

9-8-20

**BY LAWS OF  
GASLITE HOMEOWNERS ASSOCIATION, INC.**

ARTICLE ONE: MEMBERS

The owner of record of each lot in Gaslite Estates Subdivision shall have one membership in the corporation. In the event the ownership of a single lot is a joint or common ownership, said joint or common owners shall together constitute the membership so that in all cases the voting power of members shall be limited to one vote per lot. Membership in the corporation shall terminate when any member shall cease to be the owner of record of a lot in Gaslite Estates Subdivision. No member may be expelled from membership for any reason whatsoever; provided, however, that the voting power of any members shall be suspended during any time that such member shall be in arrears in paying the assessments or charges due to the corporation or in the event that any member has failed to comply with any notice from the board of directors of the corporation to bring his dwelling or lot into conformity with the restrictive covenants and articles of information and By Laws of the corporation. Each member shall be entitled to one vote on each matter submitted to a vote of the members.

Determination of Member

For purposes of determining whether a member has received notice, or is present at a meeting, a member shall be deemed the owner of record of a lot in the subdivision, a member of the owner's household over the age of 18, or such owner's spouse.

ARTICLE TWO: MEETING OF MEMBERS

Annual Meeting

The annual meeting of the members shall be held at a time set by the Board of Directors. The date, time and place of the annual meeting shall be fixed by the board but in all cases shall be in Jefferson County and within a reasonably close proximity to the subdivision. The purposes of the annual meeting shall be as set forth in the notice of the meeting. In addition, the members at an annual meeting may transact such other business as may be brought properly before the meeting.

Special Meetings

Special meetings of the members may be called by the board or by a petition signed by 25% of the members. The date, time and place of special meetings shall be fixed by those calling the meeting, but in all cases shall be in Jefferson County and within a reasonably close proximity of the subdivision. The business at special meetings shall be confined to the proposals which are listed in the notice of the meeting.

### Notice

Written notice stating the date, time and place of any special or annual meeting of members shall be delivered by the Secretary not less than 14 days nor more than 90 days before the meeting to each member entitled to vote at the date of the notice. Notice shall be deemed delivered when deposited in the mail, postage prepaid, an addressed to the member at his address on the corporate records, or when hand delivered to the member by the directors or their proposed agent. It shall be the responsibility of those calling a special meeting to furnish the Secretary with information concerning the date, time, place and purposes of special meetings within a reasonable time before notice of the meeting is required to be delivered. Notices of special and annual meetings shall list with reasonable detail the specific proposals to be considered at the meeting' provided that notices of annual meetings shall further state that the purposes of the meeting shall be such other business as may be brought before the meeting. Attendance at a meeting, whether in person or by proxy, without objection to the notice or lack thereof, shall constitute waiver of notice of the meeting.

### Quorum and Voting

A majority, 50% plus 1, of the members present or by absentee ballot shall constitute a quorum at all meetings of its members. The act of a majority of members present in person or by absentee ballot t a meeting at which the quorum is satisfied shall be the act of the members unless a greater percentage is required by these laws. The members present in person or by absentee ballot at a duly organized meeting may continue to do business until adjournment, notwithstanding the withdrawal of enough persons or ballots to leave less than a quorum.

## ARTICLE THREE: DIRECTORS

### General Power

The board of directors shall administer the corporation in accordance with the By Laws and with other governing documents.

### Number and Qualifications of Directors

The Board of Directors shall consist of four of the homeowners of record to a maximum of fourteen (14) members who shall have been elected at the annual general meeting by popular vote of members in good standing. All Directors must be members in good standing (Article III) and must reside in Gaslite Estate Subdivision prior to the beginning of the second quarter of the calendar year.

### Election of Board of Directors

The election of Directors shall be held during the annual general meeting. A nominating committee shall be appointed by the Board of Directors thirty (30) days prior to the election. elected nominating committee shall be appointed by the President annually. All Directors shall

be elected by a majority of votes cast on a written ballot of those present. New members of the Board shall take a seat on the next regularly scheduled meeting following the annual general meeting.

### Term of Office

The President, Vice President, Secretary and Treasurer shall serve a term of one year. The members of the Board of Directors shall serve a term of two years. One half may be elected every year to complete the Board membership.

