

Glenlake Neighborhood Association

Bylaws

(amended, restated and adopted effective January 14, 2025)

Article I: Name

The name of this organization shall be the Glenlake Neighborhood Association, a non-profit organization hereinafter referred to as the Association.

Article II: Purpose

The purpose of the Association is to seek to improve the quality of life in the neighborhood in matters such as land use, environmental protection, public services, consumer protection, and other matters of neighborhood concern.

Article III: Objectives

The objectives of the Association are as follows:

1. To represent and advance the interests of residents in the neighborhood.
2. To keep all residents informed of issues vital to the neighborhood by appropriate communications and meetings.
3. To establish standing and ad hoc committees to investigate and make recommendations to the Association on all matters of neighborhood concern.
4. To establish mutual protection and safety including traffic control.
5. To facilitate the education of residents regarding all available options open to them relating to the problems of home ownership, zoning, rights, etc.
6. To work toward development and preservation of natural green spaces, landscaping, and general land use management.
7. To maintain the Glenlake neighborhood entrance area and structure.
8. To appoint members to the Architectural Control Committee as set forth in these Bylaws for purposes of carrying out the responsibilities as described in the deed restrictions for Phase I and Phase II, including all addendums.

Article IV: Membership

Section 1: Eligibility

Membership in the Association shall be limited to property owners of record (title) in the following subdivisions: Glenlake Phases 1, 2, 2A, & 3, the Drummond Addition, River Pointe, and Panther Hollow; with membership eligibility consisting of one membership unit per deeded lot (each, a Membership Unit). Membership in the Association shall be issued to those lot owners meeting the above requirement upon payment of the annual dues. Each Membership Unit is eligible for up to two adult members of the property

owners' household to be designated as members of the Association for such Membership Unit (each such adult member, a Member of the Association).

Section 2: Dues

Annual dues shall be set annually by the Association on a Membership Unit basis (i.e. per household or lot), and shall be payable on or before the first meeting of each fiscal year. For existing Membership Units, Association membership shall be withdrawn and forfeited at any time annual Association dues are unpaid.

Section 3: Transfers

Any membership in good standing is automatically transferred to a new property owner on the closing date of their property purchase transaction for the remainder of the then-current dues year.

Article V: Voting

Section 1

Members of the Association shall be entitled to two votes per Membership Unit.

Section 2

A quorum shall be necessary for the transaction of Association business. In no event shall a quorum of Members be constituted with less than twenty percent of the Membership Units present at the meeting. Notwithstanding the foregoing, the Members of Membership Units represented by a proxy will be considered present at the meeting for the purpose of establishing a quorum. Proxies for any given meeting may be given to any eligible Member that will be present at the meeting to be voted. Proxies must be submitted to the Board of Directors at least one (1) day prior to the meeting. If a Member submits a proxy for a meeting and then decides to attend such meeting, the proxy will be automatically voided.

Section 3

A majority vote of the Members constituting a quorum shall be binding upon the Association.

Section 4

To be eligible to vote, Members must be in good standing. Full payment of their Membership Unit annual dues shall be required for Members to be in good standing.

Article VI: Board of Directors and Officer Positions

Section 1: Officers

The Board of Directors shall serve as the governing body of the Association, and shall be composed of five members. To be eligible to run for and serve on the Board, a Member must be a current Association member in good standing. Directors shall serve staggered three (3) year terms. The annual elections for directors whose terms are expiring shall be held on the last official meeting of the calendar year, following which the new Board of Directors shall be responsible for submitting the next year's annual budget on the first meeting of the subsequent calendar year. The Board of Directors shall select among themselves the following officer positions: one President, two Vice Presidents, one Treasurer and one Secretary. The President shall serve as the presiding officer and Board chair; and the vice presidents shall serve by presiding over or acting as liaison with any committees, and by serving in any other capacity determined by the President or by a consensus of the Board of Directors.

