

THE OVERLOOK ASSOCIATION

BY-LAWS

**ARTICLE I-Name**

The name of this association shall be The Overlook Association, an association to organize and provide for the governance of an unincorporated association under the Ohio Revised Code.

**ARTICLE II-Purposes**

- 1) Maintenance and improvement of the entranceway to the Overlook subdivision
- 2) Provide leadership in neighborhood affairs, at the Board's discretion.

**ARTICLE III-Members**

Each Overlook lot owner shall be an Association member, and each owner shall be entitled to one (1) vote on each matter submitted to a vote of the members for each lot owned by such person. However, if title to a lot is in the name of more than 1 owner, such co-owners acting jointly shall be entitled to 1 vote.

**ARTICLE IV-Meetings of the Members**

An annual meeting of all Association members shall be held by May 1 to elect Board members and to transact other business as might come before the members. Special meetings may be held at the President's request, at the request of at least 3 Board members, or at the request of at least 1/3 of the voting members of the Association. There shall be at least five days' written notice of any such meeting given to the members—and this notice may be transacted via electronic or other written means. Any matters brought before the members for a vote shall require a majority of those members attending this meeting.

**ARTICLE V—Board of Directors, Board Duties and Elections**

The Association shall be governed by a Board of Directors made up of five members who are elected annually by a vote of eligible Association members as defined in Article III above. Each Board member shall serve for a two-year rolling term and may be eligible for reelection annually. The Board shall then elect its President, First Vice-President, Second Vice-President, Treasurer and Secretary. The Board shall meet at least annually or as deemed necessary in order to transact Association business. Association business may also be transacted electronically. A quorum of members shall consist of three. If a Board member shall be unable to complete his/her elected term, the remaining Board members shall select a replacement to serve until the next election, at which time the Association members shall elect the new board member.

Officer duties are:

**President**—Preside at all meetings of the members and the Board of Directors, shall appoint committees and committee chairpersons with the advice and consent of the Board, and shall generally supervise, direct and control the Association.

**First and Second Vice-Presidents**—Perform the president's duties in his/her absence.


**Treasurer**—Receive and maintain all money and other property of the Association, maintain the Association's financial books and records and checking account, and provide financial reports to the members and to the Board as directed. The Association's individual disbursements greater than \$500 shall be approved by the one other officer besides the treasurer.

**Secretary**—Keep records of the Board's proceedings and member meetings, distribute such records as appropriate, issue meeting notices or other information to the members.

**ARTICLE VI-Committees**

The Board may appoint standing or special-purpose committees as necessary, and committee chairpersons shall attend the Board's regular meetings.

OVERLOOK ASSOCIATION  
3535 JOHNNY APPLESEED CT  
COLUMBUS, OH 43231

  
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**ARTICLE VII-Assessments**

As authorized by the General Warranty Deed conveyed to each homeowner, each member of the Association shall be subject to an assessment for maintenance of the common areas, insurance, and any other expenses which may reasonably be determined by the Board. Prior to making such assessment, the Board shall adopt a budget to cover contemplated expenses for the upcoming fiscal period. This budget shall be represented to the members at the annual meeting. Notices of the annual assessment shall be delivered to each homeowner by mail or electronically and shall be due and payable within fourteen days of such assessment.

The Board may propose special assessments which must have the approval of the majority of the members present at a meeting called to consider such action. Non-payment of regular or special assessments may subject the lot owner to a lien against the property as detailed in the General Warranty Deed.

**ARTICLE VIII-Amendments**

These by-laws may be amended, altered, or repealed by a vote of 80% of the members of the Association present at any duly-called annual or special meeting of the members. Notice shall be given of any proposed changes to the by-laws at least 30 days prior to the meeting via physical or electronic means to consider such changes.

These by-laws have been adopted at a duly-called meeting of the Association and its members on the 10th day of April, 2016.

*Michael Johnson*  
Treasurer

*Sawn and subscribed before my presence on the 10<sup>th</sup> day  
of May, 2016.*

