

Belle Grove Subdivision

Bylaws

Home Owners Association

A Louisiana Nonprofit LLC

Effective January 1, 2015

Article I. NAME and PURPOSE

Section 1.01: NAME. The NAME of this organization shall be the Belle Grove Homeowners Association, hereafter referred to as THE ASSOCIATION. It shall be a nonprofit organization incorporated under the laws of the State of Louisiana.

Section 1.02: PURPOSE: The Bylaws shall govern the Corporation and its members and facilitate the fulfillment of the purposes provided in the Articles of Incorporation.

Article II. MEMBERSHIP.

SECTION 2.01: ELIGIBILITY FOR MEMBERSHIP. Any current resident of, or owner of property in the subdivision known and recorded as Belle Grove, in Ascension Parish, Louisiana is initially eligible for Membership in the Association upon full payment of the annual dues, and completion of an Application for Membership form. Once becoming a member through initial voluntary membership, membership in the Association converts to a mandatory membership for the current property owner which transfers to any future owner. If the initial voluntary membership is subscribed by a resident of a home who is not the owner of the property, membership terminates upon the resident moving out of the residence.

Section 2.02: HONORARY MEMBERSHIP. Any person may acquire Honorary membership in the Association, upon full payment of the Association dues, by a

vote at a regularly scheduled meeting. Honorary Membership entitles the person to a mailed copy of each newsletter and free participation in neighborhood events for one year from the date of membership. Honorary Membership does not, however, include voting rights.

Section 2.03: ANNUAL DUES. The amount required for annual dues shall be **\$150** each year, unless changed by a majority vote of the members in attendance at an annual meeting which has in attendance a Quorum. Full payment of the annual dues will entitle the Resident or Property Owner to full membership privileges for one year from the date of payment.

Dues may, on occasion, be paid by donation of comparable products or services to the Association, by prior approval of the Officers of the Association.

Section 2.04: VOTING RIGHTS. The full payment of the annual dues will entitle each Property having full payment of dues to one vote in all Association elections.

Section 2.05: TERMINATION OF MEMBERSHIP. Membership in the Association is automatically terminated whenever the Member is in default of payment of the annual Association Dues. A member may also be removed by a vote of at least 20% of the membership.

Section 2.06: RESIGNATION. Any Member may resign by filing a written resignation with the Secretary of the Association. Such resignation shall not relieve the resigning

Member of the obligation to pay any dues, assessments, or other charges theretofore

accrued and unpaid. Upon resignation the resigning Member will forfeit any rights including any portion of the dues paid.

ARTICLE III. OFFICERS.

Section 3.01: OFFICERS. The Association shall have the following officers:

- 1) President,
- 2) Vice-President,
- 3) Treasurer, and
- 4) Secretary.

Section 3.02: ELECTION OF OFFICERS. The Officers shall be elected by majority vote at the annual meeting of the full membership or by a majority vote of the full membership upon a special meeting that is called for such purpose.

Section 3.03: TERM OF OFFICE. The Officers shall serve a one-year term, with no limitations on future terms.

Section 3.04: DUTIES. The duties of the Officers are as follows:

- 1) The **PRESIDENT** shall be the principal executive officer of the Association and shall preside over all meetings, represent the Association on public occasions, and make such committee appointments from the membership as shall be deemed advisable for the effective conduct of the work of the Association.
- 2) The **VICE-PRESIDENT** shall assist the President as the President requests, and

represent the Association on appropriate occasions. The Vice-President shall also, in the absence or disability of the President, perform the duties and exercise the powers of the President of the Association.

3) The **TREASURER** shall collect, safeguard, disburse and make periodic reports of all funds collected in the name of the Association.

4) The **SECRETARY** shall keep attendance records and record the proceedings of all meetings, maintain adequate records of the Association activities, and conduct such official correspondence as shall be required.

5) The duties of the officers shall not be limited as enumerated above, but they may discharge in addition such duties as are assigned by the Association Membership.

6) Unless so authorized, no officer shall have any power or authority to bind the Association by any contract or engagement, to pledge its credit, or to render if liable pecuniary for any purpose or in any amount.

Section 3.05: VACANCIES AND REMOVAL FROM OFFICE. Any Officer may be removed by a majority vote of the members of the Association (excluding the Officer to be removed). Upon the death, removal, resignation, or incapacity of an Officer of the Association, a majority of the Association shall elect a successor.

Section 3.06: MANAGEMENT. The Association shall be managed by the Officers so elected, with powers consistent with the Articles of Incorporation and these Bylaws of the Association.

ARTICLE IV. MEETINGS OF MEMBERS.

Section 4.01: PLACE OF MEETINGS. Meetings of the Members shall be held at the location specifically designated in the notice of the meeting from the Association.

Section 4.02: REGULAR MEETINGS. Regular meetings of the Association shall be held semi-annually, at a time and place designated by the President.

