

BY-LAWS

BEAU CHENE HOMEOWNERS ASSOCIATION, INC.

ARTICLE I

Name and Location

Section I. Name and Location. The name of this Association is as follows:

BEAU CHENE HOMEOWNERS ASSOCIATION, INC.

Its principal office is located at:

105 Beau Chene Boulevard, Suite  
100, Mandeville, La. 70471-1787

ARTICLE II

Definitions

Section 1. Act of Dedication. "Act of Dedication" as used herein, means that certain Act of Dedication of Servitudes, Privileges and Restrictions made the 15th day of April, 1974, by the developer and which Act of Dedication was recorded on the 18th day of April, 1974, in C.O.B. 727 at folio 666 with the Clerk of Court for St. Tammany Parish, Louisiana, as subsequently supplemented, modified or amended, and which applies to that certain residential golf community known as "BEAU CHENE".

Section 2. Association. "Association," as used herein, means BEAU CHENE HOMEOWNERS ASSOCIATION, INC.

Section 3. Other Definitions. Unless it is plainly evident from the context that a different meaning is intended all other terms used herein shall have the same meaning as they are defined to have in the Act of Dedication.

ARTICLE III

Membership

Section 1. Membership. Every person, group of persons, corporation, partnership, trust or other legal entity, or any combination thereof who is a record owner of a fee interest in any lot which is or becomes subject by servitudes, privileges and restrictions of record to assessment by the Association shall be a member of the Association.

Section 2. Membership Certificates. In the event the Board of Directors considers it necessary or appropriate to issue membership certificates or the like, then each such membership certificate shall state that the Association is organized under the laws of the State of Louisiana, the name of the registered holder or holders of the

membership represented thereby, and shall be in such form as shall be approved by the Board of Directors. Membership certificates shall be consecutively numbered, bound in one or more books, and shall be issued therefrom upon certification as to the transfer of title to the lot to which such membership is appurtenant. Membership is not otherwise transferable. Every membership certificate shall be signed by the President or a Vice President and the Secretary or an Assistant Secretary, such signatures may be original or facsimile.

**Section 3. Lost Certificates.** The Board of Directors may direct a new certificate or certificates to be issued in place of any certificate or certificates previously issued by the Association and alleged to have been destroyed or lost, upon the making of an affidavit, of that fact by the person claiming the membership certificate to be lost or destroyed. When authorizing such issuance of a new certificate or certificates, the Board of Directors may, in its discretion, and as a condition precedent to the issuance thereof, require the registered holder or holders of such lost or destroyed certificate or certificates, or his legal representative, to advertise the same in such manner as the Board of Directors shall require and/or to give the Association a bond in such sum as the Board of Directors may require as indemnity against any claim that may be made against the Association on account of the issuance of such new certificate.

**Section 4. Liquidation Rights.** In the event of any voluntary or involuntary dissolution of the Association each member of the Association shall be entitled to receive out of the assets of the Association available for distribution to the members an amount equal to that proportion of such assets which the number of memberships held by such member bears to the total number of memberships then issued and outstanding.

## ARTICLE IV

### Meeting of Members

**Section 1. Place of Meetings.** Meetings of the membership shall be held at the principal office or place of business of the Association or at such other suitable place convenient to the membership as may be designated by the Board of Directors.

**Section 2. Annual Meetings.** The annual meetings of the members shall be held within the month of May of each succeeding year. At such meeting, the results of the election of Directors shall be announced. The members may also transact such other business as may properly come before them.

**Section 3. Special Meetings.** It shall be the duty of the President to call a special meeting of the members as directed by resolution of the Board of Directors or upon a petition signed by at least twenty percent (20%) of the then

members, having been presented to the Secretary. The notice of any special meeting shall state the time and place of such meeting and the purpose thereof. No business shall be transacted at a special meeting except as stated in the notice.

**Section 4. Notice of Meetings.** It shall be the duty of the Secretary to mail a notice of each annual or special meeting, stating the purpose thereof, as well as the time and place where it is to be held, to each member of record, at his address as it appears on the membership book of the Association, or if no such address appears, at his last known place of address, at least twenty (20) but not more than ninety (90) calendar days prior to such meeting. Notice by either such method shall be considered as notice served. Attendance by a member at any meeting of the members shall be a waiver of notice by him of the time, place and purpose thereof.

