# BY-LAWS

### THE LAKES AT NORTH PARK HOMEOWNERS ASSOCIATION

#### ARTICLE I

#### **MEMBERS**

SECTION I. All meetings of the members shall be held at the principal business office of the corporation, 1414 North Burnside Avenue, Suite C, PMB 16, Gonzales, Louisiana 70737, or at such other place or places that may be specified in the notice of the meeting.

SECTION II. The annual meeting of the members for the election of Directors and the transaction of other business properly to come before such meeting shall be held at 6:00 o'clock p.m. on the 15<sup>th</sup> day of January of each year, or the first business day immediately thereafter should the same fall on a holiday, beginning with the calendar year 2015.

SECTION III. Any number of members, together holding at least twenty (20%) per cent of the outstanding membership entitled to vote thereat, who are present in person or represented by proxy at any meeting, constitute a quorum for the transaction of business despite the subsequent withdrawal or refusal to vote of any member. If quorum is not met, the quorum will result to 1/2 of the original at the subsequent meeting.

<u>SECTION IV.</u> Special meetings of the members for any purpose or purposes may be called by the President, by stating the purpose or purposes therefor, delivered to the Secretary-Treasurer and signed by either the President, the majority of the Directors or by a one-fourth (1/4th) interest in the members entitled to vote thereat.

SECTION V. Written or printed notices stating the place and time of any meeting and the general nature of the business to be considered, shall be forwarded to each memberentitled to vote thereat, at the last known address at least ten (10) days before an annual meeting and at least five (5) days before any special meeting.

SECTION IV. All actions taken by the members of the Corporation at an annual meeting or a special meeting a quorum is present shall be controlled by a twenty (20%) per cent vote of the members voting, either in person or by proxy.

#### ARTICLE II

# BOARD OF DIRECTORS

<u>SECTION 1.</u> The number of Directors comprising the Board of Directors in the Corporation is to be up to five (5) positions.

SECTION II. Meeting of the Directors, regular or special, may be held at any place within the State of Louisiana, as the Board may determine.

SECTION III. The first meeting of each newly elected Board of Directors shall be held immediately following the meeting of the members and no notice of such meeting shall be necessary to the newly elected Directors in order to legally constitute the meeting, provided that a quorum is present; or they may meet at such time and place as fixed by the consent in writing of all Directors, or by notice given by the majority of the remaining directors. The first meeting, or any subsequent meeting called for that purpose, the Directors shall elect officers of the Corporation.

<u>SECTION IV.</u> Regular meeting of the Directors may be held as scheduled, without notice, at such time and place as may be designated by the Directors.

SECTION V. Special meetings of the Directors may be called at any time by the Board of Directors or by the Executive Committee, if one be constituted, by a vote at a meeting, or by the President, in writing, with or Without a meeting, by the majority of the Directors or of the members of the Executive Committee.

 $\underline{SECTION\,VI.} \qquad \text{Special meetings may be held at such place or places within the State of Louisiana, as may be designated by the Board of Directors.}$ 

SECTION VIL. At all meetings of the Board, the majority of the Directors in office are qualified to act, or constitute a quorum for the transaction of business, and the action of a majority of the Directors present at any meeting at which a quorum is present is the action of the Board of Directors, unless a concurrence of a greater proportion is required by such action by law, the articles, or these By-Laws. If a quorum is not present at any meeting of the Directors, the Directors present thereat may adjourn the meeting from time to time, without notice or announcement of the meeting, until a quorum is present. If a quorum is present, the Directors present may continue to act by vote of majority of a quorum until adjournment, notwithstanding a subsequent withdrawal by any Directors to create less than a quorum.

SECTION VIII. Notice of the place and time of every special meeting of the Board of Directors (and of the first meeting of the newly elected Board, held on notice) shall be delivered to each Director, sent to him by telegraph, or by mail, or by leaving the same at his residence or usual place of business, at least two (2) days before the date of the meeting.

SECTION IX. The Board of Directors has the management of the business of the Corporation, and subject to any restrictions imposed by the law, the articles of these By-Laws, may exercise all of the powers of the Corporation. Without prejudice to such general powers, the Directors have the following specific powers:

- A. From time to time to devolve the powers and the duties of any officer and upon any other party for the time
- B. To confer upon any officer, the power to appoint, remove and suspend and fix and change the duties of subordinate officers, agents and factors;
- C. To determine who should be entitled to vote at any meeting by any entity or group, consistent with these By-Laws, the Articles of Incorporation and The Covenants and Restrictions for The Lakes at North Park (formerly Crystal Lakes).
- D. To delegate any of the powers of the Board to any standing or special committee or officer or agent (with power, if it so chooses, to sub-delegate) upon such terms as they deem fit.