Section 2: Duties of the Board of Directors

1. The Board of Directors shall transact necessary business in the intervals between regular meetings of the Association and such other business as may be returned to it by the Association. It shall appoint any Association committees and approve the work of such committees.
2. The Board of Directors shall meet upon the call of the President or upon the call of any three Directors.
3. The specific functions of each member of the Board of Directors shall be determined by a consensus of the members of that Board of Directors. One member shall serve as Secretary and record minutes of Association and Board meetings and provide custodianship of official Association documents. One member shall serve as Treasurer and shall prepare the annual budget for review by the Board, send notices of annual dues, process dues payments, handle payment of expenses, manage the Association's bank accounts, and serve as the primary custodian of the Association's funds. One member shall serve as a liaison to the Architectural Control Committee (ACC) as directed by the Board; provided that the liaison shall have no say or control over the ACC and the ACC shall hold the responsibility for making decisions on requests submitted to the ACC.
4. The Board of Directors shall transmit the annual budget to the Members and such additional Association-related information that it deems timely and relevant. The Treasurer shall maintain and make available to Members annual Association summary financials for at least the past three (3) fiscal years.

Section 3: Removal from Office

Any member of the Board of Directors may be removed from office for cause, or due to death or incapacity, by the Board of Directors through the vote of at least two-thirds of the other Directors. Appropriate written notice of such action shall be furnished to the Members promptly following such action and in no event more than two (2) weeks after the Board takes such action. For purposes of this section, "cause" shall mean (a) the willful

and continued failure of a Director to perform substantially his or her duties and responsibilities for the Association (other than any such failure resulting from the Director's death or incapacity) after a written demand by the Board for substantial performance is delivered to the Director, which specifically identifies the manner in which the Board believes that the Director has not substantially performed his or her duties and responsibilities, which willful and continued failure is not cured by the Director within thirty (30) days of his or her receipt of such written demand; (b) the conviction of, or plea of guilty or nolo contendere to, a felony, or (c) fraud, dishonesty or gross misconduct which is materially and demonstratively injurious to the Association.

Section 4: Resignations and Vacancies

Members of the Board of Directors may resign at any time. Whenever a Board of Directors vacancy occurs mid-term, the Board will appoint an eligible Member to serve as a Director until the next regular Association meeting, at which meeting the Members will elect a new eligible Member to serve out the remainder of the term.

Article VII: Meeting

Section 1

Meetings of the Association shall be held on or about the third week of the months of January and October. The annual budget shall be voted upon in the January meeting, and the annual elections shall be held in the October meeting.

Section 2

Special meetings may be called by the Board of Directors at any time.

Section 3

The fiscal year of the Association shall run from February 1 through January 31.

Article VIII: Parliamentary Authority

When not inconsistent with these bylaws, Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure. These rules may be suspended at any meeting by a majority vote.

Article IX: Prohibitions

Section 1

The Association shall not endorse any candidates for political office.

Section 2

The identity of Association Members may not be released to the general public without permission of all Members concerned.

Article X: Amendment of Bylaws

These bylaws may be amended at any regular meeting by a two-thirds vote of the Members constituting a quorum provided that the amendment(s) has (have) been submitted in writing to the membership at least two weeks prior to said meeting.

Article XI: Dissolution

Upon the dissolution of the Glenlake Neighborhood Association, the Association's assets, after payment of any debts or obligations, shall be disbursed according to the wishes of the majority of Members present at the final meeting.

Article XII: Architectural Control Committee

Section 1: Structure

1. The Architectural Control Committee (ACC) shall be composed of at least two (2) but no more than three (3) Members appointed by the Board of Directors. Members may not concurrently serve on the Board of Directors and the ACC. In January of each year the ACC shall elect one of its members to serve as chairman for that year to preside over meetings of the ACC.
2. The Board of Directors may appoint one new ACC member each January to replace any existing ACC member.
3. The Board of Directors may also appoint a new ACC member at any time that there is an available vacancy on the committee.
4. Any ACC member wishing to resign should give at least (1) one month's written notice before a resignation can become effective. The vacancy shall be filled by appointment of the Board of Directors as set forth above.

Section 2: Function

1. The ACC shall review plans for all new construction (including add-on structures) as stipulated in the deed restrictions for Glenlake Phase One and Phase Two.
2. When plans are received, the ACC shall notify the owners of all adjacent lots (including lots separated only by a street) and, upon request, make the plans available for review by those lot owners.
3. When sending a letter of approval to a lot owner, the ACC shall emphasize the necessity of following fire control regulations, maintaining a clean building site, providing cleanup when construction is completed and preserving the natural environment as much as possible.

4. The ACC shall keep minutes of its meetings and send those, as well as copies of all correspondence, to the Secretary for the attention and recordkeeping of the Board of Directors.