

PLEASANT RIDGE TOWNHOME ASSOCIATION, INC.

BYLAWS

ARTICLE I

NAME AND LOCATION: The name of the Corporation is **PLEASANT RIDGE TOWNHOME ASSOCIATION, INC.**, hereinafter referred to as the "Association". The principal office of the Corporation is as stated in the Articles of Incorporation of the Association but meetings of Members and Directors may be held at such places within the State of Louisiana, Parish of East Baton Rouge, as may be designated by the Board of Directors.

ARTICLE II - DEFINITIONS

Section 1: **ASSOCIATION** shall mean and refer to this Corporation as aforementioned, its successors and assigns.

Section 2: **PROPERTIES** shall mean and refer to that certain real property described in the Declaration of Covenants, Conditions and Restrictions and each addition thereto as may hereafter be brought within the jurisdiction of the Association.

Section 3: **COMMON AREA** shall mean all real property owned by the Association for the common use and enjoyment of the Owners.

Section 4: **LOT** shall mean and refer to any plot of land shown upon any recorded subdivision map of the properties with the exception of the Common Area.

Section 5: **OWNER** shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any Lot which is a part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

Section 6: **DECLARANT** shall mean and refer to that Declarant named in the Declaration, its successors and assigns if such successors or assigns should acquire more than one undeveloped Lot from the Declarant for the purpose of development.

Section 7: **DECLARATION** shall mean and refer to the Declaration of Covenants and Restrictions applicable to the Properties recorded in the Office of the Clerk and Recorder of the Parish of East Baton Rouge.

Section 8: **MEMBER** shall mean and refer to those persons entitled to ownership as provided in the Declaration.

ARTICLE III - MEETING OF MEMBERS

Section 1: **ANNUAL MEETINGS.** The first annual meeting of the Members shall be held within one year from the date of incorporation of the Association, and each subsequent regular annual meeting of the Members shall be held in January, with the day, time and place determined by the Board of Directors at its December meeting.

Section 2: **SPECIAL MEETINGS.** Special meetings of the Members may be called at any time by the President or by the Board of Directors, or upon written request of one-fourth (1/4) of the Members who are entitled to vote.

Section 3: NOTICE OF MEETINGS. Written notice of each meeting of the Members shall be given by, or at the direction of the Secretary or person authorized to call the meeting, by mailing a copy of such notice, postage prepaid, at least fifteen (15) days before such meeting to each Member entitled to vote thereat, addressed to the Member's address last appearing on the books of the Association, or supplied by such Member to the Association for the purpose of notice. Such notice shall specify the place, day and hour of the meeting; and, in the case of a special meeting, the purpose of the meeting.

Section 4: QUORUM. The presence at the meeting of Members entitled to cast, or of proxies entitled to cast, one-tenth (1/10) of the designated representative of each unit shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or these Bylaws. If, however, such quorum shall not be present or represented at any meeting, the Members entitled to vote thereat shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented.

Section 5: PROXIES. At all meetings of Members, each Member may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary prior to the meeting. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of his Lot.

ARTICLE IV - BOARD OF DIRECTORS: SELECTION: TERM OF OFFICE

Section 1. NUMBER. The affairs of this Association shall be managed by a Board of at least five (5) and no more than fifteen (15) Directors. Each Director must be a Member of the Association.

Section 2. TERM OF OFFICE. Term of Office shall be unlimited.

Section 3. REMOVAL. Any Director may be removed from the Board, with or without cause, by a majority vote of the Members of the Association. In the event of death, resignation or removal of a Director, his successor shall be selected by the remaining Members of the Board and shall serve for the unexpired term of his predecessor.

Section 4. COMPENSATION. Compensation may be approved by the Board at \$60 / month for the offices of Treasurer, Secretary and Finance; and \$100 / month for the office of Maintenance.

Section 5. ACTION TAKEN WITHOUT A MEETING. The Directors shall have the right to take action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all Directors. Any action so approved shall have the same effect as though taken at a meeting of the Directors.

ARTICLE V - NOMINATION AND ELECTION OF DIRECTORS

Section 1. NOMINATION. Nomination for election to the Board of Directors shall be made from the floor at the Annual Meeting, including self-nomination.

Section 2. ELECTION. Election to the Board of Directors shall be by secret written ballot, if there are more nominees than vacancies. At such election, the Member or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Declaration. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

ARTICLE VI - MEETINGS OF DIRECTORS

Section 1. REGULAR MEETINGS. Regular meetings of the Board of Directors shall be held monthly without notice, at such place and hour as may be fixed from time to time by resolution of the Board. Should said meetings fall upon a legal holiday, then that meeting shall be held at the same time on the next day which is not a legal holiday.

Section 2. SPECIAL MEETINGS. Special meetings of the Board of Directors shall be held when called by the President of the Association, or by any two Directors, after not less than three (3) days notice to each Director.

Section 3. QUORUM. A majority of the number of directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

ARTICLE VII - POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. POWERS. The Board of Directors shall have power to:

(a) adopt and publish rules and regulations governing the use of the Common Area and facilities, and the personal conduct of the Members and their guests thereof; and to establish penalties for the infractions thereof;

(b) suspend the voting rights and right to use of any recreational facilities, without any contractual services, and assess a late fee, of a Member during any period in which said Member shall be in default in the payment of any assessment levied by the Association. Such rights may also be suspended after notice and hearing, for a period not to exceed sixty (60) days for infraction of published rules and regulations;

(c) exercise for the Association all powers, duties, and authority vested in or delegated to this Association and not reserved to the Membership by other provisions of these Bylaws, the Articles of Incorporation, or the Declaration;

(d) employ a manager, and independent contractor, or such other employees as they deem necessary, and to prescribe their duties.

