
- East 88th Street

A copy of the layout of the development is included as part of these Bylaws. The Covenants, which were written and filed by the original developer are attached and a typed, more readable copy is also attached. Copies of the original plat are available at the Tulsa County Clerk's office.

The Homeowners' Association is a voluntary organization with very few rules. If the City of Tulsa, Tulsa County or the State of Oklahoma permits an action, so does the Homeowners' Association. Homeowners are encouraged to join in governance and activities and to make their voices heard in a courteous, respectful and constructive manner.

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Table of Contents - Cedarcrest II Homeowners' Association Bylaws

Item	Description
Forward	HOA is a voluntary non-profit, organized to manage common area. Defines common area. Defines HOA members by street and by access to the home using the 87 th and 88 th Street entrances. Reminds homeowners that Officers and Committee chairpersons are to be treated with respect.
Table of Contents <i>Page 1</i>	You're looking at it. Designed for easier usage by topic.
Definitions <i>Page 2</i>	Defines HOA as Homeowners' Association, Voluntary Dues, Voting Membership as current with dues for the fiscal year and defines "common area" as the area around the front entrances. Defines Officers and terms
Organization <i>Page 3</i>	Establishes fiscal year as June 1-May 31. Lays out Elected Officers, duties and responsibilities of each Officer. Establishes election rules for scheduled elections (every two years), and unscheduled elections (as needed for unanticipated resignations)
Subcommittees <i>Page 4</i>	Defines Subcommittees and outlines responsibilities HOA is a voluntary organization; dues cannot be demanded. Residents who have not paid dues are ineligible to vote. Dues not paid in previous years are forgiven and we start from go once the new Bylaws have been accepted by the membership. Reviews collection and increases in dues.
Collection of Dues, Meeting Schedule, Officer Rules <i>Page 5</i>	Discusses collection of dues. Establishes meeting dates on a quarterly basis with one annual meeting in July for membership. Establishes quorums for Officer meetings and quarterly meetings where formal votes are being taken. Rules for resignation and removal of Officers. May pay a nominal fee to rent space for meetings.
Communications, Insurance, Special Events, Adoption and Amendment <i>Page 6</i>	Establishes HOA Secretary as point-of-contact for those wishing to contact residents at large and rules for contact. No political meetings will be sanctioned by the Officers. Includes website: Cedarcrest2HOA@gmail.com . Establishes need for and procedures to obtain property insurance for common area and indemnity insurance for Officers and subcommittee chairpersons. Encourages special events to enhance the quality of life within the community. Special Events must be approved by the Officers. Establishes adoption of the Bylaws by March 31, 2025. 2/3 of voting membership must approve. Establishes guidelines when amendments are necessary (large changes or changes of intent)
Other <i>Page 7</i>	Bylaws overrule the Covenants (copy attached) because residents have voted for the Bylaws. Fencing is not required, but picket fencing is encouraged for the sake of consistency. Front fencing is not allowed, but fencing at 3008 East 87 th Street is grandfathered in.

BYLAWS OF THE CEDARCREST II HOMEOWNERS' ASSOCIATION

Section I – Definitions

As used in these Bylaws, the following are the accepted definitions of words, terms and abbreviations used:

- **Voluntary Annual Dues:** The Cedarcrest II Homeowners' Association is a voluntary organization formed for the primary purpose of maintaining and protecting the common areas in the development. Payment of annual dues is voluntary.
- **Common area:** Common areas in Cedarcrest II are located contiguous to the entrances to the development from Delaware Avenue at 87th Street and 88th Street. Maintenance is managed by the Cedarcrest II Homeowners' Association members, its officers, and persons/companies authorized by the Officers to perform maintenance. The precise location of common areas can be found in the plat located at the Tulsa County Clerk's office.
- **Voting member or voting membership:** Homeowners who have paid their annual voluntary dues for the current fiscal year hold a voting membership. An account is considered current when dues for the current fiscal year are paid. Purchase of a residence or lot in Cedarcrest II automatically enrolls the homeowner in the Association. Only owners of homes within Cedarcrest II are allowed to vote. Renters or other occupants of a residence are not allowed to vote. Whole votes only are accepted. No fractional votes will be accepted.
- **HOA or Association:** Used in place of the phrase "Cedarcrest II Homeowners' Association" in this document and other official and unofficial documents.
- **Lot and House:** Cedarcrest II contains 94 houses and one vacant lot. The term "Lot" and "House" are used interchangeably in this document.

Section II– Organization

Fiscal Year

The fiscal year for Cedarcrest II Homeowners' Association, Inc. begins June 1 and ends May 31 of the following year.

Elected Officers

Cedarcrest II Homeowners' Association, Inc. is comprised of elected Officers who are volunteers and receive no compensation for their work in the HOA. Only homeowners in Cedarcrest II who are current in their dues and are voting members are eligible to be Officers. Reimbursement for expenses incurred will be approved by vote of the Officers prior to such funds being committed. Reimbursement shall not be unreasonably withheld.

Each Officer has one vote.

