

Camelot Citizens Association
BYLAWS
February 2014

Article I – Nominations – The President will present nominations for Board membership at the Association’s Annual Meeting. (S)he may appoint a Nominating Committee (comprised of Association members only), in advance of the Annual Meeting, to generate the list of nominees. Nominations may also be made from the floor at the Annual Meeting. The President is automatically nominated for Board membership for the year following his/her term as President.

Article II – Elections –

1. Election of Directors

- (a) Members of the Board are elected by secret ballot at the Annual Meeting, by majority vote of all Association members present in person or by proxy. To become a Director, an individual must receive the number of “for” votes that constitutes a majority of all votes cast “for” and “against” him or her; abstentions are ignored. If the initial election results in fewer than 9 Directors being elected or fewer than 9 lots being represented, additional voting via secret ballots using only nominations from the floor shall be used to elect additional Director(s) to bring the total to at least 9 Directors representing at least 9 lots.
- (b) As an alternative to (a), a motion may be brought at the Annual Meeting to elect as Directors all those who have accepted nomination; nominees must total at least 9 and represent at least 9 lots. If the motion fails, the election is instead conducted according to the procedure in (a) above.
- (c) A Camelot property owner wishing to vote via Proxy Authorization must complete “Form CCA-ProxyAuthorization” in hardcopy and deliver it in person to a CCA Officer before the commencement of voting at the Annual Meeting.
- (d) Article VII of the Articles of Incorporation also permits the use of Proxy Ballots – but only if procedures for their use are included in these Bylaws. Until such procedures are so added, Proxy Ballots will not be in use.

2. Officers of the Board of Directors are elected at the first meeting of the Board following the Annual Meeting, by majority vote of Board members present.

Article III – Fiscal Year – The fiscal year is defined as being the same as the calendar year.

Article IV – President – The President (a) presides at all meetings of the Board of Directors and the Association membership, (b) may be an approved signer on the Association’s checking account, (c) arranges for and announces the time and place of each Association and Board meeting, and (d) performs other duties prescribed by the Board.

Article V – Vice-President – The Vice-President (a) performs the duties of the President in his/her absence or failure/inability to act, (b) coordinates the annual financial review, (c) may be an approved signer on the Association’s checking account, and (d) performs other duties prescribed by the Board.

Article VI – Secretary – The Secretary (a) keeps the minutes of Association and Board meetings, (b) maintains and has available for use Association and Board documents (other than committee records), and (c) performs other duties prescribed by the Board.

Article VII – Treasurer

1. The Treasurer (a) receives and holds all dues and other monies of the Association, (b) disburses funds as directed by the Board, (c) keeps an accounting of funds received and disbursed, (d) maintains records of which members have paid their dues, (e) provides the Board and the Newsletter Editor with at least quarterly and year-end financial statements, (f) coordinates dues collection, (g) issues IRS forms 1099-MISC as needed, (h) prepares, signs, and submits the Association’s IRS tax return, (i) submits a copy of each tax return to the Secretary for inclusion in Board meeting minutes, (j) presents no later than the January Board meeting a proposed budget, (k) must be an approved signer on the Association’s checking account, and (l) performs other duties prescribed by the Board.

2. Financial reports by the Treasurer shall be in written form, and shall contain at least the following:

The period covered by the report (date range starting with January 1)
January 1 checkbook balance
Year-to-date Income by type
Year-to-date Income total
Year-to-date Expenses by category
Year-to-date Expenses total
Ending checkbook balance
Signature of the report preparer

3. The Treasurer makes every reasonable effort to guide the Corporation’s financial affairs in such a manner as to make possible the use of simplified IRS Form 1120-H, “U.S. Income Tax Return for Homeowners Associations”. This includes meeting both the “gross income test” and the “expenditure test” as is required for use of IRS Form 1120-H.

4. Each proposed and approved budget should demonstrate how both the IRS’s “gross income test” and the “expenditure test” will be met as required for use of IRS Form 1120-H.

Article VIII – Meetings – The Board meets at least quarterly, at a time and place of its choosing. All meetings are open to all members of the Association.

Article IX – Quorum – A quorum of the Board is 5 members representing at least 5 different lots. A two-thirds (2/3) majority of all Directors must agree to decisions regarding enforcement matters.