**Section 5. Quorum.** The presence, either in person, by proxy or by written ballot, of not less than twenty-five percent (25%) of the total properties which are assessed dues, shall be requisite for, and shall constitute a quorum for the transaction of business at all meetings of members. Once a quorum is established, the voting members present may continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum or the refusal of any member present to vote.

**Section 6. Adjourned Meetings.** If any meeting of members cannot be organized because a quorum has not attended, the members who are present, either in person, by proxy or by written ballot, may, except as otherwise provided by law, adjourn the meeting to a time not less than forty-eight (48) hours from the time the original meeting was called. At any such adjourned meeting, any business which might have been transacted at the meeting as originally called may be transacted without further notice.

**Section 7. Voting.** At every meeting of the members, each member shall have the right to cast one vote for each membership which he owns on each question. The vote of the members representing a majority of the total of the membership present at the meeting, in person, by proxy or by written ballot, shall be necessary to decide any question brought before such meeting, unless the question is one upon which, by the express provision of the laws of the State of Louisiana, or of the Articles of Incorporation, or of the Act of Dedication or of these By-Laws, a different vote is required, in which case such express provision shall govern and control. The vote for any membership which is owned by more than one person may be exercised by any of them present at any meeting unless any objection or protest by any other owner of such membership is noted at such meeting. In the event all of the co-owners of any membership who are present at any meeting of the members are unable to agree on the manner in which the vote for such membership shall be cast on any particular issue then such vote shall not be counted for purposes of deciding that question. In the event any membership is owned by a corporation, then the vote for any such membership shall be cast by a person designated in a certificate signed by the President or any Vice

President of such corporation and attested by the Secretary or an Assistant Secretary of such corporation and filed with the Secretary of the Association prior to the meeting. The vote for any membership which is owned by a trust or partnership may be exercised by any trustee or partner thereof, as the case may be, and, unless any objection or protest by any other such trustee or partner is noted at such meeting, the Chairman of such meeting shall have no duty to inquire as to the authority of the person casting such vote or votes. No member shall be eligible to vote, either in person or by proxy, or to be elected to the Board of Directors, who is shown on the books or management accounts of the Association to be more than sixty (60) days delinquent in any payment due the Association.

**Section 8. Proxies.** A member may appoint any other member as his proxy. Any proxy must be in writing and must be filed with the Secretary in form approved by the Board of Directors before the appointed time of each meeting. Any proxy shall state the date of the particular meeting for which the same has been granted and shall be valid only for that particular meeting and any adjournment therefore.

**Section 9. Order of Business.** The order of business at all regularly scheduled meetings of the members shall be as follows.

- (a) Roll call and certificate of proxies.
- (b) Proof of notice of meeting or waiver of notice.
- (c) Reading and disposal of minutes of preceding meeting.
- (d) Reports of officers, if any.
- (e) Reports of committees, if any.
- (f) Unfinished business.
- (g) New business.
- (h) Announcement of Election Results
- (i) Adjournment.

In the case of special meetings, items (a) through (d) shall be applicable and thereafter the agenda shall consist of the items specified in the notice of the meeting.

## ARTICLE V Directors

**Section 1. Number and qualifications.** The affairs of the Association shall be governed by the Board of Directors composed of an uneven number of at least three (3) natural persons and not more than fifteen (15) natural persons, all of whom shall be members of the Association. All Directors shall be elected as provided in the Bylaws.

**Section 2. Powers and Duties.** The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Association and may do all such acts and things as are not by law or by these

By-Laws directed to be exercised and done by the members. The powers and duties of the Board of Directors shall include, but not be limited to, the following:

To provide for the

- (a) care, upkeep and surveillance of the common areas and community facilities and in a manner consistent with law and the provisions of these By-Laws and the Act of Dedication.
- (b) establishment, collection, use and expenditure of assessments and/or carrying charges from the members in a manner consistent with law and the provisions of these By-Laws and the Act of Dedication.
- (c) designation, hiring and/or dismissal of the personnel necessary for the good working order of the common areas and community facilities and to provide services for the project in a manner consistent with law and the provisions of these By-Laws and the Act of Dedication.
- (d) promulgation and enforcement of such rules and regulations and such restrictions on or requirements as may be deemed proper respecting the use, occupancy and maintenance of the common areas and community facilities as are designated to prevent unreasonable interference with the use of the common areas and community facilities by the members, all of which shall be consistent with law and the provisions of these By-Laws and the Act of Dedication.
- (e) authorization, in their discretion, of patronage refunds from residual receipts when and as the same are reflected in the annual report.