The elected officers of the Cedarcrest II Homeowners' Association are:

- President – serving a two-year term.
- Vice-President – serving a two-year term.
- Secretary – serving a two-year term.
- Treasurer – serving a two-year term.
- Special Projects at Large – serving a two-year term.

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BYLAWS OF THE CEDARCREST II HOMEOWNERS' ASSOCIATION

Board of Directors

The elected Officers of the HOA will serve as the Board of Directors.

Scheduled Election of Officers

- 45 days prior to the end of the fiscal year (April 15) in a year when elections are to be held, the Secretary will email a nomination form to all voting members. A voting member may nominate themselves for any office. Nominations are due back to the Secretary within a 15-day period (or 30 days prior to the beginning of the new fiscal year).
- 30 days prior to the end of the fiscal year, the Secretary will send out an email ballot to all voting members containing the names of all nominees. The person with the most votes will be elected to that position.
- The new officer will take the position on the first day of the new fiscal year (i.e. June 1)
- If volunteers are unavailable to fill all these offices, the office of the Vice-President may be left vacant, and the offices of Secretary and Treasurer may be combined until volunteers are found. If the office of President cannot be filled, the current Vice President will move into the President's position.
- To avoid having a new group of officers every two years, beginning in 2025, terms will be staggered:
 - President, Secretary and Special Projects at Large Officers will serve a two-year term beginning June 1, 2025.
 - The Vice-President and Treasurer will serve a two-year term beginning June 1, 2026.

Unscheduled Election of Officers

If any Officer position becomes vacant, every effort will be made to fill the position as efficiently as possible. If there are no volunteers, voting members will receive an email nomination ballot for the open position. Nomination ballots shall be returned after 7 calendar days. If there are two or more candidates, an email ballot will be sent out. It should be returned within 7 calendar days and the person with the most votes wins. If there is only one candidate, that person wins and will take their seat immediately.

Duties and Responsibilities of the Elected Officers

- **President:** Responsible for the overall and day-to-day management of the Homeowners' Association saving those duties assigned to other officers. Public facing and official contact for government and media. This duty may be assigned to others. Co-signer of checks to pay verified invoices. Together with the Secretary, the President is responsible for oversight of agenda development and for presiding over Quarterly and Annual Meetings as well as other special meetings as needed.
- **Vice-President:** Back-up to organization President. Able to stand in for President as needed by assuming responsibilities of organization President. Liaison with standing committees and members as required,
- **Secretary:** Recordkeeper for the Cedarcrest II Homeowners' Association, Inc. Responsible for production and dissemination of agendas and meeting minutes. Responsible for the custody of all written materials which affect organization members, except for fiscal matters. Is responsible for turning over all materials to a successor. Required to keep up-to-date roster of residents' addresses, telephone numbers and e-mail addresses. May work with Hospitality and Welcome Committees as needed. Works with residents seeking to communicate with the HOA at large.



BYLAWS OF THE CEDARCREST II HOMEOWNERS' ASSOCIATION

- **Treasurer:** Responsible for all financial matters including, but not limited to bill payment, and recording of dues received. Has input into development of yearly budget. Maintains all financial records and is responsible for turning over all records to successor. Co-signer of checks to pay verified invoices. Manages insurance matters including claims on property insurance and officials' indemnity insurance. Day-to-day liaison with chosen insurance companies. Responsible for the timely filing of taxes including oversight of an outside firm to file accurate returns.
- **Special Projects at Large:** Undertakes project management for tasks not assigned to other Officers.

Subcommittees

The following are standing committees as they continue to be useful and necessary for the management and well-being of the community:

- *Common Area Maintenance:* Is responsible for the day-to-day maintenance of the common area and the oversight of contractors selected to maintain it.
- *Hospitality Committee* will be responsible for community events and serve as a welcome committee for new residents.
- *Bylaws and Grants* will be responsible for any updating or corrections to the Association Bylaws and applying for any grants.
- *Block Captain* will oversee the activities of the individual street's Block Captains and to serve as a point of contact for those wishing to reach Block Captains. Will be available to assist in the dissemination of information, both to and from the HOA.
- *Special Projects Committee* will have charge of activities not specified above. May be asked to spearhead projects determined by the Officers.

Ad hoc committees may be formed as required. Subcommittee chairpersons are not eligible to vote at Officer meetings.

Reimbursement for expenses incurred will be approved by vote of the Officers prior to such funds being committed. Reimbursement shall not be unreasonably withheld.

Section III – Membership, Dues and Meetings

Cedarcrest II Homeowners' Association, Inc. is a voluntary organization whose primary purpose is to maintain and protect the common area located between Delaware Avenue and the westernmost property lines of private homeowners which border Delaware Avenue.

Other activities may be funded upon approval by the Officers.

Membership

- Membership in the Cedarcrest II Homeowners' Association is obtained by the purchase of a residence or a lot within the Cedarcrest II development.
- The payment of annual dues is voluntary.
- Voting members, all of whom are eligible to vote on matters of concern to the HOA, are those owners who have paid dues in full for the current fiscal year.
- Homeowners who have elected to not pay the voluntary dues prior to the adoption of these Bylaws will not owe any dues from the years past. It is hoped that those homeowners will choose to pay these voluntary dues in the future.