Article X – Financial Reviews – The financial books of account of the Association shall be reviewed at least annually by the Board or its representative(s), whose report shall be rendered at the Annual Meeting. The books are available for review by any member of the Association.

Article XI – Amendments – The Board may amend these Bylaws by appropriate vote at any Board meeting, providing all Directors were given at least 48 hours' advance notice of the intent to consider such amendment.

Article XII – Order of Business – Any Director may bring a motion for consideration at a Board meeting. The order of business at meetings of the Board will normally be as follows, but may be changed at the discretion of the presiding officer: Count of maximum number of votes for that meeting, approval of minutes, officer reports, committee reports, old (unfinished) motions, new motions, and adjournment.

Article XIII – Vacancies –

1. The Board is permitted to fill vacancies by majority vote of those voting at any Board meeting, providing all Directors were given at least 48 hours' advance notice of the intent to fill the vacancy.
2. If a Director misses three consecutive Board meetings, (s)he is permitted to be judged by the Board as being “unable or unwilling to serve” and may be removed from the Board; if such is done, a fillable vacancy is the result.

Article XIV – (reserved)

Article XV – Rules of Order – Robert's Rules of Order are the authority governing the conduct of this Association not otherwise provided for in the Bylaws.

Article XVI – Committees – The Board may establish Committees to accomplish tasks approved by the Board.

Article XVII – Checking Account

1. There will be a minimum of two Board members authorized to sign checks for Camelot Citizens Association.
2. The Treasurer is permitted to establish use of a debit card.
 - (a) The debit card will be in the name of the Association but will also have the Treasurer's name on it.

- (b) The debit card may be used by any Director for approved Association expenditures, but not for cash advances from a merchant or ATM. The PIN, if established, will not be provided to the Director using the debit card; the card will instead be “used as a credit card”.
 - (c) Each transaction is to be accompanied by a itemized receipt showing the goods/services purchased, the amount paid, the date, etc.
 - (d) The Treasurer will maintain a log to document who has signed the card out and the date the card was returned.
 - (e) When the debit card is used for Internet purchases, use best practices to ensure security of the account. Contact the Treasurer immediately if you believe the security of the account may have been compromised.
3. As a safeguard for the bank account, the Treasurer emails a copy of each monthly bank statement to the President.

Article XVIII – Annual Meeting – The Annual Meeting of Camelot Citizens Association shall be held on the first Tuesday in March, except that if Mardis Gras Day or any other routine school holiday falls on that day the Annual Meeting shall instead be held on the second Tuesday in March.

Article XIX – Database Administrator –

1. The Database Administrator (a) keeps records showing names, addresses, and lot numbers for residents and property owners, and (b) publishes updated resident directories annually.
2. Pursuant to Restriction 26.(a), if a resident property owner has not provided a telephone number, or does not promptly answer a call to a telephone number that has been provided, a hardcopy note taped to the owner’s front door is deemed to be a suitable method of transmitting messages to the owner quickly and reliably. Because the taped note may be seen by passers-by, its references to the topic at hand should be vague.
3. Pursuant to Restriction 26.(b), the Database Administrator is authorized to use “Form CCA-DA-OccupantInfoRequest” – and USPS Priority Mail with USPS Tracking – to request a non-resident owner to provide the following information regarding the occupant(s) of his or her Camelot property: name(s) and telephone number(s) or alternative communication method through which messages from the Board to the occupant(s) can be reliably and quickly transmitted.
4. Pursuant to Restriction 27, the Database Administrator is authorized to use “Form CCA-DA-ComplianceRequired” to remind a non-resident owner who leases or lends his or her Camelot property to others, of the requirement to provide the occupant(s) of that property with written statements about the legal requirement to comply with Camelot Deed

Restrictions and the fact that failure to comply with the Restrictions is grounds for eviction.

