

## Lafayette Parish Recording Page

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Clerk of Court  
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**First VENDOR**

SAWGRASS HOMEOWNERS ASSOC

**First VENDEE**

SAWGRASS HOMEOWNERS ASSOC

Index Type : Conveyances

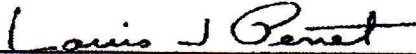
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**BYLAWS OF SAWGRASS HOMEOWNERS ASSOCIATION  
LAFAYETTE, LOUISIANA**

**ARTICLE 1**

**NAME AND LOCATION**

**Section 1.** The name of the Association is the *Sawgrass Homeowners Association*, hereinafter referred to as the **Association**, being a private, non-profit corporation registered under the laws of the State of Louisiana. The Association encompasses the area known as Sawgrass Subdivision, Phases I & II in Lafayette, Louisiana. The name and address of the Association's registered agent and address is set forth in the Articles of Incorporation.

**ARTICLE 2**

**APPLICABILITY AND COMPLIANCE**

**Section 1.** These are the Bylaws of the Sawgrass Homeowner's Association. The Sawgrass Homeowner's Association has been organized for the purpose of working toward: improving the Sawgrass Subdivision, protecting property values, and improving the overall quality of life in the subdivision. All homeowners in Sawgrass are subject to the terms and provisions of this Homeowner's Association Bylaws.

**Section 2.** Each homeowner that purchases or owns a home in Sawgrass is automatically a member of the Association, whether or not the homeowner is presently residing in the neighborhood. Each homeowner member has one vote per home owned in Sawgrass, regardless of the number of partial owners of that home.

**ARTICLE 3**

**GENERAL MEETINGS OF MEMBERS**

**Section 1.** The members of the Association shall meet at least one time per calendar year, at which time the members present shall nominate and elect a Board of Directors. The Board of Directors shall consist of at least 3, but no more than 5, of the members of Sawgrass Homeowners Association. Notice of this annual General Meeting (called the Annual Meeting) shall be sent out (mailed or sent electronically) to each member homeowner, using the last address known, at least 7 days prior to the meeting. The notice shall specify the time, date, and location of the annual meeting, an agenda, and that nominations to the Board of Directors shall be accepted. Nominations may also be received by proxy from someone not able to attend the meeting, but must be made in writing and signed by the person nominating a member to the Board of Directors. Other items may be added to the agenda, aside from nominations. Additional General membership meetings may be held during the year, at the discretion of the Board of Directors.

**Section 2.** Items approved by members' votes taken at a General Meetings shall be approved by majority vote of those present and voting at the meeting.

**ARTICLE 4**

**BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall serve for a one year term, and if re-elected, may serve up to four terms of one year each. The one year term shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> of each year, unless a Director is filling a vacancy left by another Director in between those dates. A vacancy in a Board seat may be filled through an appointment made by a majority of the remaining Board members only for the period remaining in that particular term. The Board of Directors shall serve without compensation.



**ARTICLE 5**  
**OFFICERS OF THE ASSOCIATION**

**Section 1.** The Officers of the Association shall be elected by the Board of Directors based upon nominations from the Board, and each Officer shall also serve on the Board of Directors of the Association. The President of the Association shall preside over the Board of Director's meetings and any General Meetings. In the President's absence, the Vice President shall preside over the meetings. Officers of the Association shall serve without compensation but may be reimbursed for documented expenses related to their duties for the Association.

**Section 2.** The Officers of the Association shall perform general business activities of the Association, maintain records, adopt goals and tasks, recommend amendments and budgets, and conduct meetings of the Board.

**ARTICLE 6**  
**OFFICERS**

**Section 1.** The executive officers of the Association shall be President, Vice-President, Secretary and Treasurer, all of whom shall be directors. All officers shall be elected annually by the Board or Directors and may be peremptorily removed by vote of the directors at any meeting thereof. Any person may hold two offices except that the President shall not also be the Secretary. The Board of Directors shall from time to time elect such other officers and designate their powers and duties as the Board shall find to be required to manage the affairs of the Association.

**Section 2.** The President shall be the chief executive officer of the Association. He shall have all of the powers and duties which are usually vested in the office of president of an association, including, but not limited to, the power to appoint committees from among the members from time to time, as he may in his discretion determine appropriate, to assist in the conduct of the affairs of the Association and to preside over the member meetings.

**Section 3.** The Vice-President shall, in the absence or disability of the President, exercise the powers and perform the duties of the President. He shall also generally assist the president and exercise such other powers and perform such other duties as shall be prescribed by the directors.