**Section 4. Budget.** The Board of Directors, with the assistance and counsel of the CAO (as defined hereinafter), shall prepare and adopt a budget for each annual assessment period which shall include estimates of the funds required by the Association to meet its annual expenses for that period. The budget herein required to be prepared and adopted by the Board of Directors shall be in format consistent with the classification of the accounts of the Association as hereinafter in these By-Laws provided for, and shall provide for sufficient estimates, on a monthly basis, to permit comparison to and analysis

of deviations from the various periodic reports of the actual results of operations and the actual financial condition of the Association on both a current basis and for prior corresponding periods, all in accordance with generally accepted accounting practices, consistently applied. Copies of the budget shall be available for examination by the members and by their duly authorized agents and attorneys, during normal business hours, for purposes reasonably related to their respective interests.

**Section 5. Election and Term of Office.** Each Director shall be elected to three (3) year terms. No Director shall be elected for more than two (2) consecutive three (3) year terms. The terms of Directors will be staggered, such that the terms of approximately one-third of the Directors expire each year. Directors shall hold office until their successors have been elected and hold their first meeting. The election of Directors shall be held annually. The nominating committee of the Board shall propose nominees for the director positions to be filled and additionally shall invite nominations from the membership a minimum of six weeks prior to the election. Balloting shall be by mail only, and ballots shall be mailed a minimum of 21 days prior to the election date. There shall be no cumulative voting in any election. Votes shall be cast for individual candidates only; no vote shall be allowed for a slate of candidates.

Voting for Directors shall be by mail in ballot with candidates listed alphabetically, and the election date shall be the deadline for the receipt of ballots and shall be set a minimum of 2 business days prior to the annual meeting. Ballots will not be accepted at the annual meeting. Ballots will be secret and will not contain the owners name or other identification information. Ballot return envelopes will note the owners name, property address, lot number, account number or other identification information. Ballots will be tabulated by the appointed Inspector of Election, at a location to be determined by the Inspector, after the deadline date, if enough ballots are received to constitute quorum. The results of the election will be provided to the Board of Directors in a sealed envelope, to be opened and read at the annual meeting by the Secretary or other Officer, if the Secretary is not present.

The Board of Directors shall select an independent third party or parties as an inspector of election for the receipt of the mail in ballots for the election of Directors. The independent third party will be an independent firm hired for such purpose and shall not be related to a member of the board of directors or a candidate for the board of directors. A fee may be paid by the Association, as determined by the Board of Directors, for such service. The Board may also appoint such Inspectors of Election for the receipt and tabulation of ballots for any regular or special meeting at which a vote is being conducted.

**Section 6. Vacancies.** Vacancies in the Board of Directors caused by any reason other than the removal of a Director by a vote of the membership shall be filled by vote of the majority of the remaining Directors, even though they may constitute

less than a quorum; and each person so elected shall serve out the unexpired portion of the term. In the event a Director ceases to be a member of the Association due to termination of record ownership of property in BEAU CHENE, he shall cease to be a Director and his replacement shall serve out his remaining unexpired term.