Section 2. DUTIES. It shall be the duty of the Board of Directors to:

(a) cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the Members at the annual meeting of the Members, or at any special meeting when such statement is requested in writing by one-fourth (1/4) of the Members entitled to vote;

(b) supervise all officers, agents and employees of this Association, and to see that their duties are properly performed;

(c) as more fully provided in the Declaration to:

1. Fix the amount of the annual assessment against each Lot at least thirty (30) days in advance of each annual assessment period;

2. Send written notice of each assessment to every Owner subject thereto at least thirty (30) days in advance of each annual assessment period; and

3. Foreclose the lien and privilege against any property for which assessments are not paid within thirty (30) days after due date or to bring an action at law against the Owner personally delegated to pay the same.

(d) issue, or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;

(e) procure and maintain adequate liability and hazard insurance on property owned by the Association;

(f) cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate;

(g) cause the Common Area to be maintained; and

(h) cause the exterior of the dwellings to be maintained.

ARTICLE VIII - OFFICERS AND THEIR DUTIES

Section 1. **ENUMERATION OF OFFICERS.** the Officers of this Association, who must be Members of the Board of Directors, shall be a President, Vice-President, Treasurer, and Secretary, and such other officers as the Board may from time to time by resolution create. All officers must have served on the Board of Directors for a minimum of nine months prior to election.

Section 2. **ELECTION OF OFFICERS.** The election of Officers shall take place at the first meeting of the Board of Directors following each annual meeting of the Members.

Section 3. **TERM.** The Officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year unless he shall sooner resign, or shall be removed, or otherwise disqualified to serve.

Section 4. **SPECIAL APPOINTMENTS.** The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.

Section 5. **RESIGNATION AND REMOVAL.** Any Officer may be removed from office with or without cause by the Board. Any officer may resign at any time giving written notice to the Board, the President or Secretary. Such resignation shall not be necessary to make it effective.

Section 6. **VACANCIES.** A vacancy in any office may be filled by appointment by the Board. The Officer appointed to such vacancy shall serve for the remainder of the term of the Officer he replaces.

Section 7. **MULTIPLE OFFICES.** No person shall simultaneously hold more than one of any of the offices except in the case of special offices created pursuant to Section 4 of this article.

Section 8. **DUTIES.** The duties of the Officers are as follows:

(a) **PRESIDENT.** The President shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks and promissory notes.

(b) **VICE-PRESIDENT.** The Vice-President shall act in the place and stead of the President in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board.

(c) **TREASURER.** The treasurer shall make bank deposits, pay all bills by check with invoice or receipt, maintain account balances and supply monthly report to the board; and, shall prepare an annual budget for presentation to the Board.

(d) **FINANCE.** The Finance Officer shall receive monthly dues, generate and distribute letters re delinquent accounts and keep unit payment records.

(e) **SECRETARY.** The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members; serve notice of meetings of the board and of the Members; keep appropriate current records showing the Members of the Association together with their addresses, and shall perform such other duties as required by the Board.

(f) **MAINTENANCE OFFICERS.** The Maintenance Officer shall be the contact person for services contracted, such as lawn service, termite control, trash pickup, GSU, water service. In addition, they shall also serve as maintenance person in the event repairs covered by Association dues are to be done.

ARTICLE IX - BOOKS AND RECORDS

The books, records and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any Member. The Declaration, the Articles of Incorporation and the Bylaws of the Association shall be available for inspection by any Member at the principal office of the Association or such other place convenient to properties, where copies may be purchased at reasonable cost.

ARTICLE X - ASSESSMENTS

As more fully provided in the Declaration, each Member is obligated to pay to the Association annual and special assessments which are secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, the assessment shall bear interest from the date of delinquency at the rate of six (6%) percent per annum, and the Association may bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the property, and interest, costs, and reasonable attorney's fees (of not less than \$100.00) of any such action shall be added to the account of such assessment. No Owner may waiver or otherwise escape liability for the assessments provided for herein by nonuse of the Common Area or abandonment of his Lot.

ARTICLE XI - AMENDMENTS

Section 1. These Bylaws may be amended, at a regular or special meeting of the Members, by a vote of the majority of a quorum of Members present in person or in proxy.

Section 2. In the case of any conflict between the Articles of Incorporation and these Bylaws, the Articles shall control; and in the case of any conflict between the Declaration and these Bylaws, the Declaration shall control.

ARTICLE XII - MISCELLANEOUS

The fiscal year of the Association shall begin on the first day of January and end on the 31st day of December of every year, except that the first fiscal year shall begin on the day of Incorporation.

IN WITNESS THEREOF, we, all being Officers of the Association, have hereunto set our hands at Baton Rouge, Louisiana, this 2nd day of November, 1993.

Ava Berthelot
Ava Berthelot, President

Jack Burk (ab)
Jack Burk, Vice-President

Judy Burk (ab)
Judy Burk, Maintenance

Elizabeth A. Swoope (ab)
Elizabeth A. Swoope, Treasurer

Betty Rheams (ab)
Betty Rheams, Finance Officer

CERTIFICATION

I, the undersigned, do hereby certify that I am the duly elected and acting Secretary of the Corporation and that the foregoing Bylaws constitute a change in the original Bylaws of said Association as duly adopted at the annual meeting of the Members, January 21, 1990.

Karen Appe (ab)
Karen Appe, Secretary