

**NAUTICAL CHASE HOMEOWNERS ASSOCIATION, INC.
PROPOSED CONSTITUTION AND BYLAWS
(ORIGINAL ADOPTION)**

ARTICLE I

Section 1: The proposed name of this organization shall be: "Nautical Chase Homeowners Association, Inc.

ARTICLE II

Section 1: The Purpose of this Association is to promote a desired and enjoyable place to live and beautify the community through cooperative efforts by its members.

Section 2: This Constitution and Bylaws are designed and intended for the government of the Board of Directors and members of the "Nautical Chase Homeowners Association."

ARTICLE III

Section 1: Lot Owners of Nautical Chase Lake Community are members of the Nautical Chase Homeowners Association.

ARTICLE IV

Section 1: The fiscal year of this Association shall be on a calendar year basis, i.e., January 1 through December 31.

ARTICLE V

Section 1: The annual yearly assessment for each residence, with an occupancy permit, shall be \$250.00, and \$50.00 per unimproved lot, except for lots belonging to the developer which shall be assessed \$0.00 per lot, subject to change by majority vote.

Section 2: Billing will be due March 1st of each year with all bills payable by (dates to be determined later).

Section 3: A late fee of \$25.00 per month will be charged on all past due accounts (to be discussed further by Board of Directors and legal counsel).

Section 4: The Association shall have the authority to place a lien on property if payment is not received within 90 days of the due date June 1 (specific date to be determined later; to be discussed further by Board of Directors and legal counsel).

ARTICLE VI

Section 1: Regular meetings of this Association shall be held at least once per quarter, with the last quarterly meeting of the year to be considered as the annual meeting, i.e., 2nd Sat. of the first month of each quarter with the location to be determined at a later date.

Section 2: The date/location of the next regular meeting shall be announced at each meeting.

Section 3: Special business meetings may also be called by the President as may warrant, with members receiving notice of special meetings by mail, with 1 weeks notice. Agendas for special called meetings will be item/incidence specific and no further business shall be transacted at that time.

Section 4: Any business of the Association may be transacted at any quarterly meeting.

Section 5: Each home is entitled to one vote on issues brought before the Association meetings. (home defined as improved dwelling with an occupancy permit in possession, i.e., 1 house, 1 vote). Further, renters will not be entitled to vote (see Article III, Sect. 1).

ARTICLE VII

Section 1: The officers of the Association shall be a President, Vice-President, Secretary-Treasurer and four At-Large Members elected by the general membership, which along with the Officers shall constitute the Board of Directors.

Section 2: All officers shall be elected for a two year term, or until their successors have been duly elected. Officers will be elected on a rotating basis so that consistency may be established in the administration of the Association.

Section 3: Any officer may resign at any time. Upon resignation, an election to fill the vacancy shall occur at the next meeting.

Section 4: Regular elections shall be held at the last quarterly meeting of each year and officers shall take office on January 1 of each year.

Section 5: Any officer may be removed from office upon a vote of two-thirds (2/3) of the membership present at a meeting.

ARTICLE VIII

Section 1: The President shall, when present, preside at all meetings of the Association. In the absence of the President, the Vice-President shall preside.

Section 2: The four (4) At-large Board of Directors members shall constitute a Standing Committee for the purpose of making recommendations to the General Membership on the use of excess funds generated each year and submit suggestions for homeowners events.

Section 3: The Secretary-Treasurer shall collect the yearly assessments and shall keep the funds in such a manner so as to allow the balance to be verified by the Officers at any time.

Section 4: The Secretary-Treasurer shall keep a roster of the membership (lot owners) of the Association, with residence/post office address and phone numbers for each member

Section 5: The Secretary-Treasurer shall keep minutes of all meetings of the Association and shall be bonded. Books will be audited on an annual basis.

Section 6: Under the direction of the Board of Directors of the Association, the Secretary-Treasurer shall make payment of the known general expenses. These expenses shall include landscaping/mowing, as required, utilities, stationary and postage.

Section 7: Payment of the Association expenses shall be made by check with the authorized signature of the Secretary-Treasurer and one other Officer.

Section 8: The membership shall have the authority to disburse other funds appropriate for the welfare of the Association. A two-thirds (2/3) vote of the membership shall be required for such expenditures. Proxy votes will be allowed for additional disbursements by means of a signed affidavit to be maintained on file with the Secretary-Treasurer.

Section 9: The annual salary of the Secretary-Treasurer shall be a free yearly assessment plus any incurred expenses.

ARTICLE IX

Section 1: The President, with the approval of the Board of Directors, may appoint such committees as are necessary for the proper and successful operation of the association.

Section 2: *Roberts Rules of Order* shall be used in the transaction of business meetings of the Association.

Section 3: No officer or member of the Association may incur any indebtedness in the name of Nautical Chase Homeowners Association without a majority vote of the Board of Directors.

ARTICLE X

Section 1: This Constitution and Bylaws may be amended by submitting the proposed amendment, in writing, signed by a member of the Association. Such proposal shall be referred to the Board of Directors for study and recommendation to the membership of the Association. A two-thirds (2/3) vote shall be required to amend the Constitution and Bylaws.

Section 2: This Constitution and Bylaws shall become effective in it's entirety upon adoption by two-thirds (2/3) vote of the Nautical Chase Homeowners Association, Inc.

Section 3: All lot owners (members) shall abide by the Constitution and Bylaws of the Nautical Chase Homeowners Association, Inc.

Section 4: Bylaws are subject to change at annual meetings. Proxy votes will be allowed for changes to bylaws.