Article XX – Building & Architectural Committee

1. The Building & Architectural Committee (“B&A Committee”) is comprised of three members. At least two are Board members; the third may be any Association member approved by the Board. Committee decisions are made by majority vote of all members.
2. As provided in Restriction 6, Board approval is required to be obtained before any building, above-ground improvement, or fence is erected or altered. In the judgment of the Board, paving (e.g. for patios, driveways, sidewalks) is included in the “above-ground improvement” category. Also, a “replacement in kind” does not require approval unless it rises to being an addition or alteration.
3. The Board hereby delegates to the B&A Committee the authority to receive applications for approval of such projects and to approve or disapprove them on the basis of whether they meet the following requirements.
 - (a) Applications for approval must be in writing using a Board-approved form.
 - (b) All requirements contained in the Restrictions must be complied with.
 - (c) Buildings may not extend into a servitude, but roof overhang may.
 - (d) Roofing material must be asphalt shingles (3-tab or architectural) and in harmony with that on surrounding houses.
 - (e) If a fence or gate is visible to the public, it must be of wood, brick, or wrought iron. It is not permitted to be made of chain link or wire, except for fencing at the drainage ditch. Upon replacement of an existing fence or gate made of other materials, approval must be secured and the new fence must conform to these requirements. In this instance, “replacement” of a fence means that half or more of the upright posts are being replaced.
 - (f) If changes made earlier with Board approval do not comply with requirements instituted later, such changes are “grandfathered”. However, subsequent alterations must comply with these requirements.
 - (g) If a project converts a carport or garage into living space or otherwise renders it unusable for parking vehicles, an additional carport or garage must be included in the project to comply with the 2-car minimum (4-car maximum) requirement.
 - (h) A “mother-in-law” type suite is permitted to be added to an existing house, providing ALL of the following are adhered to for the addition:
 - (1) The usual Board approval for building changes is secured.

- (2) No more than 500 sq. ft. of living area is being added.
 - (3) No additional culinary facility is being added. This means that no kitchen plumbing or built-in or major kitchen appliances are allowed; additional sink(s), if any, are confined to a new bathroom.
 - (4) The suite shares a wall with the main dwelling, and is accessible directly from the main dwelling via a doorway in the common wall.
 - (i) No outdoor structure may utilize a fence as part of the structure.
 - (j) A cabana, pergola, or outdoor kitchen is permitted, providing it meets all requirements herein, all local building codes, and setback rules.
4. If an application has been denied by the B&A Committee, the applicant may appeal to the Board for a decision more favorable to him/her. For such applications presented for Board consideration, the application is deemed “received” on the date of that Board meeting.
 5. The B&A Committee Chair maintains files containing applications, approvals, disapprovals, notes on relevant communications with the Applicant, etc.

Article XXI – Exceptions to the Prohibition on Signs

Pursuant to Restriction 13.(f), the Board has established the following list of exceptions to the prohibition on signs. In addition to the exceptions listed in the Restrictions, the following signs are also allowed on any lot, provided they are at or near the dwelling, are placed parallel to the street which the house faces, and do not significantly contribute to visual clutter as viewed from down that street:

- (a) The “Yard of the Month” sign placed by a Board member or designee.
- (b) The signs indicating the winners in the four categories of the annual Association-sponsored Christmas decoration contest.
- (c) Up to two “school pride” signs.
- (d) No more than one “Support Our Troops” sign.
- (e) Signs that are part of decorations having to do with federal or state holidays.

Article XXII – Compliance Council & Enforcement Procedure

1. The Compliance Council (“Council”) is a standing committee comprised of at least two members. Its purpose is to assist with enforcement of the Camelot subdivision Restrictions in keeping with the procedure set forth below. The Council’s chair is appointed by the Board. At least two of the members of the Council are Board members; the other members may be any Association member(s) approved by the Board. A quorum for Council meetings is 2. All Council decisions require a majority vote. In addition to

making decisions by majority vote at its meetings, the Council may also make decisions by documenting majority votes taken via email, telephone, or written communications, provided that at least the number equivalent to the quorum is involved in making the decision.