### Meetings of the Board of Directors

- (a) Regular Meetings. Regular meetings of the Board may meet on a monthly, bi-monthly, or quarterly schedule to be determined by seated Board each calendar year.
- (b) Special Meetings. Special meetings of the Board may be called by any two directors.
- (c) Notice of Board Meetings. With respect to regular meetings, the President shall cause notice to be given to each director of the time and place of the meeting. With respect to special meetings, the director calling the meeting shall notify each director of the time, place and purpose of the meeting. Notice of Board meetings may be given orally.
- (d) Quorum and Voting. A majority of the present officers, (President, Vice Presidents, Secretary, and Treasurer) shall constitute a quorum for the transaction of business.
- (e) Conduct of Board Meetings and Corporate Minutes. The President shall preside at all meetings of the board of directors. Minutes of board meeting shall be open to any member for inspection at reasonable times. Decisions of the board which are reflected in the minutes shall specify the manner in which each director voted. Corporate minutes shall not be permitted to be taken from the Secretary's possession without the consent of the Board.
- (f) The minutes of the most current meeting shall be available on the Gaslite Homeowners Association Website
- (g) Removal of Directors. Any director may be removed from office at any time, with or without cause, by a majority of the members or by a majority of the Board members.
- (h) Vacancies. In the event of a vacancy in the board of directors by resignation, removal or otherwise, this position shall be filled by the appointment of the President or Board until such time as the next annual meeting of the general membership.
- (i) Proposals by Members. Members may submit proposals to the Board for consideration at regular or special board meetings.

ARTICLE FOUR: OFFICERSOfficers

The Board shall elect a President, a Vice President, a Treasurer and a Secretary, as stated in Article Three, Section 2. Office of Secretary/Treasurer may be combined if necessary or requested by the Board of Directors.

Duties of Officers

1. President. The President shall preside at all meetings. He/She shall appoint special committees when not otherwise provided for by the By Laws. He/She shall enforce Robert's Rules of Order and preserve harmony at meetings. He/She shall perform other duties as Gaslite Homeowners Association may require.
2. Vice-President. The Vice-President will give notice of the Board of Directors meetings to all Board members and to give notice of the annual general and other meetings to all members of the Gaslite Homeowners Association. He/She shall preside at meetings in the absence of the President. The Vice President will oversee all committee chairs not held by officers of the Association and report on their progress in the absence of the chair at all business meetings.
3. Secretary. The Secretary will keep an accurate record of the proceedings of all meetings and keep on file all papers related to the business of Gaslite Homeowners Association. He/She shall perform other duties as the organization may require.
4. Treasurer. The Treasurer will give receipt for all monies received by him/her and pay all bills against Gaslite Homeowners Association as ordered. He/She shall keep active and current records to sources of receipt and purposes of disbursement. He/She shall present his books for audit within thirty days whenever Gaslite Homeowners Association shall require. He will preside at meetings in the absence of other officers. The Treasurer shall prepare and provide a detailed financial report to be available to all members at the annual general meeting. The treasurer shall be bonded as deemed necessary by the Board of Directors. The cost of bonds to be borne by Gaslite Homeowners Association funds. It shall be the duty of the Treasurer to bill and collect the dues of Gaslite Homeowners Association as provided in Article IV funds. Maintenance liens shall be prepared, recorded and released by the Treasurer when required by the Board of Directors.

Vacancies

In the event a corporate office is vacated by resignation, removal or otherwise, the duties of such vacated office shall be filled immediately by appointment of the President until such office is filled by election at the next meeting of the Board.

Removal

The Board by a majority vote may remove any officer for sufficient cause. Sufficient cause shall consist of failure to obey Board directives, misappropriation of corporate funds, failure to perform the duties of his office set forth in the By Laws, or other misfeasance in office.

ARTICLE FIVE: COMMITTEESAppointment of Committees

The members of committees shall be appointed by the President "and shall be as broadly representative of members in the subdivision as practical.

Tenure of Committee Members

Members of committees shall be appointed for such term as the President directs. The President may make changes in the membership of committees as it deems necessary from time to time.

Standing Committees

The Board may appoint standing committees for the following matters of concern in the subdivision:

- (a) Maintenance and beautification
- (b) Welcome Committee
- (c) Block Watch Committee

The President "may appoint other standing committees which are deemed necessary or appropriate to further corporate purposes.

Committee Reports and Recommendations

Reports and recommendations of committees shall be presented to the board as the board may request from time to time. Such reports may be oral or written as the committee considers appropriate, but the board may request written reports when it considers the subject matter of sufficient importance for a written report. Oral reports of committees shall be reflected in the corporate minutes.

ARTICLE SIX: FUNDSAnnual Maintenance Fee

- (a) Amount. The amount of the annual maintenance fee, presently \$24.00 per year per lot shall be determined by the Board of Directors in accordance with these By Laws and the subdivision restrictions.
- (b) Payment of Fee. The annual dues (maintenance fee) shall be due and payable on the first day of January each year. The payment shall be considered in default if it is not paid by the last day in February of the same year.
- (c) Late Fees. A late fee of \$10.00 per month shall be added to the delinquent dues each month starting in March of the same year and continue until paid.
- (d) Maintenance Lien. A maintenance lien will be recorded against any property deemed severely delinquent of payment of the above mentioned (maintenance fee) or dues along with all late fees, certified mail, other costs, and recording and releasing of the lien.

