

**Bylaws
of the
Paragon Place Home Owners Association
Adopted March 2018**

ARTICLE I. Name and Purpose

Section 1.01: NAME. The NAME of this organization shall be the Paragon Place Home Owners Association, hereafter referred to as "The Association". It shall be a nonprofit organization incorporated under the laws of the State of Ohio.

Section 1.02: PURPOSE. The Bylaws shall govern the Corporation and its members and facilitate the fulfillment of the purposes provided in the Articles of Incorporation.

ARTICLE II. MEMBERSHIP.

Section 2.01: ELIGIBILITY FOR MEMBERSHIP. All current resident of, or owner of property in, Paragon Place, Washington Township, Montgomery County, Ohio, are members in the association.

Section 2.02: ANNUAL DUES. The amount required for annual dues shall be \$400.00 each year, unless changed by a majority vote of the members in attendance at an annual meeting of the full membership. A 5% late fee, per month, will be added to the amount due starting immediately after the first due date. After six months, if payment has not been received, a lien shall be placed on the property. The lien will include the legal fees required.

Section 2.03: VOTING RIGHTS. The full payment of the annual dues will entitle each person over age eighteen in the Member's household to one vote apiece in all Association elections.

Section 2.04: TERMINATION OF MEMBERSHIP. Membership in the Association is automatically terminated whenever the Member is in default of payment of the annual Association Dues. A member may also be removed by a majority vote of the membership.

Section 2.05: RESIGNATION. Any Member may resign by filing a written resignation with the Secretary of the Association. Such resignation shall not relieve the resigning Member of the obligation to pay any dues, assessments, or other charges theretofore accrued and unpaid. Only when a member is resigning by selling their property are they relieved of their dues, assessments, or other charges on the day of sale. They will, at the day of sale on their property, be refunded any un-accrued dues on a pro-rated basis.

ARTICLE III. OFFICERS

Section 3.01: OFFICERS. The Association shall have the following officers:

1. President
2. Treasurer
3. Secretary

Section 3.02: ELECTION OF OFFICERS. The Officers shall be elected by majority vote at the annual meeting of the full membership.

Section 3.03: TERM OF OFFICE. The Officers shall serve a one-year term, with no limitations on future terms.

Section 3.04: DUTIES. The duties of the Officers are as follows:

1. The PRESIDENT shall be the principal executive officer of the Association and shall preside over all meetings represent the Association on public occasions, and make such committee appointments from the membership as shall be deemed advisable for the effective conduct of the work of the Association.

2. The TREASURER shall collect, safeguard, disburse and make periodic reports of all funds collected in the name of the Association.
3. The SECRETARY shall keep attendance records and record the proceedings of all meetings, maintain adequate records of the Association activities, and conduct such official correspondence as shall be required.
4. The duties of the officers shall not be limited as enumerated above, but they may discharge in addition such duties as are assigned by the Association Membership.
5. Unless so authorized, no officer shall have any power or authority to bind the Association by any contract or engagement, to pledge its credit, or to render it liable pecuniary for any purpose or in any amount

Section 3.05: VACANCIES AND REMOVAL FROM OFFICE. Any Officer may be removed by a majority vote of the members of the Association (excluding the Officer to be removed). Upon the death, removal, resignation, or incapacity of an Officer of the Association, a majority of the Association shall elect a successor.

Section 3.06: MANAGEMENT. The Association shall be managed by the Officers so elected, with powers consistent with the Articles of Incorporation and these Bylaws of the Association.

ARTICLE IV. MEETINGS OF MEMBERS

Section 4.01: PLACE OF MEETINGS. Regular meetings of the Association shall be held at any place the Association selects.

Section 4.02: REGULAR MEETINGS. Regular meetings of the Association (President, Treasurer, Secretary) shall be held at least quarterly, or as needed, at a time and place designated by the President.

Section 4.03: ANNUAL MEETING. An annual meeting of the Members shall be held in the month of January of each year. At such meeting, the Members shall elect the Officers of the Association, receive reports on the affairs of the Association, and transact any other business which is within the power of the Members. If an annual meeting has not been called and held within six months after the time designated for it, any Member may call the annual meeting.

Section 4.04: SPECIAL MEETINGS. Special meetings of the Members may be called by any officer if the need arises.

Section 4.05: NOTICE OF MEETINGS. A written or printed notice of each meeting, stating the place, day, and hour of the meeting, shall be given by the Secretary of the Association, or by the person authorized to call the meeting, to each Member of record entitled to vote at the meeting. This notice shall be given at least seven (14) days before the date named for the meeting.

Section 4.06: QUORUM. The Members present at any properly announced meeting shall constitute a quorum at such meeting.

ARTICLE V. VOTING.

Section 5.01: VOTING. All issues shall be decided by a majority vote of members present at the meetings.

Section 5.02: VOTING BY PROXY. Where Officers are to be elected by Members, or any changes in the Bylaws are to be voted on, or any other election is to be made whereby a count of the votes of all members may be desired, proxy voting will accompany the meeting notification for use of anyone unavailable to attend the meeting.

ARTICLE VI. COMMITTEES.

Section 6.01: AUTHORIZATION TO ESTABLISH COMMITTEES. The Association may establish committees as deemed necessary to pursue its stated objectives. Members of Committees shall be appointed by the President.

ARTICLE VII. FINANCES.

Section 7.01: EXPENDITURES. Expenditures of funds, other than monthly contracted bills, amounting to over One Hundred Dollars (\$100) in any month must be approved by the ASSOCIATION (President, Treasurer, Secretary).

Section 7.02: FINANCIAL REPORTS. Annual Financial Reports shall be prepared by the Treasurer and presented to the Members at the annual meetings, or upon request by any member.

ARTICLE VII. AMENDMENTS.

Section 8.01: PROCEDURE. These Bylaws may be amended by a two-thirds majority vote of those present at any regular meeting of the Members of the Association, provided seven days written notice of the proposed amendment and of the meeting is given.

ARTICLE IX. ACCEPTANCE OF BYLAWS

Section 9.01: VOTING. Acceptance of these Bylaws shall be by a majority vote of those present at any regular meeting of the Members of the Association, provided written copies of the Bylaws and written notice of the meeting is given to all Members at least seven days prior to the meeting.

ARTICLE X. NON-COMPLIANCE WITH BYLAWS.

Section 10.01: NON-COMPLIANCE PENALTIES. Under no circumstance will noncompliance with any section of these Bylaws constitute the forfeiture of the rights of the Association to exist or the rights of the Association to enforce the Bylaws of the Association.