**Section 4.** The Secretary shall keep the minute book wherein the resolution of all proceedings of the directors and the members shall be recorded. He shall attend to the giving and serving of all notices to the members and directors and other notices required by law. He shall keep the records of the Association, except those of the Treasurer, and shall perform all other duties incident to the office of Secretary of an Association and as may be required by the directors or the President.

**Section 5.** The Treasurer shall have custody of all property of the Association including funds, securities and evidences of indebtedness. He shall keep the books of the Association in accordance with good accounting practice; and he shall perform all other duties incident to the office of Treasurer.

**ARTICLE 7**  
**MEETINGS OF BOARD OF DIRECTORS**

**Section 1.** All meetings of the Board of Directors shall be called at least 7 days in advance by the President (an Officer) of the Association. Such meeting notice shall be in writing or sent electronically to each Director, and shall at a minimum include an agenda of the meeting, date, time, and location. All items requiring a vote shall be approved by a majority of the Board members with a quorum being present. The Association President shall preside over all meetings of the Board and the Association. The Secretary shall prepare all meeting minutes during each meeting, shall retain in his/her possession a copy of all meeting minutes, and distribute copies to each Board member by



hand delivery, email or postal mail. Written minutes of each meeting will be kept and shall include a brief summary of discussion, and will also include any decisions made by the Board of Directors.

## **ARTICLE 8 POWERS AND DUTIES OF THE BOARD**

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

- ⌚ Set the date and locations of general membership meetings
- ⌚ Adopt rules and regulations of the Association, as well as amendments to the Bylaws or the Articles of Incorporation.
- ⌚ Vote to select the Officers of the Association
- ⌚ Vote to remove an Officer of the Association because of dereliction of duties or misuse of funds
- ⌚ Vote to fill any vacancy for Officers removed or resigning from their positions
- ⌚ Declare to be vacant any Board of Director position because of resignation from the Board, misuse of funds, or dereliction of duty. (The vacant Board position then must be voted upon at a General Membership meeting after a temporary filling of the seat as per Article 4 above).
- ⌚ Enforce the laws of the Association as set forth in the restrictive covenants filed in the Lafayette Parish Clerk of Court's Office.

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

- ⌚ Cause to be kept a complete and safe record of all of its actions, amendments to Bylaws, and meeting minutes
- ⌚ Supervise all officers or agents of the Association and to see that their duties are properly performed.
- ⌚ Approve the annual Association's membership dues rates.
- ⌚ Approve the mission and goals of the Association.
- ⌚ Abide by the majority vote of the members of the Association.

## **ARTICLE 9 PREPARATION AND APPROVAL OF A BUDGET**

**Section 1.** Each year, on or before December 1, the Board of Directors of the Association shall propose an annual budget, which shall be presented for adoption by majority vote of the members present. At any meeting of the Board of Directors, an amendment to the budget may be adopted by majority vote of the Directors.

**Section 2.** An annual membership dues rate will be assessed based on the adopted budget approved by the members, and collected, and accounted for by the Board of Directors.

## **ARTICLE 10 BOOKS AND RECORDS/PAYMENTS**

**Section 1.** The financial books, records, meeting minutes, and documentation of the Association shall be kept secured and in writing by the Secretary and Treasurer of the Association. These documents shall be made available, during reasonable business hours, for review or inspection by any member of the Association. Such books, records, and documentation are owned by the Association and shall be passed on for safe-keeping to in-coming Secretaries and/or Treasurers of the Association.

**Section 2.** The Association shall keep a checking account open at a local bank/ financial institution. The Association's financial records shall be maintained by the Treasurer. At least 3 officers shall be listed on the bank's signature cards and the President and one other Officer of the Association shall approve and sign any Association checks and disbursements made for expenditures.

**ARTICLE 11  
AMENDMENTS AND RECORDATION**

**Section 1.** These Bylaws may be approved, amended, altered, or repealed or added to at any regular General Meeting by a majority vote of the Association members present and voting at the meeting (including proxy votes).


**Section 2.** These Bylaws, along with any amendments, shall be filed and recorded with the Lafayette Parish Clerk of Court's office.

**ARTICLE 12  
CONFLICTS AND SEPARABILITY**

**Section 1.** Should any part of these Bylaws conflict with any other portions of these same Bylaws or the Sawgrass Subdivision Covenants/Restrictions, the stronger or more strict interpretation shall prevail. Should any section or provision of these Bylaws be found invalid, or omitted for any reason, all other parts of the Bylaws shall continue to be valid and in operation.

Bylaws Approved and Adopted on 12 Sept. of 2011.

  
\_\_\_\_\_  
President      Mikela Koonce

  
\_\_\_\_\_  
Secretary