Annual Maintenance Fee of New Members

It shall be the responsibility of the old member to deal with a new member of record on the matter of prorata adjustment of the annual maintenance fee.

Bank Account and Signatures

The Board of Directors shall establish a checking and savings account for the deposit of corporate funds. Corporate funds shall not be disbursed unless approved by the Board of Directors. The signatures of the Treasurer together with the President or Vice President shall be required for the withdrawal of any funds from the corporation's checking or savings account. The signature of the President, Vice President, Treasurer or Secretary is required for the withdrawal of any funds from the corporation's checking or savings accounts to pay expenses, utilities and other normal invoices.

- (a) The checking account will be maintained with a balance of \$2,500.00 or less.
- (b) All other accounts shall require two signatures.

Use of Funds

Funds shall be applied toward the payment of debts incurred by the Board of Directors in pursuit of Association business. Expenditures of amounts over \$5,000.00 shall be submitted to the members at a special or an annual meeting.

Bonding of Officers

The persons authorized to sign checks or withdraw documents from the corporation's checking and savings accounts shall be bonded in such amount as the Board determines. The Corporation's checking and savings accounts may be bonded if the Board requires in such amount as the Board determines. If required by the Board, the Association will pay the cost of the bond.

Increase or Decrease of Maintenance Fee

Any change in the amount of the maintenance fee shall be first approved by the Board of Directors and then shall be required to be present to the membership at an annual or special meeting for approval. Such increase or decrease shall not occur unless approved by a majority of all the present members voting. The initial fee shall be \$24.00 per year.

Special Assessments

Any special assessments shall be first approved by the Board of Directors and then shall be required to be submitted to the members for their approval. No special assessments shall be made unless approved by two-thirds or more of all of the members present.

Collection of Funds

The Treasurer, as directed by the Board of Directors and in accordance with these By Laws and as otherwise permitted by law, shall take any measures he deems necessary to collect the annual maintenance fee or special assessments required to be paid by the members. A maintenance lien will be recorded against any property deemed severely delinquent on payment of any assessments or (maintenance fees) dues along with all late fees, certified mail costs, other cost and recording and releasing of the lien as mentioned in Article VI, D.

ARTICLE SEVEN: AMENDMENT OF BY LAWS

Any four members of the corporation, including directors, may initiate the procedures for, amending By Laws. Such proposed amendments shall be first approved by the Board of Directors and then shall be presented to the members at an annual or special meeting. No amendment to the By Laws shall be adopted unless approved by a majority of the members present or voting by absentee ballot at a meeting at which a quorum is present.

ARTICLE EIGHT: MISCELLANEOUS PROVISIONS

1. The Welcome Committee Chairperson/Director shall be responsible for contacting and informing new members concerning their membership in the corporation and their responsibility for paying the annual maintenance fee.





GASLITE HOMEOWNERS ASSOCIATION, INC. BY LAWS CHANGE APPROVAL AT THE ANNUAL HOMEOWNERS MEETING FEBRUARY 27, 2010 BY A MAJORITY OF THE MEMBERS PRESENT AND VOTING. THESE CHANGES ARE TO TAKE PLACE EFFECTIVE MARCH 1, 2010. NOTICE WAS MAILED WITHIN THE REQUIRED TIME FRAME AND POSTED ON THE GASLITE HOMEOWNER ASSOCIATION WEBSITE PRIOR TO THIS DATE. THIS CHANGE IS ACCORDING TO ARTICLE SEVEN OF THE CURRENT BY LAWS.

APPROVED BY MEMBERS: - 100% of those present. -

Please Print Name	Signature	Lot #	
<del>C.D. Stinner</del>	<del>C.D. Stinner</del>		
C.D. STINNER	C.D. Stinner	196	
<del>IT TACKER</del>	<del>IT Tacker</del>	207	
Pat Hicks	Pat Hicks	26	} / NOTE
Phyllis Hicks	Phyllis Hicks	26	
Teresa Angeles	Teresa Angeles	28	
Donna Heinlein	Donna Heinlein	187	} / NOTE
Jack Heinlein	Jack Heinlein	187	
Steve Thompson	Steve Thompson	84	
DOROTHY THOMPSON	Dorothy Thompson	243	} / NOTE
STEPHEN THOMAS	Stephen Thomas	243	
HORACE BROWN	Horace Brown	221	

Document No.: DN2010053743  
 Lodged By: david kuebler  
 Recorded On: 04/28/2010 10:46:20  
 Total Fees: 31.00  
 Transfer Tax: .00  
 County Clerk: BOBBIE HOLSCLAW-JEFF CO KY  
 Deputy Clerk: SHESCH