

# BY-LAWS AND REGULATIONS OF

## TERWILLIGERS RUN HOMEOWNERS' ASSOCIATION

### ARTICLE I

Section 1.1. Name and Location. The name of the corporation is Terwilligers Run Homeowners' Association, hereinafter referred to as "Association". The principal office of the corporation shall be located in Hamilton County, Ohio, but meetings of Members and trustees may be held at such places within Hamilton County, State of Ohio, as may be designated by the Board of Trustees.

### ARTICLE II

#### DEFINITIONS

Section 2.1. "Declaration" shall mean and refer to the Declaration of Protective Covenants applicable to the Property recorded in the office of the Hamilton County Recorder, as the same may be amended, from time to time

### ARTICLE III

#### MEETING OF MEMBERS

Section 3.1. Annual Meeting. The first annual meeting of the Members shall be held within one year from the date of incorporation, and each subsequent regular annual meeting of the Members shall be held each year thereafter, on the day and at the time as set by the Board of Trustee.

Section 3.2. Special Meetings. Special meetings of the Members may be called at any time by the President or by the Board of Trustees, or upon written request of the Members who are entitled to vote one-third (1/3) of all the votes of Membership.

Section 3.3. Notice of Meetings. Except as otherwise provided in the Declaration, 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 or delivering a copy of such notice, 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 Members to the Association for the purpose of notice. Such notice shall specify the place, day and hour of the meeting, and, in case of a special meeting, the purpose of the meeting.

Section 3.4. Quorum. The voting Members present at any meeting of Members shall constitute a quorum for such meeting.

Section 3.5. Proxies. At all meetings of the Members, each Member may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of his Lot.

Section 3.6. Voting. The vote of seventy-five percent (75%) of the Members present, either in person or by proxy, shall decide any questions brought before the meeting, unless the question is one upon which a different vote is required by provision of the laws of Ohio, the Declaration, the Articles of Incorporations of the Association or these By-Laws and Regulations. Members shall be entitled to one vote for each Lot owned, as set forth in the Articles of Incorporation.

Section 3.7. Suspension of Voting Privileges. No Member shall be eligible to vote or be elected to the Board of Trustees who is shown on the books of the Association to be more than thirty (30) days delinquent in the payment of any assessment or fee due the Association.

## ARTICLE IV

### BOARD OF TRUSTEES: SELECTION: TERM OF OFFICE

Section 4.1. Number. The affairs of this Association shall be managed by a Board of five (5) to ten (10) Trustees.

Section 4.2. Term of Office. At the first annual meeting and each annual meeting thereafter the Member shall elect five (5) to ten (10) Trustees. Terms shall be for a period of two years, except for the first term of five of the trustees, which shall be for one year, so as to stagger the terms.

Section 4.3. Removal. Any Trustee may be removed from the Board, with or without cause, by a majority vote of the Members of the Association present at a special meeting or the annual meeting. In the vent of death, resignation or removal of a Trustee, his successor shall be selected by the remaining Members of the Board and shall serve for the unexpired term of his predecessor.

Section 4.4. Compensation. Members of the Board of Trustees shall serve without compensation. However, any Trustee may be reimbursed for his actual expenses incurred in the performance of his duties.

Section 4.5. Action Taken Without a Meeting. The Trustees shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all the Trustees. Any action so approved shall have the same effect as though taken at a meeting of the Trustees.

## ARTICLE V

### NOMINATION AND ELECTION OF TRUSTEES

Section 5.1. Nomination. Nomination for election of the Board of Trustees shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Trustees, and two or more Members of the Association. The Nominating Committee shall be appointed by the Board of Trustees 60 days prior to each annual meeting of the Members to serve from the time of appointment until the close of the next annual meeting, and such appointment shall be announced at the next regular Board meeting. The Nominating Committee shall make as many nominations for election to the Board of Trustees as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among Members or non-Members.

Section 5.2. Election. Election to the Board of Trustees shall be by secret written ballot. At such election the Members present 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 and section 3.7 of Article III of these By-Laws and Regulations. The persons receiving the largest number of votes shall be elected. Cumulative voting is not permitted.

## ARTICLE VI

### NOMINATION AND ELECTION OF TRUSTEES

Section 6.1. Regular Meetings. The Board of trustees shall meet annually within 30 days after the annual meeting of Members and, in addition to the annual meeting, shall meet at regular meetings established as to time and place by resolution of the Board. Should any regular meeting 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 6.2. Special Meetings. Special meetings of the Board of Trustees shall be held when called by the President of the Association, or by any three (3) Trustees, after not less than three (3) days notice to each Trustee.