2. The chair leads Council meetings, takes action as directed and/or authorized by the Board, makes regular reports at Board meetings, and maintains Council records.
3. Notes for each Council meeting will include, at a minimum, the date, names of members attending, and all material decisions made regarding enforcement of the subdivision Restrictions. These notes are retained by the chair.
4. For purposes of this Bylaw, a significant apparent violation of Restriction 18 (regarding the keeping, storing, repairing, and maintaining of vehicles, etc.) is defined as a case where the Restriction has repeatedly not been adhered to during a period of at least 7 consecutive days.
5. When a significant apparent violation of the subdivision Restrictions has been brought to the Council's attention, and the Council has decided to pursue the matter, a Council member will:
 - (a) Establish a file for the matter.
 - (b) Keep records in the file regarding all significant developments and communications.
 - (c) Mail or hand-deliver, to the affected Camelot owner(s) and occupant(s), notice of an apparent violation of the Camelot subdivision Restrictions, designating the particular violation at issue. Do this using "Form CCA-CC-1 Friendly Reminder".
 - (d) In the event of a restriction violation which is also a violation of one or more city ordinances, the Council may choose to report the matter to city authorities. Whether or not the Council plans to report the matter, it may choose to include the following in the initial notice (Friendly Reminder): "The apparent violation for which you are being cited is also believed to be a violation of the following city ordinance(s): [*specify*]." If the Council chooses to report the matter, it will mail written notice using the text above at least three days before reporting to city authorities. Reports to the police may include a request for the issuance of tickets.
 - (e) Provided the recipient(s) are willing to communicate, attempt to resolve compliance issues amicably. If time permits, allow the recipient(s) to make an appeal to a meeting of the Council or to a meeting of the Board.
 - (f) If no response is received from the recipient(s) during the week following expected delivery of the notice, attempt to reach the recipient(s) by phone, e-mail, or in person, with the purpose of finding out if the notice was received and what the recipient intends to do.

- (g) If a satisfactory response to the initial notice is not received within two or more weeks of its expected delivery, send a second notice to the resident by Priority U.S. Mail with USPS Tracking, indicating that the violation has not been satisfactorily resolved and stating that (i) the costs incurred by the Association in enforcing the subdivision Restrictions will be tracked and (ii) further efforts at enforcement may be undertaken. Do this using “Form CCA-CC-2 Second Notice”.

If the matter relates to a property which is not being kept mowed and/or free of noxious weeds, include in the Second Notice a statement such as the following: “As provided for in our Restrictions, the Association reserves the right to cause your property to be mowed and to collect from you the cost of such mowing.”

- (h) If a satisfactory response is not received within two weeks or more (one week or more for grass mowing cases) following the mailing of the second notice:

- (1) For a matter that relates to a property which is not being kept mowed and/or free of noxious weeds, the Council may choose to do all of the following:

- (aa) Photograph the property to show why mowing is needed.
- (bb) Hire a contractor to mow the publicly-visible parts of the property once; if the house is vacant, have all other accessible parts of the property mowed also; instruct the contractor to inspect the area to be mowed and to move obstacles before mowing; obtain from the contractor an invoice showing the date on which the mowing was done, the address of the property mowed, a brief description of the area(s) mowed, and the amount of payment due.
- (cc) Present a copy of the contractor’s mowing invoice to the CCA Treasurer with a request that the Treasurer (i) pay the contractor and (ii) provide the Council with proof of payment.
- (dd) Use a letter sent via Priority U.S. Mail with USPS Tracking to present to the property owner a copy of the mowing invoice together with proof of payment by the Association, and request reimbursement from the owner.
- (ee) If the owner does not respond within two weeks of receiving the letter, bring a motion to the Board regarding what steps to take next and how much those steps are estimated to cost.

- (2) For a non-mowing matter, and for parking violations where seeking help from law enforcement is not likely to result in compliance, the Council will bring a motion before the Board. That motion will include what steps to take next and how much those steps are estimated to cost. Such steps may include, but are not limited to, (1) consulting with an attorney; (2) hiring an attorney to send a letter demanding compliance; and/or (3) hiring an attorney to file a lawsuit.

- (i) Once the apparent violation has been resolved, the Council is permitted (but not required) to inform the respondent(s) that the case has been closed out and, if appropriate, to thank them for their response.

