

ARTICLE 1 – NAME

The name of this organization shall be BRENDONSHIRE CIVIC ASSOCIATION.

ARTICLE II – PURPOSE

The purposes for which the Brendonshire Civic Association is formed are:

- (a) To enforce the Conditions, Reservations, Restrictions, and Protective Covenants Affecting All Lots in the Subdivision as recorded in the office of the Recorder of Marion county, Indiana, as the same may be modified, amended, or supplemented from time to time (the "Covenants").
- (b) Provide for the maintenance, repair, replacement, administration, operation and preservations of the entrances, and the landscaping of the main entrances from 56th Street and Arlington into the Brendonshire Subdivision; and subcontracting for entryway salting and snow-plowing of Hawthorne Drive, Hedgerow Drive, 54th Place, and 52nd Place when necessary.
- (c) Establish, levy, assess and collect from each of the owners in the Subdivision any charges or assessments made against members or others pursuant to the Covenants, or as otherwise required to carry out the purposes of the Brendonshire Civic Association as stated in these Articles and the Code of By-Laws of the Brendonshire Civic Association.
- (d) To engage in all reasonable efforts to protect, preserve, and enhance the residential character and value of the property owned by the members in the Subdivision and to engage in such other activities as may be to the mutual benefit of Brendonshire residents.
- (e) To enter into contracts for the performance of any of the purposes of the Brendonshire Civic Association.
- (f) To have and exercise any and all powers, rights, duties and privileges which are given to the Brendonshire Civic Association in the Covenants, the Articles of Incorporation, and/or the Code of By-Laws of the Association.

ARTICLE III – MEMBERSHIP AND DUES

Annual dues shall be \$50.00 per resident for residences on Hedgerow, Hawthorne, 52nd Place and 54th Place (who would normally be expected to benefit from snow removal). Annual dues shall be \$15.00 per residence for those residences on Arlington Avenue and 56th Street. Payment is to be made by January 31 of each year to the Treasurer.

DELINQUENT ASSESSMENT POLICY; the board shall prepare and deliver a notification describing the Association's policies and practice in enforcing lien rights and other legal remedies for default in payment of its Dues assessment against its residents who are at least three (3) years in arrears.

Each delinquency case shall be approved by a 2/3 majority of the board, (7 out of 11) and delinquencies can be waived in hardship cases.

If said notification is not resolved within ninety (90) days, a property Lien will be filed.

ARTICLE IV – GOVERNMENT AND RULES OF ORDER

The administration of the affairs of this organization shall be vested in a Board of Directors consisting of four (4) officers and seven (7) block captains. Six (6) members shall constitute a quorum.

The officers shall constitute and Executive Committee, a majority of which shall have full power and authority to act for and on behalf of the Board of Directors in emergency matters requiring action prior to the next meeting of the Board of Directors.

The officers of this organization shall be President, Vice President, Secretary and Treasurer.

Roberts Rules of Order, Revised, shall be the recognized authority for procedures of conduct for all meetings of this organization except where inconsistent with the By-Laws of the organization.

ARTICLE V – ELECTION OF OFFICERS AND DIRECTORS

Section 1. Officers and Directors of this organization shall be elected for a term of one (1) year from the date of the Annual Meeting or until their successors are duly elected.

All residents are to be notified in advance of the Annual Meeting. Residents will be asked for nominations or suggestions for the four officers of this organization. Nominations from

Section 2. the floor are permitted. Consent of all nominees must be secured before the election. The block captains are volunteers appointed by the elected Officers.

Section 3. The election of Directors must be done at the Annual Meeting. All voters, candidates, and those participating in the nominations must be members in good standing. A member in good standing is defined as a resident having paid annual dues for the last three (3) years, if applicable.

ARTICLE VI – DUTIES OF OFFICERS

President – The President shall call and preside at all regular and special meetings of the Board of Directors and general membership meetings. The President shall appoint, with the approval of the Board of Directors, all standing committees which shall function during the term of the office. The President shall enforce the observance of the rules, regulations and By-Laws of the organization and shall propose and recommend action which is beneficial to the interests and welfare of this organization and its members.

Vice President – In the absence of the President, the Vice President shall perform all duties and functions of the office of President and shall perform such other duties as may be designated by the Board of Directors.

Secretary – The Secretary shall perform all the duties and functions of the office of President in the absence of the President and the Vice President, shall keep a record of the proceedings of this organization including, but not limited to, minutes of all regular and special meetings of the Board of Directors and of the general membership, which records and minutes shall, at all reasonable times, be open for inspection by members of the organization. The Secretary shall perform such other duties as may time to time be designated by the Board of Directors.

Treasurer – The Treasurer shall have charge of all funds of the organization and all the disbursements, subject to the directives of the Board of Directors. The Treasurer shall send notices to members of dues and accounts payable and shall receive and receipt for all monies belonging to or repayable by the organization. The Treasurer shall keep a current record of account for all monies coming in and shall make a full report thereof at the annual meeting of the organization, and at such other times as may be prescribed by the Board of Directors. All the books and records of this organization of any nature whatsoever shall, at all reasonable times, be open for inspection by members of the organization. Funds may be withdrawn from designated depositories only upon the signatures of two Officers. The Treasurer shall keep an accurate roster of the members of the organization and shall perform such other duties as may be designated by the Board of Directors.

ARTICLE VII – POWERS OF THE BOARD OF DIRECTORS

The Board of Directors shall have the duty and power to control and manage all of the affairs of this organization, shall make all purchases and contracts, provide for all expenditures and do any and all purchases and contracts, provide for all expenditures and do any and all business necessary in connection with the transaction of business of the organization in carrying out its objectives and purposes. The action of the Board of Directors shall be final, shall not require the approval of members of the organization to be valid, shall include, but not be limited to, the following:

1. Contract for snow removal on Hedgerow, Hawthorne, 52nd, 54th streets within the boundaries of Brendonshire.
2. Rent venues, purchase food, etc., for neighborhood meetings.
3. Purchase office-supplies, postage, etc., for invoices, Fliers, newsletters, notifications, etc.

ARTICLE VIII – MEETINGS

The Board of Directors shall meet upon call and at such time and place as may be designated by the President, provided, however, that the Board of Directors shall meet at least two (2) times each year. The Annual Meeting of members shall be held on a date selected by the President.

ARTICLE IX – AMENDMENT OF BY-LAWS

Amending the by-laws requires the affirmative vote of members possessing at least two thirds (7 out of 11) of the votes entitled to be cast by all of the board members of the Association. This vote may be taken at a regular or special meeting of the Board, provided that a notice to vote on any amendment or amendments shall have been received by each Board member at least ten (10) days prior to any such meeting.

Approved by the Board of Directors on this _____ day of _____ 2017.