

By-Laws of the Kentmoor Property Owners' Association
(Amended May 2022)

ARTICLE ONE

Name and Area

Section 1: Name of Organization

The name of the association shall be "Kentmoor Property Owners' Association."

Section 2: Boundaries

The area of jurisdiction embraced by the oversight of this Association shall comprise all the lands and property situated within the area bounded by:

1. Adams Road on the east
2. Square Lake Road on the north
3. Squirrel Road on the west stopping 500 feet south of Lenox Road
4. Westview Road on the south as far west as Eastover Elementary School

ARTICLE TWO

Membership and Funding

Section 1: Membership

Each property owner within the geographical area of this Association shall be a member of this Association, granted full voting privileges, one vote per lot, upon payment of the annual dues of said Association each year. Tenants residing within the geographical area of the Association may attend meetings, participate in activities, and contribute to the best interests of the area, but will not be granted voting privileges.

Section 2: Dues

Association dues shall be reviewed and recommended by the Board of Directors annually.

Section 3: Funding

In the first quarter of each calendar year, the Treasurer shall prepare and deliver to all property owners, an invoice covering dues for the ensuing calendar year and request payment within 30 days.

Section 4: Contributions

Voluntary contributions will be accepted.

ARTICLE THREE

Purposes

Section 1: Purpose

1. The purpose of this Association shall be to promote the best interests of the property owners and residents within the area named, and, in a broad way, to foster, further, advocate and protect the best interests of the area as a residential section; to make all members aware of all propositions that may be deemed helpful to the development of the area; and those that may be detrimental to the residents and property owners of the area.

- a. To procure the construction of necessary public improvements and to ensure their proper maintenance within said area.
- b. To preserve the best interests of property owners in the subdivision restrictions and to review all proposed building plans in the area prior to the start of construction, with a view to maintaining the subdivision and Township restrictions governing said building.
- c. To preserve the present natural charm of wooded areas and beautiful landscapes in keeping with the ideals of modern suburban residential communities.
- d. To enhance the livability of the area by establishing and maintaining an open line of communication and liaison between the neighborhood, government agencies, schools, and other neighborhoods.
- e. To provide an open process by which all property owners may involve themselves in the affairs of the neighborhood.
- f. To support accredited campaigns toward improved services or initiate community drives for said services, such as schools, roads, public transportation, mail service, public utilities, etc.
- g. To strengthen the bonds of community relationship among all property owners and residents.

ARTICLE FOUR

Organization and Board of Directors

Section 1: Number of Seats

The business and activities of the Association shall be managed by the Board of Directors. The Board shall consist of a minimum of 6 and a maximum of 12 Directors who shall hold office for a term of two years or until their successors shall be elected and qualified. The immediate past President shall serve on the Board of Directors for 1 year following their term as President.

Section 2: Nominations

Nominations will be accepted by the President and Directors. The election of the Directors shall be made at the Annual Meeting. The new Directors shall take office at the first Board of Directors meeting following the election.

(A) The Annual Meeting shall be held in the Spring of each year.

(B) All property owners and residents will be notified of the date and time of the Annual Meeting at least 10 days prior to the meeting date.

Section 3: Vacancy

In the event of a vacancy in the membership of the Board of Directors, such vacancy may be filled by the remaining Directors until the next Annual Meeting at which time the Association's members shall fill the vacancy for the unexpired term by election.

Section 4: Board Meetings

Meetings of the Board of Directors may be called at any time by the President or any three directors. The Board of Directors shall meet at least once each year, with additional meetings called as necessary. Ten days' notice of all meetings of the Board of Directors shall be given to each Director, however, such notice may be waived by consent of a majority of the Board of Directors. Such notice shall state the object thereof.

Section 5: Attendance

Any member of the Board of Directors who is absent from three (3) consecutive meetings of the Board of Directors without an excuse satisfactory to the Board of Directors may be removed as a Director by a majority of the Board of Directors and the vacancy created thereby filled by the Board of Directors until the next Annual Meeting of the members of the association.