6. The above procedure may be abbreviated if, in the judgment of the Council, such abbreviation is needed to deal with a problem that threatens significant and immediate injury to the neighborhood.
7. For lots at vacant houses which need mowing, the Compliance Council is authorized to do the following: record a photograph of the offending lot, and send a notice to the lot owner using Priority U.S. Mail with USPS Tracking, the purpose of the notice being to inform the owner (a) that, if the lot remains unmowed for 7 or more days after delivery of the notice, the Compliance Council will have the lot mowed and the owner invoiced – using Priority U.S. Mail with USPS Tracking – for the cost of such mowing, and (b) that, if the Treasurer does not receive payment for the invoice within two weeks following delivery of the invoice, the Treasurer is authorized to file a lien on the owner's Camelot property. The Compliance Council and Treasurer are authorized to proceed accordingly.
8. Using monies approved by the Board, and having confirmed with the Treasurer that budgeted funds are available, the Council may spend Association funds to obtain advice and counsel from an attorney regarding enforcement matters.
9. Upon being so directed by the Board, the Council will enlist the assistance of an attorney to take legal action for the purpose of enforcing the subdivision restrictions. Such legal action will be limited to what the Board has authorized. The attorney and the CCA treasurer will track costs by case number so that those costs can be recovered.

Article XXIII – Dues Collection Procedure

The Treasurer is instructed and authorized to use the following dues collection procedure:

1. Mail the initial invoice no earlier than January 31 but not later than February 15 using the form letter "Form CCA-DuesCollection-1-InitialInvoice".
2. After March 31 but not less than 45 days after the initial invoice send, to those who have not yet paid, a letter labeled second invoice using the form letter "Form CCA-DuesCollection-2-SecondInvoice".
3. After April 30 but not less than 30 days after the second invoice mailing, send, to those who have not yet paid and have not been approved for late payment, a letter labeled third & final invoice using form letter "Form CCA-DuesCollection-3-FinalInvoice". Use Priority U.S. Mail with USPS Tracking. The letter will include the 20-digit USPS mail identifier as well as notification that failure to deliver payment to the Treasurer within 30 days of the mailing date may result in legal steps to collect the dues.
4. For owners who have mitigating circumstances and who timely communicate those circumstances to the Treasurer, the Treasurer is authorized to approve reasonable delays in payment beyond the collection dates specified above. The Treasurer will make reports regarding such approved delays at Board meetings.

5. When a property owner has failed to respond timely to the third & final invoice, the treasurer will inform the Board so that the Board can take appropriate action.
6. The treasurer will maintain records regarding dues collection and related legal activities. This will include being able to demonstrate what invoices were sent to whom and on what date. For the third & final invoice, these records will include copies of all letters, and Priority U.S. Mail receipts and related delivery date records. Legal activity records will include a copy of all correspondence with an attorney, collection expenses by specific properties, etc.

Article XXIV – Resignations – A resignation letter or email that is tendered by a Board member, officer, Board-approved committee member, or other Board appointee may be delivered to any officer of the Association. A copy of each resignation is included with the minutes of a subsequent Board meeting.

Article XXV – Automated Voice Messaging – A Director serving as President, Treasurer, Database Administrator, or Security Chair is authorized to use automated voice messaging (phone and voice-via-email) as follows:

1. Such use is restricted to messages about (a) subdivision-wide social events (including the Annual Meeting of the Association), (b) urgent security matters of high importance to most or all of the subdivision, or (c) collections of annual dues.
2. Each message will be read from text that has been approved by at least two Directors: (a) the Director authorized to send the message (see above), and (b) another Director.
3. Each message will begin with these words: “This is a recorded message on (*insert date*) from Camelot Citizens Association about (*insert topic*).”
4. Each message will inform listeners how to get further information.
5. A copy of each message will be presented during a subsequent Board meeting as a report by the Director who sent the message.

Article XXVI – Security

1. The Security Chair is a member of, and appointed by, the Board. The Chair’s duties include the following:
 - (a) Arrange for patrolling by off-duty law-enforcement officer(s) up to the extent permitted by funds approved by the Board. Encourage the officer(s) to issue verbal warnings or tickets, as appropriate, for significant violations of laws that they routinely enforce in the course of their official duties but which are outside the scope of our deed restrictions (e.g. runners of stop signs). When approached by the Compliance Council regarding violations of our deed restrictions which are also violations of city ordinance – e.g. vehicles parked on the grass in front of residences and vehicles obstructing sidewalks – encourage the officer(s) to issue warnings or

tickets as appropriate. Ask the officer(s) to keep a diary and report monthly, to the Security Chair or his/her designee, about all warnings and tickets issued.