**Section 7. Removal of Director.** At a regular meeting, or special meeting duly called for such purpose, any Director may be removed with or without cause by the affirmative vote of the majority of the membership of record present and voting at such meeting and a successor may then and there be elected to fill the vacancy thus created. Any Director whose removal has been proposed by the members shall be given an opportunity to be heard at the meeting. The term of any Director who (1) becomes more than sixty (60) days delinquent in payment of any assessments and/or carrying charges due the Association or (2) is absent without adequate excuse, as determined by the remaining members of the Board, from two meetings of the Board in any one year term may be terminated upon resolution of the remaining Directors, and the remaining Directors shall appoint his successor as provided in Section 6 of this Article

**Section 8. Compensation.** No compensation shall be paid to Directors for their services as Directors.

**Section 9. Regular Meetings.** Regular meetings of the Board of Directors may be held at such time and place as shall be determined, from time to time, by a majority of the Directors, but at least two (2) such meetings shall be held during each fiscal year. Notice of regular meetings of the Board of Directors shall be given to each Director, personally or by mail, telephone or email, at least thirty (30) days prior to the day named for such meeting. Directors who are unable to attend meetings in person may participate and vote by telephone.

**Section 10. Special Meetings.** Special meetings of the Board of Directors may be called by the President on three (3) days' notice to each Director given personally or by mail, telephone or email, which notice shall state the time, place and purpose of the meeting. Special meetings of the Board of Directors shall be called by the President or Secretary in like manner and on like notice on the written request of at least one-third (1 /3) of the Directors.

**Section 11. Waiver of Notice.** Before or at any meeting of the Board of Directors, any Director may, in writing, waive notice of such meeting and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a Director at any meeting of the Board of Directors shall be a waiver of notice by him of the time, place and purpose thereof. If all Directors are present at any meeting of the Board of Directors, no notice shall be required and any business may be transacted at such meeting.

**Section 12. Quorum.** At all meetings of the Board of Directors a majority of the Directors shall constitute a quorum for the transactions of business, and the acts of the majority of the Directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors. If at any meeting of the Board of Directors there be less than a quorum present, the majority of those present may adjourn the meeting from time to time. At any such adjourned meeting, any business which might have been transacted at the meeting as originally called may, be transacted without further notice.

**Section 13. Action Without Meeting.** Any action by the Board of Directors required or permitted to be taken at any meeting may be taken without a meeting if all of the members of the Board of Directors shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Directors. For the purposes of this Section 13, email communication by and between the Board of Directors shall be deemed a "writing" and shall expressly satisfy the aforementioned requirement.

## ARTICLE VI

### Officers

**Section 1. Designation.** The principal officers of the Association shall be a President, a Vice President, a Secretary and a Treasurer, all of whom shall be elected by the Board of Directors and all of whom shall be Directors. The Directors may appoint an assistant secretary and an assistant treasurer and such other officers as in their judgment may be necessary. The offices of Secretary and Treasurer may be filled by the same person.

**Section 2. Election of Officers.** The officers of the Association shall be elected annually by the Board of Directors at the organizational meeting of each new Board and shall hold office at the pleasure of the Board of Directors.

**Section 3. Removal of Officers.** Upon an affirmative vote of a majority of the members of the Board of Directors, any officer may be removed either with or without cause, and his successor elected at any regular meeting of the Board of Directors, or at any special meeting of the Board of Directors called for such purpose.

**Section 4. President.** The President shall be the chief executive officer of the Association. He shall preside at all meetings of the members and of the Board



of Directors. Subject to the approval of the Board of Directors, the President shall have all of the general powers and duties which are usually vested in the office of president of a corporation, including, but not limited to, the power to nominate committees from among the membership from time to time as he may, in his discretion, decide are appropriate to assist in the conduct of the affairs of the Association. Every committee shall include at least one Director who will serve as chairman of the committee, who shall be nominated by the President and approved by the Board. The President shall serve as an ex-officio member of all committees.

**Section 5. Vice President.** The Vice President shall take the place of the President and perform his duties whenever the President shall be absent or unable to act. If neither the President nor the Vice president is able to act, the Board shall appoint some other member of the Board to do so on an interim basis. The Vice President shall also perform such other duties as shall from time to time be delegated to him by the Board of Directors.

**Section 6. Secretary.** The Secretary shall oversee the taking and keeping of the minutes of all meetings of the Board of Directors and the minutes of all meetings of the members of the Association. The Secretary shall also perform such other duties, incidental to the office of Secretary, as the Board of Directors may direct.

