

By-Laws of the Olentangy Highbluffs Community Association

Article 1— Name and Location

Section 1. The name of the Association shall be the Olentangy Highbluffs Community Association.

Section 2. The principal location of the Association shall be in the City of Columbus, County, of Franklin, State of Ohio.

Article II - Object and Purpose

Section 1. The object of this Association shall be to:

- a. Promote and encourage neighborhood interest and concern with the standards of development within the Olentangy Highbluffs community.
- b. Provide a vehicle whereby residents within the Olentangy Highbluffs community may discuss, plan and initiate the means of improving, upgrading or otherwise enhancing the general conditions of the Olentangy Highbluffs community.
- c. Encourage goodwill within the Olentangy Highbluffs community.
- d. Provide open communication and information relative to community issues that would affect residents of the community.

Article III – Qualifications for Rights of Membership

Section 1. For the purposes of these by-laws, the Olentangy Highbluffs community is defined as all single-family homes within the Olentangy Highbluffs subdivision as platted and recorded with Franklin County.

Section 2. Membership shall be open to all adult residents (over 18 years of age) of the Olentangy Highbluffs community with a maximum of one membership per lot.

Section 3. Members in good standing shall have the right to vote in all elections of the Association, and on amendments to the by-laws of the Association. Members may remain in good standing by paying the dues required in Article XII. There shall be one vote per membership.

Article IV – Officers

Section 1. The officers of this Association shall be the President and the Secretary/Treasurer.

Section 2. Officers shall be elected from among the members in good standing at the January meeting of the Association and serve until the following January meeting of the Association.

Article V - Duties of Officers

Section 1. The President is the chief administrative officer of the Association. He/She calls and presides at meetings of the executive board and general membership meetings, is an ex-officio member of all committees and performs other such duties as may be required by the executive board in accordance with these by-laws. All bank drafts shall require the signatures of both the President and Secretary/Treasurer.

Section 2. The Secretary/Treasurer shall keep a record of all proceedings of the Association and the executive board, keep a complete roll of all the members of the Association, conduct the correspondence of the Association, collect the money of the Association, pay all bills, maintain the financial records of the Association, and be responsible for all funds of the Association.

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Article VI - Executive Board

Section 1. The Executive Board shall consist of the officers, the immediate Past President, and the chairperson of each standing committee.

Section 2. The Executive Board shall be responsible for carrying out all of the duties and responsibilities prescribed in the by-laws.

Article VII – Elections

Section 1. The President shall appoint a nominating committee at least 30 days prior to the January membership meeting. This committee shall prepare a slate of one candidate for President and one candidate for Secretary/Treasurer, without regard for race, sex, creed or national origin.

Section 2. The slate of candidates prepared by the nominating committee shall be published and distributed to the membership at least two weeks prior to the election.

Section 3. Additional nominations may be made from the floor at the time of the elections.

Section 4. Election of the committee chairperson for each standing committee shall be by and from the members of each standing committee as appointed by the President (see Article VIII below). Such election shall occur at a meeting of the committee called by the President and occurring within 30 days of the January membership meeting.

Article VIII - Standing Committees

Section 1. The Association shall have the following standing committees: Welcoming, Social, Communications, Community Affairs and Beautification.

Section 2. The President shall appoint all members of all standing committees in January each year. They shall serve until the following January.

Section 3. The Welcoming Committee shall be responsible for welcoming all new residents of the Olentangy Highbluffs community and for seeking new members of the Association.

Section 4. The Social Committee shall establish, maintain and direct the social activities of the Association.

Section 5. The Communications Committee shall be responsible for coordinating the Association newsletter published at least twice each year and for disseminating information about the Association and its activities to all members of the Association.

Section 6. The Community Affairs Committee shall be responsible for coordinating Association activities with any organization concerned with the development of this area. They shall inform the Association of any governmental actions affecting the subdivision.

Section 7. The Beautification Committee shall be concerned with community beautification, entrance plantings; and cleanup of the community and shall coordinate such activities.

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Article IX – Vacancies

Section 1. A vacancy of office (President and Secretary/Treasurer) shall be filled by the Executive Board, with the appointee serving until the next election.

Section 2. A vacancy of Chairperson of any committee shall be filled by appointment by the President.

Article X - Fiscal Year end Meetings

Section 1. The fiscal year shall be from January 1 to December 31

Section 2. There shall be a meeting of the membership of the Association called at least twice each year but no more than once a month.

Section 3. The Executive Board may call a meeting when necessary

Section 4. A quorum shall consist of one-fourth of the membership, including proxies as authorized in section 5 of this article, and shall be required for all meetings of the Association.

Section 5. Any member may tender a revocable proxy for the purpose of attending any meeting of the Association or of voting in any Association election. The proxy must be in writing, must be signed and dated by the member who tenders it, and must be tendered to the Secretary/Treasurer before the appointed time of the appropriate meeting. The proxy need not be sealed, witnessed or acknowledged. The proxy must state the meeting to which it is applicable.

Section 6. Executive Board meetings may be called at the discretion of the President but must be hold at least twice per year.

Section 7. Roberts Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws. The order of business for all membership meetings shall be: Call to Order, Reading of Minutes, Secretary/Treasurer's Report, Committee Reports, Unfinished Business, New Business, and Adjournment.

Article XI - Amendment and Recall

Section 1. These by-laws may be amended only by a two-thirds majority vote of the members in good standing present (proxies included) at a membership meeting, but only after all members of the Association have been notified in writing at least two weeks in advance of the desired changes.

Section 2. Any officer or committee chairperson may be recalled from office for dereliction of duty, malfeasance, or conduct contrary to the good of the Association upon a three-fourths vote of the members in good standing actually present at a special meeting called for that purpose.

Article XII – Dues

Section 1. Membership dues shall be \$25.00 per member per year. Dues must be paid before January 31 each year.

Section 2. There shall be a \$ 15.00 discount for each membership where all adult members of the household are over65.