

BY-LAWS OF
THE LAKES AT OAK GROVE HOMEOWNERS ASSOCIATION, INC.

I. NAME AND LOCATION

1.1 Name. The name of the corporation is THE LAKES AT OAK GROVE HOMEOWNERS ASSOCIATION, INC., hereinafter referred to as the "Association."

1.2 Location. The principal mailing address of the Association is PO Box 1468 Prairievile, LA 70769, or at such other specific location therein as may be from time to time designated by the Board of Directors of the Association.

II. DEFINITIONS

2.1 Association. The term "Association" shall mean and refer to The Lakes at Oak Grove Homeowners Association, Inc.

2.2 Board. The term "Board" shall mean and refer to the duly elected Board of Directors of the Association.

2.3 Common Properties. The term "Common Properties" shall mean and refer to the area of land transferred to or controlled by the Association.

2.4 Director. The term "Director" shall mean and refer to each duly elected Member of the Board.

2.5 Lot. The term "Lot" shall mean and refer to each individual plot of land as shown on the official final plat of any filing of The Lakes at Oak Grove subject to administration by the Association. The term "Lot" shall not include any Common Properties.

2.6 Member. The term "Member" shall mean and refer to the record owner, whether one or more persons or entities, of a Lot but excluding those having an interest in a Lot merely as security for the performance of an obligation.

2.7 Restrictions. The term "Restrictions" shall mean and refer to the building restrictions imposed on any filing of The Lakes at Oak Grove subject to administration by the Association.

III. MEETINGS OF MEMBERS

3.1 Annual Meetings. Henceforth annual meetings of the Members shall be held once a year at a date, time, and place selected by the Board of Directors

3.2 Special Meetings. Special meetings of the Members may be called at any time by the President of the Association, by a majority of the Board of Directors, or upon written request of three-fourths (3/4) of the Members who are entitled to vote.

3.3 Notice of Meeting. Written notice of each meeting of the Members shall be given by, or at the direction of, the Secretary of the Association or a person authorized to call the meeting by mailing a copy of such notice, postage prepaid, at least thirty (30) days prior to such meeting, to each Member entitled to vote thereat, addressed to the Member at the most recent address supplied by such Member to the Association for the purpose of notice, or if no such address shall have been furnished, then to the street address of the Lot owned by such Member. Such notice shall specify a reasonable place, date, and hour of the meeting and the purpose of the meeting in the case of a special meeting. All meetings shall be held in Ascension Parish or East Baton Rouge Parish.

3.4 Quorum. The presence at the meeting of Members entitled to vote and cast twenty percent (20%) of the total votes of the membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation of the Association, the Restrictions, or these by-laws. If, however, such Quorum shall not be present, the Members present may, except as otherwise provided by law, adjourn the meeting without further notice other than announcement at the meeting until a quorum as aforesaid shall be present or represented. Unless a greater portion of the voting power is required by the Articles of Incorporation, the Restrictions, or these by-laws, a majority of the voting power present and voting in person shall prevail at all meetings. The voting rights of each Member shall be as provided in the Restrictions and the Articles of Incorporation of the Association and the Restrictions.

3.5 Proxies. At all meetings of Members, each Member shall be entitled to vote either 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 or his attendance at the meeting for which the proxy has been given. Proxy votes given by Members entitled to vote will count toward Quorum. Proxy forms shall be produced by the Secretary and sent with all Notifications of meetings. All Proxies from Members will be verified by the Treasurer and Secretary for eligibility to vote.

IV. BOARD OF DIRECTORS - SELECTION AND TERM OF OFFICE

4.1 Management and Directors. The Board shall manage the affairs of the Association. The Board will consist of eight (8) Directors elected or appointed in accordance with the terms of these By-laws.

Selection. In the event a director is removed, resigns, or dies, the remaining directors shall select a replacement to serve the remainder of the term. All directors shall be elected for one-year terms at each annual meeting.

4.2 Removal. Any director may be removed from the Board, with or without cause, by a majority vote of the Members of the Association or by missing three (3) consecutive meetings of the Board.

4.3 Compensation. No director shall receive compensation for any service he may render to the Association. Directors shall be reimbursed for their actual expenses incurred in performing their duties. However, the one exception for compensation is representing the Association in any court proceeding or Justice of the Peace, and the compensation will not exceed actual expenses nor exceed the current Federal Per diem rate for that area. This exception must be pre-approved by a majority of the Board of Directors.