Section 6.3. Quorum. A majority of the number of Trustees shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Trustees 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 TRUSTEES

Section 7.1. Powers. The Board of trustees shall have the power to:

- (a) adopt and publish rules and regulations governing the care of the Green Areas and Landscape Easement Areas if any, and the personal conduct of the members and their guest in connection therewith, and to establish penalties for the infraction thereof;

- (b) suspend the voting rights of a member during any period in which such member shall be in default in the payment of any assessment or fee levied by the Association. Such rights may also be suspended after notice and hearing, for a period not to exceed thirty (30) 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 By-Laws and Regulations, the Articles of Incorporation, or the Declaration; and
- (d) declare the office of a member of the Board of Trustees to be vacant in the event such member shall be absent from three (3) consecutive regular meetings of the Board of trustees;
- (e) employ such independent contractors, and other employees as they deem necessary, and to prescribe their duties.

Section 7.1. Duties. It shall be the duty of the Board of Trustees 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-fifth (1/5) of each members who are entitled to vote;
- (b) supervise all officers, agents and employees of this Association, and to see that their duties are properly performed;
- (c) send written notice of each assessment to every Owner subject thereto at least fifteen (15) days in advance of each annual assessment period; and
- (d) issue, or 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 not to exceed fifteen dollars (\$15.00), 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 or under the responsibility and care of the Association; and
- (f) cause the Green Areas and other areas for which the association is responsible, to be maintained as provided for in the Declaration.

## ARTICLE VIII

### OFFICERS AND THEIR DUTIES

Section 8.1. Enumeration of Officers. The officers of this Association shall be a President and Vice-President, who shall at all times be members of the Board of trustees, a Secretary, and a Treasurer, and such other officers as the Board may from time to time by resolution create.

Section 8.2. Election of Officers. The election of officers shall take place at the first meeting of the Board of Trustees following each annual meeting of the Members.

Section 8.3. Term. The officers of this Association shall be elected annually by the Board and each shall hold office for one (1) year and until his successor is elected and qualified, unless he shall sooner resign, or shall be removed or is otherwise disqualified to serve.

Section 8.4. 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 8.5. Resignation and Removal. Any officer may be removed from office with or without cause by the Board. Any officer may resign at any time by giving written notice to the Board, the President or the Secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 8.6. 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 8.7. Multiple Offices. No person shall simultaneously hold more than one of any of the other offices except in the case of special offices created pursuant to Section 8.4 of this Article.

Section 8.8. Duties. The duties of the officers are as follows:

- (a) President – The President shall preside at all meetings of the Board of Trustees; shall see that orders and resolutions of the Board are carried out; and shall act as chief executive officer.
- (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 by him by the Board.

- (c) 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.
- (d) Treasurer – The Treasurer shall receive and deposit into appropriate bank or saving and loan accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Trustees; keep proper books of accounts; and shall prepare an annual budget and a statement of income and expenditures to be presented to the Membership at its regular annual meeting, and deliver a copy of each to the Members.

## ARTICLE IX

### COMMITTEES

The Board of Trustees shall appoint a Nominating Committee, as provided in these By-Laws and Regulations. In addition, the Board of Trustees shall appoint other committees as deemed appropriate in carrying out its purposes.

## ARTICLE X

### MISCELLANEOUS

Section 10.1. 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, and any holder, insurer or guarantor of a first mortgage on a lot. The Declaration, the Articles of Incorporation and the By-Laws and Regulations of the Association shall be available for inspection by any Member at the principal office of the Association, where copies may be purchased at reasonable cost.

Section 10.2. Fiscal Year. The fiscal year shall begin on the first day of May every year, except that the first fiscal year of the Association shall begin on the date of incorporation, if there is a difference. The commencement date of the fiscal year herein established may be changed by the Board of the trustees should corporate practice subsequently dictate.

Section 10.3. Execution of Association Documents. All notes, other documents, checks, and other drafts shall be executed on behalf of the Association by such officers, agents or other persons as are from time to time designated by the Board of Trustees.

Section 10.4. Conflict. In case of any conflict between the Articles of Incorporation and the By-Laws and Regulations, the Articles shall control; and in the case of conflict between the Declaration and these By-Laws and Regulations, the Declaration shall control.

Section 10.5. Amendments. These By-Laws and Regulations may be amended at a regular or special meeting of the Members, by affirmative vote of seventy-five percent (75%) of the total number votes cast at the meeting.

The above By-Laws and Regulations of this Corporation were adopted by the Board of Trustees on \_\_\_\_\_, 1998.

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Secretary