The resignation of a Director shall take effect on receipt thereof by the President or Secretary-Treasurer, or any later date specified therein.

#### ARTICLE III

#### **OFFICERS**

<u>SECTION 1.</u> The officers of the Corporation shall be President, Vice-President, a Secretary-Treasurer and such other officer as may be, from time to time, elected or appointed by the Board.

SECTION II. The President shall, when present, preside at all meetings of the Directors or members. He is the chief executive officer with general management of the corporation's business and power to make contracts in the ordinary course of business; shall see that all orders and resolutions of the Board are carried into effect and direct the other officers in the performance of their duties; has power to execute all authorized instruments; and shall generally perform all acts incident to the office of President.

SECTION III. The Vice-President shall have the powers and shall perform such duties as shall be assigned to him by the Directors or by the President, and shall, in the absence or disability of the President, perform his duties and exercise his powers.

SECTION IV. The President shall have custody of all funds, securities, evidences of indebtedness and other valuable documents of the corporation. He shall receive and give or cause to be given receipts or acquittances for money paid on accounts of the corporation and shall pay out the funds of the corporation all just debts of whatever nature when due.

SECTION V. The Secretary-Treasurer shall give or cause to be given notice of all meetings of members, directors and committees and all other notices required by law or by these By-Laws. He shall record all proceedings of the meetings of the members, of the directors and of the committees. He has charge of the original stock books, transfer books, and stock ledgers, and shall act as transfer agent in respect to the stock and other securities issued by this Corporation. He shall keep full and accurate records of all monies received and paid on behalf of the corporation and whenever required by the President or Directors, shall render a statement of his accounting.

#### ARTICLE IV.

#### EVIDENCE OF MEMBERSHIP

SECTION I. Membership is on a non-stock basis. Membership is compulsory for all recorded owners of lots within THE LAKES AT NORTH PARK, Livingston Parish, Louisiana. When more than one person holds an interest in any lot the vote for each lot shall be cast as a unit as they, the co-owners may determine among themselves. In such instance, all of the co-owners must evidence their designee by filing a written designation with the Secretary-Treasurer of the Corporation either prior to or at the time of any vote or at such other time as any member action is required.

# ARTICLE V.

# NOTICE AND WAIVER

SECTION I. Whenever any notice of the time, place or purpose of any meeting of members, directors or committees is required by law, the articles or these By-Laws, a waiver thereof in writing, signed by the person or persons entitled to such notice and filed with the records of the meeting before or after the holding thereof, or actual attendance at the meeting in person or by proxy, is equivalent to the giving of such notice except as otherwise provided by law.

# ARTICLE VI.

# AMENDMENT TO BY-LAWS

SECTION 1. The members or the directors, by affirmative vote of the majority of the votes present, or represented, may, at any meeting properly called, amend or alter any of the By-Laws; subject, however, to the right of the members to change or repeal any By-Laws made or amended by the Directors.

#### ARTICLE VII

# REFERENCE TO BUILDING RESTRICTIONS FOR THE LAKES AT NORTH PARK (formerly Crystal Lakes)

SECTION I. The corporation, membership in the same as well as the Board of Directors and their activities and responsibilities are also controlled by those provisions and conditions as delineated in Declaration of Covenants and Restrictions and Transfer of Community Properties for The Lakes at North Park (formerly Crystal Lakes), which are incorporated herein by reference.

ROBERT CRAIG STAFFORD, MEMBER BOARD OF DIRECTORS

BRADFORD T. PARKS, SR., MEMBER BOARD OF DIRECTORS

# INITIAL REPORT OF THE LAKES AT NORTH PARK HOMEOWNERS ASSOCIATION

The corporation's registered office and its post office address is 1414 North Burnside Avenue, Suite C, PMB 16, Gonzales, Louisiana 70737.

The registered agents are ROBERT CRAIG STAFFORD, 30921 La. Hwy. 16, Denham Springs, Louisiana 70726; and BRADFORD T. PARKS, SR., 1414 North Burnside Avenue, Suite C, PMB 16, Gonzales, Louisiana

III.

The Board of Directors of the corporation consists of up to Three (3) Directors: ROBERT CRAIG STAFFORD, 30921 La. Hwy. 16, Denham Springs, Louisiana 70726; BRADFORD T. PARKS, SR., 1414 North Burnside Avenue, Suite C, PMB 16, Gonzales, Louisiana 70737; and a third position being Presently Vacant; subject to appointment by the remaining members of the Board of Directors.

Executed this 11th Day of September

, 2014, at Baton Rouge, Louisiana.