**Section 7. Treasurer.** The Treasurer shall have responsibility for corporate funds and securities and shall be responsible for keeping (or causing to be kept) full and accurate accounts of all receipts and disbursements in books belonging to the Association. He shall be responsible for the deposit (or causing the deposit) of all moneys and other valuable effects in the name, and to the credit, of the Association in such depositories as may from time to time be designated by the Board of Directors.

## ARTICLE VII

### Liability and Indemnification of Officers, Directors and Others

**Section 1. Liability and Indemnification of Officer, Directors and Others.** The Association shall indemnify and hold harmless any person who was or is a party or is threatened to be made a party to any action, suit or proceeding, whether civil, criminal, administrative or investigative (including, without limitation, any action by or in the right of the Association) by reason of the fact that he is or was a director, officer, employee or agent of the Association, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement (if such settlement has the prior approval of the then Board of Directors of the

Association) actually and reasonably incurred by him in connection with such action, suit or proceeding if he acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the Association, and, with respect to any criminal action or proceeding, if he had no reasonable cause to believe his conduct was unlawful; provided, however, that in case of actions by or in the right of the Association, the indemnity shall be limited to expenses (including attorneys' fees) actually and reasonably incurred in connection with the defense or settlement of such action and no indemnification shall be made in respect of any claim, issue or matter as to which such persons shall have been adjudged to be liable for gross negligence or intentional misconduct in the performance of his duty to the Association. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, in and of itself, create a presumption that the person did not act in good faith and in a manner which he reasonably believed to be in or not opposed to the best interests of the Association and, with respect to any criminal action or proceeding, had reasonable cause to believe that his conduct was unlawful.

To the extent that a director, officer, employee or agent of the Association has been successful on the merits, or otherwise, in defense of any such action, suit or proceeding, or in defense of any claim, issue or matter therein, he shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by him in connection therewith. Expenses incurred in defending any such action, suit or proceeding may be paid by the Association in advance of the final disposition thereof if authorized by the Board of Directors by a majority of a quorum consisting of directors who were not parties to such action, suit or proceeding, upon receipt of an undertaking by or on behalf of the director, officer, employee or agent to repay such amount unless it shall ultimately be determined that he is entitled to be indemnified by the Association as authorized in this Section.

Neither the officers, nor the directors, nor the members of the Association shall have any personal liability with respect to any contract or other commitment made by them, in good faith, on behalf of the Association and the Association shall indemnify and forever hold each such officer, director and member free and harmless against any and all liability to others on account of any such contract or commitment.

The indemnification provided by this Section shall not be deemed exclusive of any other rights to which the person indemnified may be entitled under any agreement authorization of members or disinterested directors, or otherwise, both as to action in his official capacity and as to action in another capacity while holding such office, and such indemnity shall continue as to a person who has ceased to be a director, officer, employee or agent and shall inure to the benefit of his heirs and legal representatives.

**Section 2. Common or Interested Directors.** The directors shall exercise their powers and duties in good faith and with a view to the interests of the Association. A Director shall have an affirmative obligation to disclose all material facts relative to any conflict of interest that may arise as a result of his position as Director. No contract or transaction between the Association and one or more of its director or officers or between the Association and any other non-profit, business or foreign corporation, partnership, or other organization in which one or more of its directors or officers are directors or officers or have a financial interest, shall be void or voidable solely for this reason, or solely because the common or interested director or officer was present at or participated in the meeting of the Board or committee thereof which authorized the contract or transaction, or solely because his or their votes were counted for such purpose, if:

- (a) the material facts as to his interest and as to the contract or transaction were disclosed or known to the Board of Directors or the committee, and the Board of Directors or committee in good faith authorized the contract or transaction by a vote sufficient for such purpose without counting the vote of the interested director or directors; or
- (b) the material facts as to his interest and as to the contract or transaction were disclosed or known to the members entitled to vote thereon, and the contract or transaction was approved in good faith by vote of the members; or (c) the contract or transaction was fair as to the Association as of the time it was authorized, approved or ratified by the Board of Directors, committee or members.

Common or interested directors may be counted in determining the presence of a quorum of any meeting of the Board of Directors or committee thereof which authorizes, approves or ratifies any contract or transaction, and may vote thereat to authorize any contract or transaction with like force and effect as if he were not such director or officer of such other corporation or not so interested.