Section 6: Quorum

A majority of the Directors shall constitute a quorum for the transaction of all business except as otherwise provided by law.

Section 7: Special Meetings

Special meetings of the members may be held at such times as ordered by the Board of Directors. Ten days' notice of any annual or special membership meeting shall be given to the members of the Association.

ARTICLE FIVE

Officers

Section 1: Officers

The officers of this association shall be a President, Vice-President, Secretary and a Treasurer and they shall be elected by the Board of Directors from its members. There shall also be such other officers and agents of this association as the Board of Directors may, from time to time, deem necessary, who shall perform such duties as the Board of Directors may prescribe. These individuals will also serve two years with rotating term expirations.

Section 2: Election of Officers

The officers herein provided shall be elected at the first meeting of the Board of Directors following election of such Board, shall hold office for two years or until their successors shall be elected by the succeeding Board of Directors, and shall continue in office until their successors shall be elected and installed.

Section 3: President

The President shall preside at all meetings of the members and Directors, shall sign necessary records, and shall do and perform all other duties pertaining to the office of President of an association as well as those required of the President by the Board of Directors.

Section 4: Vice-President

It shall be the duty of the Vice-President to do and perform all the duties of the President in the event of the President's absence, disability, or vacancy in the office, as well as those required of the Vice-President by the Board of Directors.

Section 5: Secretary

It shall be the duty of the Secretary to keep written minutes of all the meetings of the members and Board of Directors and to attend to all correspondence of the Association assigned to the Secretary.

Section 6: Treasurer

It shall be the duty of the Treasurer to exercise supervision over the finances of the Association, to collect and have custody of funds, to furnish the Board of Directors with an accurate statement of the financial condition of the Association at such times as the Board of Directors may request, to prepare annually for the consideration of the members a financial statement showing the financial condition of the Association at the end of the fiscal year just closed, and, generally to perform such other duties as well as those required of the Treasurer by the Board of Directors. The Treasurer shall provide to the Board of Directors, prior to the Annual Meeting, a list of property owners who have submitted dues for the calendar year to confirm those with voting privileges for said year. The Treasurer shall not pay out any monies belonging to the Association except as approved by the Board of Directors in the annual budget or as amended or otherwise.

Section 7: Compensation and Removal

No officer shall be entitled to compensation for their services as such. Any officer may be removed from office at any time by an affirmative vote of a majority of the Board of Directors.

Section 8: Resignation

A director may resign at any time by giving written notice to the Board of Directors and the resignation shall take effect upon receipt of said notice, unless stated otherwise.

ARTICLE SIX

Meetings

Section 1: Annual Meeting

One membership meeting shall be designated as the annual meeting. At this meeting:

- a. The President shall report on the state of the association.
- b. The Treasurer shall give an annual financial report
- c. Elections for Member of the Board shall be held

ARTICLE SEVEN

Expenditures

Section 1: Expenses

All expenditures except for postage, stationery and incidental expenses shall be approved by the Board of Directors and detailed in the annual budget.

Section 2: Association Obligations

No officer, committee chairperson, representative or member shall have authority to incur any obligation on behalf of the Association, except as herein provided.

ARTICLE EIGHT

Committees

Section 1: Architectural Review and Planning Committee

The President, with the approval of the Board of Directors, shall appoint the Architectural Review and Planning Committee.

Section 2: Special Committees

The Board of Directors, may, by a majority vote, create such additional standing committees or special committees as may seem advisable to transact the business of the association.

Section 3: Committee Duties

The duties of the committees shall be as provided by the Board of Directors.

ARTICLE NINE

Amendment of These By-Laws

Section 1: Adoption and Amendment of By-Laws

These By-Laws may be amended by a two-thirds vote of the Board of Directors, ratified by a majority of the members of the Association attending an annual or special meeting.

ARTICLE TEN

Fiscal Year

Section 1: Fiscal Year

The fiscal year of the Association shall be January 1 through December 31, inclusive.