March 29, 2025

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BYLAWS OF THE CEDARCREST II HOMEOWNERS' ASSOCIATION

Collection of Dues

Payment of dues is voluntary. Additional contributions are welcome. The Officers will determine the easiest and most cost-effective means to collect dues, and those ways will not require modifications to these Bylaws.

Dues are payable June 1 of the new fiscal year. There will be a 30-day grace period. Only dues-paying residence owners will be allowed to vote in any election.

For new residents, it is desirable that dues for the current fiscal year be collected at the house closing. The amount will be pro-rated by dividing the current dues amount by 12, then multiplying it by the number of months left in the fiscal year (June 1 to May 31).

Increase in Dues

It is likely that an increase in yearly dues will be required. Any increase in dues will be approved by the Officers and then submitted to the voting membership for the current year. Approval will be made by a simple majority of voting members; any increase will be effective in the new fiscal year.

Meetings

One Annual Meeting will be held in the month of June following the close of the fiscal year. A nominal rental fee may be paid to obtain a suitable meeting place for all meetings.

Quarterly Meetings will be held in accordance with the following schedule.

Description	Period Covered	Meeting to be Held
Annual Meeting	June 1 – May 31	July
First Quarter	June 1 – August 31	September
Second Quarter	September 1 – November 30	December
Third Quarter	December 1 – February 28/29	March
Fourth Quarter	March 1 – May 31	June

The Fourth Quarter Meeting may be held at the same time as the Annual Meeting at the discretion of the Officers.

Quorums

Meetings of Officers: Meetings will be held monthly. There are five voting members; a quorum of three is required to do business. Officer meetings are open to HOA members; notification of attendance is required to allow for seating arrangements.

Resignations and Removals

It may be necessary for an Officer to resign. A written resignation letter is to be submitted to the HOA Secretary and kept on file.

In the unlikely event that action or actions of an Officer require removal for malfeasance, a unanimous vote by the Officers is required. The person under scrutiny is not allowed to vote.



BYLAWS OF THE CEDARCREST II HOMEOWNERS' ASSOCIATION

Budgets

Budgets for the upcoming fiscal year will be started in time for competitive bidding to be completed. The budgeting process will be the responsibility of the Treasurer. Budgets will be approved by the Officers by a simple majority. HOA members are encouraged to participate in the budgetary process; participation is expected to be respectful and constructive.

SECTION IV – Communications

Communications should flow between voting members and HOA Officers as easily as possible.

- The HOA Secretary will maintain a mailing list of both physical and electronic addresses. This list is confidential and will not be given or sold to any outside party.
- A voting member who wishes to communicate with the HOA community regarding HOA-related business must receive approval from the Officers. The Officers reserve the right to refuse or edit the communication. The material must be provided to the HOA Secretary electronically and must require little or no work for the Secretary.
- Communications to Officers and/or Board members can be made through the email address:

Cedarcrest2HOA@gmail.com

All officers, Board members, committee members and volunteers are working without pay or any type of compensation. As such, they are to be treated with courtesy and respect.

Section V – Insurance

Common area insurance is to be purchased to protect the HOA from charges relating to the repair of damage to or injury on the common property. Coverage for Officers and Committee Chairpersons is to be provided with indemnity insurance to the amount commonly insured in the Tulsa area compared with other developments of comparable size, structure and organization.

Section VI – Special Events

Special Events can enhance the experience of living in Cedarcrest II by allowing neighbors to meet each other, to support a common cause, to raise funds for the HOA or otherwise benefit the community. Special Events must be approved by the Officers and insurance coverage must be present. Under no circumstances will any event which is political in nature be sanctioned by the Officers and no resources, including insurance, from the HOA will be used.

Section VII - Adoption and Amendment of Bylaws

These Bylaws will be adopted by Officers of the HOA before presentation to the Association membership at large. Adoption will be completed upon the "yes" votes of two-thirds of the voting members. Adoption will be completed by April 30, 2025.

These Bylaws may be amended to make both simple and more complicated changes to the document. Simple changes in grammar, punctuation, spelling, and other details may be accomplished by a simple revision without a membership vote by the officers. Significant changes, such as those which alter the intent of an item will be approved by a simple majority of voting members.

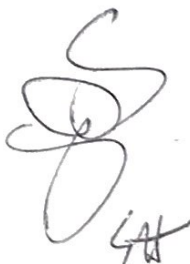
March 29, 2025

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Section VIII – Other

- The Covenants are a separate document which was written by the developer. Attached to these Bylaws, they are considered part of the governing documents of the Cedarcrest II Homeowners' Association, Inc.
- From time to time, it is anticipated that issues will arise which require a vote of the HOA voting membership. Voting will be managed through the email account and will pass or fail based on a simple majority of votes cast.
- Trash cans are to be placed at the curb the evening prior to trash pick-up. Owners are encouraged to place cans out of sight by the evening of trash pick-up day.
- For the sake of consistency, fences are encouraged in the back yards of homeowners. Wooden picket fences have already been erected throughout the community and are encouraged.
- Houses and lots with steeply sloping back yards may choose whether to erect any fencing.
- Fencing in the front yards is not permitted.

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