- (b) Recruit Volunteer Security Patrol members, and train and schedule them.
- (c) Communicate with law enforcement regarding security matters.
- (d) For each significant crime committed in the subdivision, contact the victim(s) in person or by telephone to (i) find out what happened, (ii) express the Association's sympathy, (iii) consider having the Database Administrator issue an automated voice message to the neighborhood, (iv) judge whether the Association can do anything to prevent similar crimes in the future, and (v) report each incident to a subsequent Board meeting.
- (e) Optionally recruit others to serve on the Security Committee. Upon approval by the Board, Association members who are not Directors may serve on the committee. Directors may serve on the committee without Board approval.

2. Volunteer Security Patrol guidelines:

- (a) The purpose of Camelot's Volunteer Security Patrol is to make residents, visitors, and transients aware of the presence of Camelot Security – by means of a security patrol in a vehicle equipped with identification signifying "Camelot Security".
- (b) Observe, and be alert to (i) anyone needing assistance; (ii) unusual activity at any residence; and (iii) suspicious activity of a cruising vehicle or of a person on foot.
- (c) Do not be confrontational or argumentative. Do not ask "What are you doing?"; rather, ask "Can I help you?".
- (d) Do not get directly involved in a potentially dangerous situation.
- (e) Report suspicious activity to the Dispatch desk at Baton Rouge Police (389-2000).

Article XXVII – Webmaster

- 1. The web site is to be used for informational purposes.
- 2. The following is permitted to be available to the public without password protection:
 - (a) General introduction to Camelot Subdivision.
 - (b) Information of interest to newcomers and purchasers of Camelot property.
 - (c) Association documents such as Articles of Incorporation, Deed Restrictions, Compilation of Deed Restrictions ("What the Camelot Restrictions Say"), Bylaws, Forms.
 - (d) No names, addresses or phone numbers of Camelot owners or occupants without their permission..
 - (e) No CCA financial reports.
 - (f) Copies of various written communications of general interest, from the Board to owners and occupants, provided (d) and (e) are complied with for the posting.
 - (g) No Board meeting or Annual Meeting minutes.
 - (h) Past & current issues of Camelot News, provided (d) and (e) are complied with.

Article XXVIII – Newsletter – The Newsletter Editor ensures that a quarterly financial report is published to the Association membership showing sources of income, total expenditures by category, and end-of-quarter checkbook balance.

Article XXIX – Welcome

1. Among the welcoming materials given to all new residents will be a hardcopy of the Restrictions which delivery is to be documented using Form CCA-RR, “Receipt of Camelot Restrictions by New Residents”. Any Board member may use Form CCA-RR; the Welcome Committee will routinely use it.
2. If attempts to personally deliver a hardcopy of the Restrictions to new residents within one month of their arrival have failed, the Welcome Committee is permitted to use Priority U.S. Mail with USPS Tracking to deliver the Restrictions and other written welcoming materials.
3. The Database Administrator is to keep in the database a record of the date on which a copy of the Restrictions were delivered to new residents.

Article XXX – Care Committee

1. The purpose of the Care Committee is to promote friendship, neighborliness, and a sense of community by showing that we are aware of difficult times being experienced by Camelot residents.
2. Care Committee members get in touch with residents who are going through a hard time, to demonstrate – using a phone call, greeting card, and/or personal visit – that “WE CARE”. The Association’s budget is permitted to provide funding for greeting cards only; and these are to be used only for extended illness, hospitalization, or the death of a close family member.
3. Funding is not provided for such events as weddings, graduations, and baby arrivals, because they generate their own goodwill. Nevertheless, Care Committee members are encouraged to take advantage of any occasion prompting a phonecall or visit.

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Forms used by these Bylaws:

Form CCA-BA
Form CCA-CC-1 Friendly Reminder
Form CCA-CC-2 Second Notice
Form CCA-DA-ComplianceRequired
Form CCA-DA-OccupantInfoRequest
Form CCA-DuesCollection-1-InitialInvoice
Form CCA-DuesCollection-2-SecondInvoice
Form CCA-DuesCollection-3-FinalInvoice

Form CCA-ProxyAuthorization.doc
Form CCA-RR

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Amended and restated CCA Bylaws were Board-approved on 7 January 2014.
Article XVIII – Annual Meeting was amended on 4 February 2014.

This document was prepared 2/6/2014 by JM