4.4 Action Taken Without a Meeting. Any action required or permitted by the Board may be taken without a Board meeting if all Directors shall individually or collectively consent in writing or such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Any approved action shall have the same effect as though taken at a meeting of the Board. The Board will ratify any action taken by unanimous written consent at the next Board meeting. The minutes of this meeting will record the ratification. Written consent may be by mail, electronic mail, or by electronic messaging systems and must be recorded by the Secretary and preserved in the association minutes.

V. NOMINATION AND ELECTION OF DIRECTORS

5.1 Nominations. Nominations for the office of directors will be by the Members, and will make nominations from the floor at the annual meeting or such other meetings at which directors are to be elected. All Members nominated must be in good standing with the Association.

5.2 Elections. The election to the Board will be either by secret written ballot if contested or by voice vote by members if unopposed. At such election, the Members or their proxies may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Restrictions and the Articles of Incorporation of the Association. The person receiving the largest number of votes shall be elected. Cumulative voting is permitted.

VI. MEETINGS OF DIRECTORS

6.1 Regular Meetings. Regular meetings of the Board shall be held Quarterly unless the Board takes contrary action. The meetings shall be at such place and hour in either Ascension or East Baton Rouge Parish as may be fixed from time to time by resolution of the Board. Should such a meeting fall upon a legal holiday, then that meeting shall be held at the same time on the next day that is not a legal holiday. Meeting Business can be conducted via video conference or teleconference if needed.

6.2 Special Meetings. Special meetings of the Board shall be held when called by the President of the Association or by any three directors after at least three (3) days notice to each director.

6.3 Quorum. A majority of the directors shall constitute a quorum for the transaction of Business. Every act or decision done or made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.

VII. POWERS AND DUTIES OF THE BOARD

7.1 Powers. The Board shall have the power to:

- a. Adopt and publish rules and regulations governing the use of the Common Properties and the personal conduct of the Members and their guests thereon and 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, fine, penalty, dues, or other levies by the Association. Such rights may also be suspended after notice and hearing for a period not to exceed sixty (60) days for an infraction of published rules and regulations.
- c. Exercise, for the Association, all powers, duties, and authority vested in or delegated to the Association not reserved to the Members by other provisions of these by- laws, the Articles of incorporation of the Association, or the Restrictions.
- d. Declare the office of a director to be vacant for a good cause; and
- e. Employ a manager, an independent contractor, or other employees as necessary to perform their duties.

7.2 Duties. It shall be the duty of the Board to:

7.2 Duties. It shall be the duty of the Board to:

- a. Cause to be kept a complete record of all its acts and corporate affairs 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-fourth ($\frac{1}{4}$) of the Members who are entitled to vote.
- b. Cause an annual independent review of the Association's account or accounts to be made and cause a copy of such report to be available to each Member within thirty. (30) days of completion.
- c. Supervise all officers, agents, and employees of the Association and see that their duties are properly performed; as more fully provided herein and in the Restrictions:
 1. Fix the amount of any assessment against each Lot at least thirty (30) days in advance of the due date of any assessment.
 2. Send written notice of each assessment to every Owner subject thereto at least thirty (30) days in advance of the due date of any assessment; and
 3. Enforce the real and/or personal obligations to pay assessments, fines, penalties, or other levies against any property which are not paid within thirty (30) days after their due date;
 4. Issue or cause an appropriate officer to issue, upon demand or request by any person, a certificate indicating the status of any assessment, fine, penalty, or other levies, whether delinquent or paid. A reasonable charge may be made by the Association established by the Board for the issuance of these certificates. Such certificate shall be conclusive evidence of payment of any assessment, fine, penalty, or levy therein stated to have been paid;
 5. Procure and maintain adequate liability and hazard insurance on the Common Properties and other property owned by the Association and such liability insurance as may be deemed necessary or advisable to honor the indemnity obligations of the Association contained in the Articles of Incorporation of the Association and the Restrictions; and
 6. Cause all officers or employees having fiscal responsibility to be bonded, as it may deem appropriate.
 7. Ensure all common areas are kept in good repair and maintained

VIII. OFFICERS AND THEIR DUTIES

8.1 Enumeration of Officers. The officers of the Association shall be a President who shall at all times be a director on the Board, Vice President who must be a Director on the Board, a Secretary and a Treasurer, and such other officers as the Board may from time to time by resolution establish. The Board shall first consider the election of current board members for the office of Secretary and Treasurer.

