BY-LAWS

OAK ACRES NEIGHBORHOOD ASSOCIATION

Article I. Name The name of the Association shall be the "Oak Acres Neighborhood Association."

Article II. Purpose The Association shall be a non-profit organization formed to provide mechanisms for concerted action to protect the character of the neighborhood, to improve and enhance the quality of life in the neighborhood, to promote and facilitate the growth of community spirit, and others as the Association shall from time to time determine.

Article III. Membership Anyone who is a resident or owner of real property in Oak Acres Subdivision and who is aged eighteen or over may become a member of the Association. For purposes of voting and receiving dues, the categories of membership shall be as follows:

> Resident: Any person who resides permanently or continuously within the subdivision.
> Resident Owner: Any person who owns real property in the subdivision and also resides within the subdivision.
> Non-Resident Owner: Any person who owns real property in the subdivision but does not reside within the subdivision.
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> Individuals may join under any of the above categories upon payment of dues, receiving all rights and privileges appropriate to their status upon such payment of dues.

Article IV. Dues Dues shall be paid annually by individuals seeking membership in the Association. The amount of annual dues shall be recommended by the Executive committee and approved by the Association at its last business meeting of the Association year. Any person joining the Association after February 1 of the current fiscal year shall pay half of the then current membership dues.

Article V. Association Year For accounting, election, and program purposes the Association year shall be from August 1 to July 31.

Article VI. General Meetings The Association shall meet to conduct business, attend programs, or engage in other social activities at least annually. The meetings shall occur in August. The time and place of the meetings shall be publicized by written notice and/or telephone contact at least five days in advance of the meeting date. Any member may submit items to the agenda of business meetings. In matters of dispute, Roberts' Rules of Order shall apply.

Article VII. Voting On matters of general concern to the Association but not involving deed restrictions for the subdivision, any member of the Association may vote. A quorum for conducting such business shall be one-third of the individual members of the Association. Votes may be cast by written and notarized proxy which specifies the date and issue to which the proxy applies. At any business meeting, motions and nominations may be made from the floor by any member.

Article VIII. Executive Committee

The officers of the Association shall constitute the Executive Committee. The executive committee shall meet as the committee deems necessary. The President shall notify members of the Executive committee in advance of the time and place of the meeting, making reasonable effort to avoid scheduling conflicts. Executive Committee meetings shall be open to all residents, members, and owners, whose participation in the meeting may be limited to observation if their fuller participation will hinder the proper and timely conduct of necessary business. The Executive Committee shall make nominations for new officers, discuss and evaluate committee reports, propose an annual budget, and conduct other business as deemed necessary by the Association.

Article IX. Officers

The officers of the Association shall be residents of Oak Acres elected annually at the first meeting of the Association on or after August 1. The officers shall serve for one year terms and may be re-elected to the same or other office in following years.

Any officer or committee chair shall be deemed to have resigned from office after failing to attend three consecutive general meetings. The Association shall elect a new officer or committee chair to fill any vacated positions at its next general meeting.

The President shall perform the following duties: preside at and prepare agendas for general, special, and executive committee meetings; serve as a co-signer for withdrawals from the Association account(s); receive interim reports from Standing and Ad Hoc Committee Chairs and maintain active awareness of Association activities at all times; call general, special, and executive meetings in a timely and appropriate manner; serve as the official spokesperson for the Association in public.

The Vice-President shall perform the following duties: perform presidential duties in the absence or incapacity of the President and automatically succeed to the presidency upon the vacancy of that office; chair the Issues and Projects Committee; serve as a member of the Program Committee; serve as a co-signer for withdrawals from the Association account(s).

The Recorder shall perform the following duties: record all motions and votes taken in general and special meetings of the Association; chair the Program Committee; maintain permanent records of the Association, including Treasurer's reports, records of motions and votes, and such others as the Association shall deem necessary; determine and inform the presiding officer whether a quorum is present at any meeting of the Association in which votes are taken. In the absence of the Recorder, the President may appoint another member to record motions and votes.

The Treasurer shall perform the following duties: establish and maintain account(s) for the Association in a local financial institution; serve as a co-signer for checks written on the Association account; serve as a co-signer for checks written on the Association account; make regular reports to the association regarding its financial status; maintain complete and open records of the financial transactions of the Association; maintain an accurate and up-to-date list of the Association's membership, making it available to the Executive Committee.

At the end of a term of office, all materials pertaining to an office or committee must be transferred to the succeeding officer or committee chair at the time of election.

Article X. Standing Committees

The Standing Committees of the Association shall be the Issues and Projects Committee, the Program Committee, the Public Relations Committee, the Refreshment Committee, the Newsletter Committee, and the Neighborhood Watch Committee. Chairs of these committees shall be elected by the members of the Association annually at the first business meeting of the Association on or after August 1. Chairs of Standing Committees shall serve for one year terms and may be re-elected to the same or other office in following years. Other members of any committee may be volunteers who are interested in or concerned with the work of the committee; committee size shall be limited only by number of persons who wish to serve on the committee.

The Issues and Projects Committee, chaired by the Vice-President, shall be charged with the responsibility of presenting to the Association issues and projects of concern to the community, carrying out those projects which the Association deems feasible and desirable, acting at the behest of the Association to resolve matters at issue in the community, and planning and organizing an annual party or social gathering for the entire neighborhood (regardless of membership in the Association). Such an annual party may occur on any date acceptable to the Association and may take the place of any General Meeting scheduled for that month.

The Program Committee, chaired by the Recorder, shall be charged with the responsibility of devising, planning, and coordinating programs of interest to the membership for general meetings.

The Public Relations Committee shall be charged with the responsibility of contacting members of the Association and all residents by telephone to inform them of meetings and other matters as necessary; serve as an official welcome committee for new residents of the subdivision. In welcoming new residents, the Public Relations Committee may present gifts on behalf of the Association and invite their participation in the activities of the Association.

The Refreshment Committee shall be a committee of the whole. The Chair of the committee shall contact members of the committee by rotation to provide light refreshments (and any necessary accessories) for general meetings.

The Newsletter Committee shall be chaired by an Editor. The Committee shall write and distribute a monthly newsletter providing information of concern and interest to the neighborhood.

The Neighborhood Watch Committee shall consist of a Captain and at least two Co-Captains charged with the responsibility of establishing and maintaining an effective program for neighborhood security and plans for crisis assistance.

Article XI. Special Meetings Special Meetings of the Association may be called for any reason by the President with the advice and consent of the Executive Committee or by written petition of five members. Such written petition must be honored within a reasonable amount of time. If not, those residents signatory to the petition may call the meeting on their own.

Article XII. Bank Account The Association shall have account(s) at a local financial institution. The President, Vice-President, and Treasurer shall act as co-signers on the account(s), with two signatures necessary for any withdrawal. Not more than one member of an immediate family or single household may hold signatory status on any Association account(s) during a fiscal year.

Article XIII. Amendments and Recall These by-laws may be amended by a simple majority of the membership. Any officer or committee chair may be recalled from office by a simple majority of the membership.

Article XIV. Dissolution of the Association In the event of the dissolution of the Oak Acres Neighborhood Association, all assets after payment of liabilities shall be returned to the membership in proportion to their contributions.

Adopted August 2, 1983; amended August 7, 1984; amended August 4, 1986