## ARTICLE VIII

### Management

**Section 1. Management and Common Expenses.** The Association acting by and through its Board of Directors, shall manage, operate and maintain the common areas and community facilities and, for the benefit of the members, shall enforce the provisions hereof and shall pay out of the common expense fund hereinelsewhere provided for, the following:

- (a) the cost of providing water, sewer, electricity, heat, gas, garbage and trash collection, and/or other utility services for the common areas and community facilities; and**
- (b) the cost of fire and extended liability insurance on the common areas and community facilities and the cost of such other insurance as the Association may effect; and**
- (c) the cost of the services of a person or firm to manage the common areas and community facilities to the extent deemed advisable by the Association consistent with the provisions of the Act of Dedication and these By-Laws, together with the services of such other personnel as the Board of Directors of the Association shall consider necessary for the operation of the common areas and community facilities; and**
- (d) the cost of providing such legal and accounting services as may be considered necessary to the operation of the common areas and community facilities; and**
- (e) the cost of maintaining, replacing, repairing and landscaping the common areas and community facilities and such furnishings and equipment for the common areas and community facilities and the Board of Directors shall have the exclusive right and duty to acquire the same; and**
- (f) the cost of providing security services, such as security guards and roaming St. Tammany Parish Sheriff deputies, for the common areas and community facilities; and**
- (g) the cost of any and all other materials, supplies, labor, services, maintenance, repairs, taxes, assessments or the like, which the Association is required to secure or pay for by law, or otherwise, or which in the discretion of the Board of Directors shall be necessary or proper for the operation of the common areas or community facilities; and**
- (h) the amount of all taxes and assessments levied against the Association or upon any property which it may own, or which it is otherwise required to pay, if any; and**
- (i) the cost of funding all reserves established by the Association including, when appropriate, a general operating reserve and/or a reserve for replacements; and**
- (j) any amount necessary to discharge any lien or encumbrance levied against the common areas or community facilities, or any portion thereof**

**Section 2. Operations Officer.** The Association may contract in writing and delegate any of its ministerial duties, powers or functions to an individual holding the title of Chief Administrator, Chief Administrative Officer, Chief Operating Officer, General Manager or other similar title (the "CAO"). The CAO shall have all right and authority to sign liens and or lien affidavits required pursuant to the Act of Dedication, including without limitation, liens authorized pursuant to LSA- R.S. 9:1145, et seq. Neither the Association nor the Board of Directors shall be liable for any omission or improper exercise by the CAO of any such duty, power or function so delegated.

**Section 3. Servitudes for Utilities and Related Purposes.** The Association is authorized and empowered to grant (and shall from time to time grant) such licenses, servitudes and/or rights-of-way for sewer lines, water lines, electrical cables, telephone cables, gas lines, storm drains, underground conduits and/or such other purposes related to the provision of public utilities to the common areas and community facilities as may be considered necessary and appropriate by the Board of Directors for the orderly maintenance, preservation and enjoyment of the common areas and community facilities and for the preservation of the health, safety, convenience and/or welfare of the members.

**Section 4. Limitation of Liability.** The Association shall not be liable for any failure of any services to be obtained by the Association or paid for out of the common expense funds, or for injury or damage to person or property caused by the elements, or resulting from water, which may leak or flow from any portion of the common areas or community facilities or from any wire, pipe, drain, conduit, or the like. The Association shall not be liable to any member for loss or damage, by theft or otherwise, of articles which may be stored upon any of the common areas or community facilities. No diminution or abatement of assessments, as hereinelsewhere or in the Act of Dedication provided, shall be claimed or allowed for inconvenience or discomfort arising from the making of repairs or improvements to the common areas or community facilities, or from any action taken by the Association to comply with any law, ordinance or with the order or directive of any municipal or other governmental authority.

**Section 5. House Rules.** There shall be no violation of any rules for the use of the common areas or community facilities, or other "house rules," which may from time to time be adopted by the Board of Directors and promulgated among the membership by them in writing, and the Board of Directors is hereby and elsewhere in these By-Laws authorized to adopt such rules.