8.2 Election of Officers. The election of officers shall occur at the Board's first meeting following each annual meeting of the Members. At such time Committee chairs will be appointed.

8.3 Committee Chairs, The four main Lake of Oak Grove HOA Committees will be the Architectural Committee, Rules Enforcement Committee, Social Media Committee, and Events Committee. A Director will be the head of all Committees except the events committee. The Events Committee may be chaired by a member of the Association in good standing but must contain a least one Director from the Board. Other committees can be created by a majority vote of the Board and may, from time to time, be by resolution to establish.

8.4 Term. The officers of the Association shall be elected annually by the Board, and each shall hold office for one (1) year unless he shall sooner resign, be removed, or otherwise be disqualified from serving.

8.5 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 designate.

8.6 Resignation and Removal. The Board may remove any officer from office with or without cause. 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 any later time specified therein. Unless otherwise specified, accepting such resignation shall not be necessary to make it effective.

8.7 Vacancies. A vacancy in any office may be filled by an election held by the Board for that or any other purpose. The officer elected to such vacancy shall serve for the remainder of the term of the officer he replaces.

8.7 Multiple Offices. Only the offices of the Secretary and Treasurer and special offices created according to Section 8.5 may be held by the same person.

8.8 Duties. The duties of the officers shall be as follows:

- a. President. The President shall preside at all Board meetings; implement the Board's orders and resolutions; sign all leases, mortgages, deeds, promissory notes, and other written instruments of the Association as directed by resolution of the Board. The Board may direct, by resolution, that another board member, in addition to the President, also sign certain written instruments of the Association. In the case of any tie vote of the Board, the President's vote breaks the tie.
- b. Vice President, The Vice President, in the absence of the President, shall preside at all meetings of the Board; shall implement the orders and resolutions of the Board; shall sign all leases, mortgages, deeds, promissory notes, and other written instruments of the Association as directed by resolution of 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; keep the corporate seal of the Association and affix it on all papers requiring such seal; serve notice of meetings of the Board and of the Members; keep, or cause to be kept, 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 in appropriate bank accounts all the Association's monies and disburse such funds as directed by resolution of the Board; and keep proper books of accounts of the Association, copies of which shall be made available for purchase at a reasonable cost.

IX. ASSESSMENTS AND DUES

9.1 Assessments. As more fully provided in the Restrictions, each Member is obligated to pay the Association monthly assessments, and any special assessments, fines, or penalties, which shall be both a real obligation incidental to ownership of the Lot assessed and the personal obligation of the Owner of the Lot assessed when the assessment is made as outlined in the Restrictions. The Association may bring an action at law against the Owner personally obligated to pay the same and/or "in-rem" against the current Owner of the Lot assessed to recover the amount of the assessment, fine, penalty, or other levy plus interest, costs, and reasonable attorney's fees associated with any such action. No owner may waive or otherwise escape liability for any assessment, fine, penalty, or other levy provided for herein or in the Restrictions or the Articles of Incorporation of the Association by non-use of the Common Properties or abandonment of the affected Lot.

9.2 Dues. By a vote of two-thirds (2/3) of the owners in good standing (by Home) who are voting in person or by proxy at a meeting of the Association duly called to change the assessments or for establishing dues, the Association may establish Membership dues (in addition to assessments provided by the Restrictions) payable in amounts and at times as selected by the Members when such dues are established.

X. MISCELLANEOUS

10.1 Amendments. These by-laws may be amended at a regular or special meeting of the Board by a vote of a majority of a quorum of directors present in person or by proxy.

10.2 Conflict. In the case of any conflict between the Articles of Incorporation of the Association and these by-laws, the Articles of Incorporation of the Association shall take precedence. In the case of any conflict between the Restrictions and these by-laws, the Restrictions shall take precedence.

10.3 Fiscal Year. The fiscal year of the Association shall begin on the 1st day of January and end on the 31st day of December of every year.

THUS, DONE AND SIGNED, and these by-laws amended and readopted, in Prairieville, Louisiana, on
17 March, 2023.



Howard W. Bushong
President Lakes of Oak Grove Homeowners Association

SWORN TO and subscribed
before me on 3-17-23



PAMELA K ALONSO
LA Notary ID # 85498
Commission Is For Life