Section 4.03: ANNUAL MEETING. An annual meeting of the Members shall be held in the month of November of each year, if possible. At such meeting, the Members shall elect the Officers of the Association, receive reports on the affairs of the Association, and transact any other business which is within the power of the Members. If an annual meeting has not been called and held within six months after the time designated for it, any Member may call the annual meeting.

Section 4.04: SPECIAL MEETINGS. Special meetings of the Members may be called by the President, by a majority of the Officers of the Association, or by ten percent (10%) or more of the Members entitled to vote.

Section 4.05: NOTICE OF MEETINGS. A written or printed notice of each meeting, stating the place, day, and hour of the meeting, shall be given by the Secretary of the Association, or by the person authorized to call the meeting, to each Member of record entitled to vote at the meeting. This notice shall be given at least seven (7) days before the date named for the meeting, with the exception of Regular Monthly Meetings for which, once a firm date, time and place have

been publicized to all the members, no further notice shall be required. Delivery of the notice can be in written copy, email or other means available.

Section 4.06: QUORUM. The Members present at any properly announced meeting shall constitute a quorum at such meeting if a minimum of **20%** of paid members are in attendance.

ARTICLE V. VOTING.

Section 5.01: VOTING. All issues shall be decided by a majority vote of members present at the meetings.

Section 5.02: VOTING BY MAIL. Where Officers are to be elected by Members, or any changes in the Bylaws are to be voted on, or any other election is to be made whereby a count of the votes of all members may be desired, such election may be conducted by mail or by distribution ballot in such manner as the officers of the Association shall determine advisable.

ARTICLE VI. COMMITTEES.

Section 6.01: AUTHORIZATION TO ESTABLISH COMMITTEES. The Association may establish committees as deemed necessary to pursue its stated objectives. Members of Committees shall be appointed by the President or voted in by the majority of attendees at the said meeting where such committee is established.

ARTICLE VII. FINANCES.

Section 7.01: EXPENDITURES. Standard Re-Occurring Expenditures or one time Capital Expenditures of funds amounting to over One Thousand Dollars

(\$1,000) in any month must be approved by majority vote of the Membership present at any properly-announced meeting of the Membership having this item included in its Agenda. Expenditures of less than \$1,000 can be approved by the President.

Section 7.02: FINANCIAL REPORTS. Semi Annual and Annual Financial Reports shall be prepared by the Treasurer and presented to the Members at the Semi Annual and Annual meetings.

ARTICLE VIII. AMENDMENTS.

Section 8.01: PROCEDURE. These Bylaws may be amended by a two-thirds majority vote of those present at any regular meeting of the Members of the Association, provided seven days written notice of the proposed amendment and of the meeting is given.

ARTICLE IX. ACCEPTANCE OF BYLAWS

Section 9.01: VOTING. Acceptance of these Bylaws shall be by a two-thirds majority vote of those present at any regular meeting of the Members of the Association, provided written copies of the Bylaws and written notice of the meeting is given to all Members at least seven days prior to the meeting.

ARTICLE X. NON-COMPLIANCE WITH BYLAWS

Section 10.01: NON-COMPLIANCE PENALTIES. Noncompliance with the Bylaws of the Association may result in termination of membership for the offender, upon two thirds majority vote by the membership of the Association. Under no circumstance will noncompliance with any section of these Bylaws constitute the

forfeiture of the rights of the Association to exist or the rights of the Association to enforce the Bylaws of the Association.

ARTICLE XI. ANNUAL DUES COLLECTION:

Section 11.01: COLLECTION OF DUES. The Association hereby establishes a fiscal year defined as January through December. Each January, the Association will collect dues at the start of each new fiscal year representing payment of dues for that calendar year.

AMENDMENTS:

Amendment 1: The Homeowners Association voted at the Annual Meeting on Nov 13, 2019 to raise the dues from \$100 to \$150 annually. See Article II, Section 2.03.

- This amendment followed the procedures outlined in Article VIII, Section 8.01.
- Article II, Section 2.03 has been revised to reflect this approved amendment.

Amendment 2: The Homeowners Association voted at the Annual Meeting on Nov 3, 2021 to raise the limit of the dollar amount requiring membership approval for capital expenditures. This was raised to capital expenditures amounting to over \$1,000 from the prior value of capital expenditures of \$300. Capital expenditures of less than \$1,000 can now be approved by the President. See Article VII, Section 7.01

- This amendment followed the procedures outlined in Article VIII, Section 8.01.

- Article VII, Section 7.01 has been revised to reflect this approved amendment.

Amendment 3: The Homeowners Association voted at the Annual Meeting on Nov 3, 2021 to establish a fiscal year that runs from January through December. Dues will be collected each January which will represent the dues for the new calendar year. This change reflects an administrative correction to a standard fiscal year, hereby moving dues collection to January from the prior collection month of November. See Article XI, Section 11.01.

- This amendment followed the procedures outlined in Article VIII, Section 8.01.
- Article XI, Section 11.01 has been revised to reflect this approved amendment.