## ARTICLE IX

### Insurance

#### Section 1. Insurance Coverages.

The Board of Directors shall select and employ the services of a highly qualified insurance agent(s) to obtain and maintain, to the extent reasonably available, the coverages described in this Section. The Board of Directors and the Association's CAO shall solicit the advice of such agent(s), in connection with decisions concerning such policies, coverages and claims.

- (a) Commercial Property insurance, covering buildings, contents and equipment for such hazards and risks appropriate to property of similar construction, location and use; and
- (b) Commercial General Liability insurance, covering the operations of the Association, within the scope of such policies; and
- (c) Hired and Non-Owned Automobile Liability insurance; and
- (d) Workers Compensation and Employers Liability insurance; and
- (e) Directors and Officers Liability insurance or its equivalent; and
- (f) Environment Impairment Liability insurance, covering pollution and other similar risks; and
- (g) Fidelity and Crime insurance, covering the Association for risks associated with officers, directors and employees of the Association handling or administering corporate accounts, funds and investments; and
- (h) Flood Insurance, covering those properties deemed appropriate for coverage by the Board of Directors; and
- (i) Employment Practices Liability insurance, covering the Association, its directors and officers; and
- (j) Any other policies of insurance deemed appropriate by the Board of Directors.

#### Section 2. Limitations.

Subject to exception by the Board of Directors, any insurance obtained pursuant to this Article shall be subject to the following provisions:

(a) All policies shall be written by a company or companies, licensed or authorized to do business in the State of Louisiana and holding a financial strength rating of at least Excellent by A. M. Best Company.

(b) Except as prohibited or restricted by policy language, exclusive authority to negotiate losses under said policies shall be vested in the Board of Directors or its authorized representative.

(c) All policies shall provide that such policies may not be canceled without at least thirty (30) days' prior written notice to the Association and any other party to whom such notice is required by contract.

(d) The Limits of Liability of all policies shall be in those amounts determined to be appropriate by the Board of Directors.

## ARTICLE X

### Fiscal Management

**Section 1. Fiscal Year.** The fiscal year of the Association shall begin on the first day of January every year, except for the first fiscal year of the Association which shall begin at the date of incorporation. The commencement date of the fiscal year herein established shall be subject to change by the Board of Directors should corporate practice subsequently dictate.

**Section 2. Books and Accounts.** Books and accounts of the Association shall be kept under the direction of the Treasurer in accordance with generally accepted accounting practices, consistently applied. The same shall include books with detailed accounts, in chronological order, of receipts and of the expenditures and other transactions of the Association and its administration and shall specify the maintenance and repair expenses of the common areas and community facilities, services provided with respect to the same and any other expenses incurred by the Association. That amount of any assessment required for payment of any capital expenditures or reserves of the Association may be credited upon the books of the Association to the "Paid-in-Surplus" account as a capital contribution by the members. The receipts and expenditures of the Association shall be credited and charged to other accounts under at least the following classifications

- (a) "Current Operations", which shall involve the control of actual expenses of the Association including reasonable allowances and necessary contingencies and working capital funds in relation to the assessments and expenses hereinelsewhere provided for; and

- (b) "Reserves for Deferred Maintenance", which shall involve the control of monthly funding and maintenance of such deferred maintenance costs and/or reserves as are approved by the Board of Directors from time to time; and "Reserves for Replacement", which shall involve the control of such reserves for replacement as are provided for in these By-Laws and as may from time to time be approved by the Board of Directors; and
- (c) "Other Reserves", which shall involve the control over funding and charges against any other reserve funds which may from time to time be approved by the Board of Directors; and
- (d) "Investments", which shall involve the control over investment of reserve funds and such other funds as may be deemed suitable for investment on a temporary basis by the Board of Directors; and
- (e) "Betterments", which shall involve the control over funds to be used for the purpose of defraying the cost of any construction or reconstruction, unanticipated repair or replacement of a described capital improvement and/or for expenditures for additional capital improvements or personal property made or acquired by the Association with the approval of the Board of Directors.

**Section 3. Auditing.** At the close of each fiscal year, the books and records of the Association shall be audited by an independent Certified Public Accountant whose report shall be prepared and certified in accordance with generally accepted auditing standards, consistently applied. Based upon such report, the Association shall furnish its members and any mortgagee requesting the same with an annual financial statement, including the income and disbursements of the Association.

**Section 4. Inspection of Books.** The books and accounts of the Association and vouchers accrediting the entries made thereupon, shall be available for examination by the members of the Association and/or their duly authorized agents or attorneys, and to the institutional holder of any first mortgage on any lot and/or its duly authorized agents or attorneys, during normal business hours, for purposes reasonably related to their respective interests.

**Section 5. Principal Office - Change of Same.** The principal office of the Association shall be as set forth in Article I of these By-Laws. The Board of Directors, by appropriate resolution, shall have the authority to change the location of the principal office of the Association from time to time.

**Section 6. Execution of Corporate Documents.** With the prior authorization of the Board of Directors, all notes and contracts shall be executed on behalf of



the Association by either the President or Vice President, and all checks shall be executed on behalf of the Association by such officers, agents, or other persons as are from time to time so authorized by the Board of Directors.

**Section 7. Authority to Sign Checks.** The CAO shall have the authority to unilaterally sign any and all checks drawn on an account of the Association that are payable to unrelated third parties so long as such check is less than \$5,000.00. All checks drawn on an account of the Association in an amount \$5,000.00 or greater shall require two (2) signatures consisting of the CAO, the President and/or the Treasurer. Any check that is payable to the CAO or a related party must be signed by the President or Treasurer.

## ARTICLE XI

### Amendment

**Section 1. Amendments.** These By-Laws may be amended by the affirmative vote of a majority of the Board of Directors at any meeting of the Board of Directors duly called for such purpose. Amendments may be proposed by any member of the Board of Directors or by petition signed by members representing at least twenty percent (20%) of the then total membership and delivered to the Secretary. A description of any proposed amendment shall accompany the notice of any regular or special meeting of the Board of Directors at which such proposed amendment is to be voted upon.

## ARTICLE XII

### Interpretation - Miscellaneous

**Section 1. Conflict.** These By-Laws are subordinate and subject in all respects to the provisions of the Act of Dedication. All of the terms hereof, except where clearly repugnant to the context, shall have the same meaning as in the Act of Dedication. In the event of any conflict between these By-Laws and the Act of Dedication, the provisions of the Act of Dedication shall control.

**Section 2. Committees.** The Board of Directors may, from time to time, appoint such committees as it considers necessary or appropriate from the membership of the Association, each of which shall consist of a chairman, who shall be a member of the Board of Directors, and at least two (2) other members. Any committee so appointed shall serve at the pleasure of the Board of Directors.

**Section 3. Notices.** Unless another type of notice is hereinelsewhere specifically provided for, any and all notices called for in the Act of Dedication and in these By-Laws shall be given in writing.

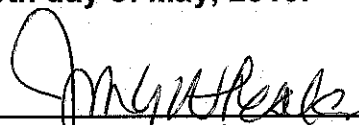
**Section 4. Severability.** In the event any provision or provisions of these By-Laws shall be determined to be invalid, void or unenforceable, such determination shall not render invalid, void or unenforceable any other provisions hereof which can be given effect.

**Section 5. Waiver.** No restriction, condition, obligation or provision of these By-Laws shall be deemed to have been abrogated or waived by reason of any failure or failures to enforce the same.

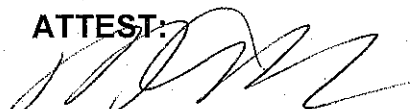
**Section 6. Captions.** The captions contained in these By-Laws are for convenience only and are not a part of these By-Laws and are not intended in any way to limit or enlarge the terms and provisions of these By-Laws.

**Section 7. Gender, etc.** Whenever in these By-Laws the context so requires, the singular number shall include the plural and the converse; and the use of any gender shall be deemed to include all genders.

I, Jay Whealdon, Secretary of the Association, do hereby certify that the above and foregoing is a true and correct copy of the Bylaws of the Association adopted by the Board of Directors of the Association in accordance with the Articles and in accordance with law on this 15th day of May, 2015.

  
Jay Whealdon, Secretary

ATTEST:

  
Paul Angelle, President